Requesting a BEACON Number

In order to request a BEACON number for a position, the following process shall be adhered to by all staff.

1. Division of Public Health (DPH) staff should contact their business officer and request a BEACON number. The requesting staff member will submit to their business officer a completed Cost Allocation Plan (CAP) form, a draft organizational chart, the name of the supervisor, county location of position, and a short narrative indicating job responsibilities that will be entered into BEACON.

2. The business officer will review the CAP form and draft organizational chart with Cost Allocation in the Controller's Office to determine if a new RCC is needed.

3. The business officer will deliver all the appropriate information to DPH Human Resources (HR) to initiate the assignment of a BEACON number in order to create a budget revision.

4. HR staff will initiate Work Flow to create a BEACON number and will forward the number to the salary control officer in the business office. Human Resources will concurrently provide the BEACON Number to the business officer preparing the budget revision.

5. The business officer will give the BEACON number to the requesting staff member in order that work can begin on the job description.

6. The business officer will initiate a budget revision to budget funds for the position. When the budget revision has been approved and formatted, the business officer who formatted the revision will notify and send a copy of the formatted budget revision to the salary control officer. The business officer who prepared the revision will notify the requesting staff member that the budget revision has been approved.

7. The DPH staff member who requested the BEACON number will submit the completed job description to HR along with the new BEACON number for analysis to determine the appropriate classification. A Position Action Request (PAR) form and an American Disabilities Act (ADA) checklist will accompany the job description.

8. DPH Human Resources maintains a central log to track assigned BEACON numbers, budget revisions and BPS entries.