

**SUBJECT: PROCEDURES INVOLVING THE REVIEW OF REQUESTS FOR  
ADDITIONAL POSITIONS AND/OR CLASSIFICATIONS**

Purpose:

1. To provide a standardized procedure for requesting and processing new positions and/or reclassifications.
2. To define the related functions of the Board of Estimates and Personnel Board.

Scope:

1. A request for an additional position, where an ordinance already exists authorizing the classification.
2. A request for an additional, new position where an ordinance does not exist authorizing the new classification.
3. A request for an additional or new position, and the deletion of an existing position, where such adjustment would not result in an increase in total authorized strength in the agency.
4. A request for a classification study which might affect a change to the salary range, title, etc. of an existing position or classification, where such change is in conformity with established labor relations policy, and within the jurisdiction of the City Personnel Board.

Procedures: In order to accomplish any of the above changes, the following procedure will be followed:

1. Requests for additional positions must be submitted to the Common Council in Resolution form for referral to the Board of Estimates and the Department of Administration. Supporting data including a copy of the proposed duties and responsibilities shall be sent simultaneously to the Department of Administration for review.
2. Requests for additional, new positions must be submitted to the Common Council in Resolution and Ordinance form for referral to the Board of Estimates (Resolution) and the Personnel Board (Ordinance) as well as the Director of Administration (both). Supporting data, including a copy of the proposed duties and responsibilities, shall be sent simultaneously to the Department of Administration for review.

The Personnel Board will report to the Common Council its recommendation on the appropriate classification ordinance specifying salary range, compensation group, etc.

The Department of Administration will review the request with the User Agency and make a recommendation to the Mayor and the Board of Estimates. The Board of Estimates will report its recommendation on the request, to the Common Council.


3. Requests for job studies, changes to existing Table of Organization, etc. are to continue to be sent directly to the Human Resources Division. The request must be submitted in writing in advance of the proposed change, documenting the reasons for, and the effects of the change, on the departmental Table of Organization. A completed "Classification Questionnaire" shall be sent to Human Resources, where applicable, documenting proposed duties and responsibilities.

The Human Resources Department, in cooperation with the Department of Administration and the user agency, will review the request and will make recommendation regarding appropriate legislation to be introduced. Potential or existing conflicts with provisions of the labor contracts and/or labor relations policy will be referred to the Director of Labor Relations for interpretation.

Annual Budgetary Review Versus Interim Need Analysis: The intent of this memorandum is to clarify the procedures for the review of requests for additional positions and/or classifications as the need arises, depending upon the expansion or contraction of services.

Once projected, established service levels are authorized in the budget, few requests for additional positions would be anticipated to be authorized during the year, unless directly related to new programs and/or expansions of services.

All requests relating to internal adjustments to an agency's Table of Organizations are primarily administrative in nature, and will be reviewed, rather than through the annual budgetary process, on a continuous basis as the need arises.

  
Paul R. Soglin  
Mayor

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