



Approved By: Cabinet
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Category: Human Resources
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PROFILE

Position management is designed to ensure on-going accountability and effective fiscal management as an integral part of filling positions. Personnel services account for nearly eighty percent of the College's budget. It is therefore critical that hiring managers balance the need for fiscal responsibility and effective hiring practices when filling positions. The following policy and procedures provide guidance for ensuring sustained organizational effectiveness for position management.

POLICY

Position management is the responsibility of all members of the College who are responsible for hiring employees and managing budgets. The ultimate authority to create new positions and to refill existing vacancies resides with the College President. The President has delegated his authority to the Provost and respective vice presidents for final approval to refill vacated positions, within the means of the budget, and in accordance with Affirmative Action/EEO search and hiring procedures, SUNY Policies of the Board of Trustees, Civil Service law, applicable bargaining unit agreements, and related campus policies. All new positions in administrative, faculty, and professional ranks must be approved by the President prior to commencing a search. This policy is subject to change as conditions necessitate. Department heads will receive written communication regarding any further changes to the policy.

PROCEDURE – CREATING NEW POSITIONS

Professional and Administrative Positions: New position requests should be channeled to the appropriate vice president or provost for approval and submission to the President for final review and approval. Approvals for new positions need to be made prior to the annual budget process to ensure that sufficient salary and FTE allocation are provided in the College budget.* New positions will not be advertised without Presidential approval.

1. Once written approval is received, contact the Human Resources Office for position classification review. Human Resources requires a detailed job description, an organization chart depicting the structure and reporting relationships, and the proposed salary range for the position.
2. Human Resources will perform a classification and compensation review and provide the hiring manager with a recommendation for budget title, salary-grade and hiring range. This information is necessary to complete the On-line Employment System Approval to Fill form.
3. Complete the On-line Employment System Approval to Fill form at <http://jobs.geneseo.edu/hr> . The On-line Employment System begins the standard recruitment and search process. Search committees and hiring managers will be asked to attend a meeting with the Affirmative Action Officer to receive training on the On-line Employment System and to review search procedures.

* If necessary, the Office of Human Resources may provide additional comparative salary information from such sources as the CUPA salary survey and data from the comparative SUNY comprehensive college's salary report.

Classified Service Positions: New position requests should be channeled to the appropriate vice president or provost for approval and submission to the President for final review and approval. Approvals for new positions need to be made prior to the annual budget process to ensure that sufficient salary and FTE allocation are provided in the College budget. New positions will not be advertised without Presidential approval. Once approved, requests are submitted to the Human Resources Office for classification review.

1. Hiring managers need to complete the **Position Classification** form located on the Human Resources website. Supporting documentation including a detailed job description and an updated organization chart are required. The request is subject to approval by the Provost or Vice President, the Human Resources Office, and the Classification and Compensation Division of the New York State Department of Civil Service.
2. Complete the On-line Employment System Approval to Fill form at <http://jobs.geneseo.edu/hr> The On-line Employment System establishes the official search record, however positions will not be posted using the system.
3. Positions in the classified service will continue to be posted internally on campus bulletin boards and via the standard canvassing procedures (where appropriate) as required by NYS Department of Civil Service. Positions will stay in a “on-hold” status on the On-line Employment System until the position is filled. At that time, the position will be closed in the system.

PROCEDURE – REFILLING VACANT POSITIONS

1. All requests to fill vacant positions (faculty, professional, classified and administrative) must be approved through the On-line Employment System at <http://jobs.geneseo.edu/hr>. Advertising of positions, including internal posting and canvassing of classified positions will not commence until all necessary approvals are obtained in accordance with the required chain of approval.
2. Positions for faculty, professional, and administrative classifications will be posted on the On-line Employment System. In order to be considered as an active member of a search pool, applicants will be required to submit application materials using the On-line Employment System.
3. Positions in the classified service will continue to be posted internally on campus bulletin boards and via the standard canvassing procedures (where appropriate) as required by NYS Department of Civil Service. Positions will be closed in the On-line Employment System. The selected applicant needs to complete an employment application through On-line Employment System. The hiring manager is responsible for sending the on-line employment application link to the selected applicant. Instructions for this process will be provided.
4. Searches will commence in a timely manner (unless budgetary constraints or internal/external mandates intervene), however, the position may not be filled prior to the Budget Approved Hire Date as indicated on the On-line Employment System. The Budget Approved Hire Date will factor any unused vacation accruals (up to 30 days) and/or lag pay (5 days.) This may add as much as 5 weeks to the hire date from the date the positions was vacated.

5. Hiring managers and other members of the approval chain for filling vacancies will need to document a salary range as part of the Approval to Fill request in the On-line Employment System. The salary range may not exceed the “budgeted” salary amount identified in the department’s budget. Any salary ranges projected to be over the current budgeted salary need justification and prior approval from Vice President of Administration and Finance and the College President. Appointments need to be made within the approved salary range as indicated on the system. Exceptions to this procedure must be approved by the Vice President of Administration and Finance and the College President.
6. Hiring managers and other members of the approval chain for appointment recommendations need to use the progression of steps as programmed in the On-line Employment System (except for positions in the classified service) to ensure all required approvals are obtained in the sequence developed and sanctioned by the College. The system workflow and documentation procedures ensure effective affirmative action and equal employment opportunity hiring practices. The Human Resources Office is unable to approve appointments and/or review appointment letters for hiring recommendations that are not complete in the On-line Employment System. Contingent offers of employment should not be made to a candidate prior to the approval of the Recruitment Profile via the On-line Employment System.
7. Contingent offers of employment must be made on the basis of the successful outcome of a background investigation. See policy on Background Investigations for specific procedures.

PROCEDURE – RECLASSIFICATION AND PROMOTION

Specific procedures, timelines and forms to request a reclassification or a promotion for staff in professional and/or classified service positions can be found in the Reclassification and Promotion of Positions- Professional Staff and Classified Service Staff policy.