

# Position Control: Frequently Asked Questions

## 1. What is position control?

Position Control is a process by which UCOP Leadership monitors headcount by carefully reviewing all proposals to temporarily or permanently fill a new or repurposed career, limited or contract appointment. It allows OP to track hiring and monitor costs to ensure we operate efficiently, and to ensure the bulk of our resources can be directed toward the university's primary mission of teaching, research and public service.

## 2. What should be included in the online Position Request?

- Complete job description in Job Builder
- Job Code
- Department
- Name of Direct Supervisor
- Grade and Salary Range (Min-Mid-Max)
- FTE
- Vacancy Type
- COA
- Rationale

## 3. What is the approval workflow, and what are the roles and responsibilities for each step?

Step	Who is responsible?
<b>Consult with UCOP HR Business Partner and develop Position Description using Job Builder template.</b>	Department Hiring Manager
<b>Review for potential redundancy with OP Operations Units.</b>	Hiring manager consults with OP Operations Units contacts. This step is not necessary with contract extensions.
<b>Review job classification and compensation. Create recommended hiring salary range.</b>	UCOP HR Compensation Manager
<b>Request approval from Department Head, Division Head and Budget Coordinator</b>	UCOP HR Business Partner assigns approvals in ServiceNow.
<b>Review request for approval</b>	Department Head, Division Head, Budget Coordinator, and Executive Director of UCOP HR.
<b>Notify BASC of space needs.</b>	BASC will receive notification through ServiceNow if requested by the Hiring Manager or the HRBP
<b>Begin Recruitment</b>	HR Business Partner notifies Hiring Manager and UCOP Talent Acquisition Team - Recruiter that recruitment is ready to begin.

## 4. What if I have an emergency need to fill a position, for instance an unplanned employee medical leave?

Emergency situations do arise, so it is critical that every employee have a designated back-up in case of unplanned absences. In the event of an unplanned absence, existing staff should first be tapped to fill in whenever possible. Additionally, other departments or divisions may have staff that can be shared on a short-term basis. If neither of these options is available, a TOPS employee may be hired for up to 30 days. Any time beyond 30 days will require approval through the position control process.

## 5. As a hiring manager, what is my role?

We recommend that you work closely with your UCOP HR business partner and initiate conversations with Building and Administrative Service Center to determine space availability early in the process. In addition, if you think the position you are recruiting for may perform work that is redundant with functions carried out by the OP Operations Units, please speak directly with the contact listed below to determine the degree of redundancy. It may be possible to get the work that you need done more quickly without hiring another person.

Operations Unit	Point of Contact
OP Budget & Finance Office	Eva Goode, Director
Business Resource Center (BRC)	Amy Vrizuella, Interim Director & Manager
Building and Administrative Service Center (BASC)	Steve Murray, Director Donna Collins, Associate Director
UCOP Human Resources	Nancy Pluzdrak, Executive Director
Information Technology Services (ITS)	Shirley Bittlingmeier, Client Services Manager

## 6. I already have funding in my budget for these positions. Why do I have to obtain an additional approval?

Position Control Is required if you have new position; if you are replacing a position where the position description has not been updated in the last three years, and/or you are repurposing a position number.

## 7. What salary information should be used when requesting approval through Position Control? Do we need approval to make a salary offer if it is within the approved recommended range?

Salary information is not required when requesting approval through the online process. The Compensation Manager will evaluate market data and internal equity to recommend a hiring range for the position. This range will be reviewed by the Division Leader and Budget Coordinator during the approval process. When you are ready to make an offer to a selected candidate, please contact your HR Business Partner to coordinate approval of the offer amount.

## 8. What are the different types of appointments? Are they all subject to position control?

- Employee appointments are defined in [PPSM-3](#). Only employee appointments are subject to position control.
- Independent contractors are defined in [BFB-BUS-77](#) as those that the University has the right to control only the result of the service, not the manner of performance.

Independent consultants are defined in [BFB-BUS-34](#) as those that the University does not control either the manner of performance or the result of the service. Only employee appointments are subject to position control.

Independent contractors and consultants are subject to a [pre-approval process](#) as directed by President Napolitano in her January 22, 2014 email [communication](#). For questions regarding employee appointments, contact your [HR Business Partner](#); for questions regarding independent contractors and consultants, contact [Purchasing/Procurement](#).

## 9. Do extensions of Contracts and TOPS Appointments need to go through the Position Control process?

Yes, and hiring managers are encouraged to begin the extension process early to avoid lapse. Extensions do not require space and redundancy review.

**10. Do requests for contract-to-career conversion waivers need to go through the Position Control process?**

Yes.

**11. Do Multi-Location Appointments require approval through the Position Control process?**

No, although if additional workspace is required in Oakland, please let BASC know as soon as possible.