

A workgroup comprised of representatives from Budget, Human Resources and Program Management has been working to define, streamline, and improve the process for creating new positions within the Department of Health and Human Services. We are excited to announce and begin training managers to work through this process.

For managers and supervisors, there are five key tasks you will need to accomplish in this process:

1. Schedule a meeting with their budget officer and classification analyst to discuss new personnel needs associated with a new grant, an expansion request, or another funding opportunity. This may be incorporated into a pre-grant meeting that includes other aspects of the grant such as IT or facility procurement, contracts associated with the grant, etc.
2. Draft the necessary documentation for HR and Budget to begin the new position creation process:
 - a. HR Documentation
 - i. HR Action Request Form
 - ii. Proposed Organizational Chart showing reporting structure of proposed position
 - iii. Justification Memo
 - iv. Position Description with ADA Checklist
 - v. Position Settings (FT/PT, Shift work, etc)
 - b. Budget Documentation
 - i. 606A
 - ii. Establishing Receipt Supported Position Form
3. Notify HR and Budget upon receipt of Notice of Grant Award, any changes to grant that would impact positions, notice that the legislature has approved/denied request for new position, etc.
4. Work with Recruitment team to draft vacancy posting so that when position is ready to post, the vacancy posting can be posted immediately.
5. Interview referred candidates and submit recommendation with all documentation within 30 days of referral.

Although certain aspects of the process make take additional time, such as approval of the grant or approval of the expansion request by the legislature, our goal with this process is to reduce the time it takes our HR and Budget office to process a new position to 45 business days (from receipt of completed documentation until the vacancy is posted.)

The attached flowchart provides a glimpse into the other components of the process including the work completed by local budget and human resources, central HR and Budget & Analysis, and the state offices of Human Resources and Budget Management.