

Hiring Full-Time Employees: Questions and Answers Budget Office and Office of Personnel Operations

I. How do I fill an existing permanently funded full-time position?

**Please note classifications and positions are not the same, and are handled differently. Personnel Operations assigns titles; Budget assigns position numbers.*

- a. Prepare a PE6 form for permission to fill the position.
- b. Contact Personnel Operations for procedures.
- c. Do not offer the job to anyone until all hiring and search requirements have been met (per Personnel Operations) and the PR has been signed by Administration.
- d. Remember that a full-time position number may have only one active employee in it.

II. How do I create and fund a new full-time permanently funded position?

- a. Discuss it with your Provost or V.P. You must complete a Position Description Questionnaire (PDQ) in order to establish a classification and pay grade.
- b. Complete a Position Request – Full-time Form (available from the Forms section of the BCC Web) and submit for approvals.
- c. Complete a Budget Amendment to permanently fund the position from other areas of your budget or your supervisor's budget.
- d. Send both of the above to the Budget Director's Office. The Budget Director's Office will certify funding, assign a position number and will deliver the documents to the V.P. for Financial and Human Resources for approval.
- e. Following approval, you will be contacted and given the position number so that you may proceed with the PE6 and other Personnel Operations requirements.
- f. Never discuss or offer the job to anyone until all Personnel Operations requirements have been met.

III. How can I create and fill a new full-time temporary funded position?

- a. Same as *II. a - d* above except that funding is temporary.
- b. The hiring/search procedures are less stringent. Contact Personnel Operations for direction.
- c. Make clear to the potential employee that he/she is temporary and that there is a definite end-date. Make sure that the PR indicates this.

