



Effective Date: January 2, 2014

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Category: Human Resources

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I. Profile

Position management is designed to ensure ongoing accountability and effective fiscal management as an integral part of filling positions. Personnel services account for the majority 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.

II. 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 fill existing vacancies resides with the College President. The President has delegated the authority to the appropriate Cabinet-level administrator 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, NYS Civil Service law, applicable bargaining unit agreements, and related campus policies. All new, faculty, professional, and classified positions 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.

III. Procedure

A. Creating New Positions

1. Professional Positions: New position requests should be channeled to the appropriate Cabinet-level administrator for approval and submission to the President for final review and approval. Approvals for new positions need to be made prior to the Cabinet's semi-annual review to ensure that sufficient salary and FTE allocation are provided in the College budget. New positions will not be advertised without Presidential approval.
 - i. Once written approval is received, contact Human Resources (HR) for position classification review. HR requires a detailed job description (on the Job Description Questionnaire form), an organization chart depicting the structure and reporting relationships, and the proposed salary range for the position. If necessary, HR may provide additional comparative salary information from

sources, such as the CUPA salary survey and data from the comparative SUNY comprehensive colleges' salary report.

- ii. HR 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 create a new posting in the Online Employment System (OES).
 - iii. The Hiring Manager may then create a new posting in the OES at <http://jobs.geneseo.edu/hr>. All vacancies will be posted in the OES. Search chairs will be asked to meet with an HR representative to receive training on the search process, if the training has not been received within the past twelve months. Hiring Managers should be mindful of the College's goals for hiring individuals with a commitment to diversity and inclusion principles and the requirement to attend an Equity-Minded Search Practice session.
 - iv. Professional positions will continue to be posted internally on campus bulletin boards, where appropriate, as required by applicable bargaining agreements and the Career Advancement for Professional Positions Policy.
2. Classified Service Positions: New position requests should be channeled to the appropriate Cabinet-level administrator for approval and submission to the President for final review and approval. Approvals for new positions need to be made in accordance with Cabinet's semi-annual review schedule to ensure sufficient salary and FTE allocation are provided in the College budget. New positions will not be advertised without Presidential approval.
- i. Once written approval is received, contact HR for position classification review. HR requires a detailed job description (on the Job Description Questionnaire form), a justification for the position request, and an organization chart depicting the structure and reporting relationships. The request is subject to approval by the Cabinet-level Administrator, HR, and the Classification and Compensation Division of the New York State Department of Civil Service.
 - ii. Hiring managers may create a new posting in the OES at <http://jobs.geneseo.edu/hr>. The OES establishes the official search record.
 - iii. 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.

****REVISED FEBRUARY 2019****

B. Refilling Personnel Service Regular Vacant Positions

The President's Cabinet agreed to implement a strategic hiring protocol in order to moderate the College's reliance on our reserves. The revised procedures on refilling vacant positions including those being filled on a temporary basis, effective February 2019, are as follows:

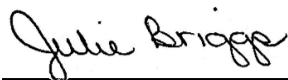
Human Resource Office Policy
Position Management Policy: Creating or Refilling
Administrative, Professional, Classified, & Faculty Positions
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1. Continuing the Academic Affairs Division's long standing practice, there will be a one-year delay in filling tenure-track/tenured faculty lines. The one-year timeline begins with the date the faculty member separates service from the College. Department chairs and deans may request a visiting assistant professor or adjunct(s) for consideration accompanied by evidence for need (e.g., class demand, program needs).
2. For each staff vacancy, a Staffing Plan should be submitted, utilizing the Staffing Plan Support Documentation Form. This form will be initiated by the Supervisor/Hiring Manager and submitted for review and approval by the Department Head (if different from Supervisor), the appropriate Cabinet-level administrator, the Budget Office, HR and the President. Review of each Staffing Plan will give the College an opportunity to analyze all vacancies for possible efficiencies, financial savings and mission-critical needs.
3. There will be a 90-day waiting period from the date a staff position (except for positions related to health and safety) is vacated (actual date of separation of the individual leaving the College) before a new individual can be appointed to the role. Once a Staffing Plan Support Documentation Form has been approved, the Hiring Manager may then create a new posting in the OES at <http://jobs.geneseo.edu/hr>. All vacancies will be posted in the OES. 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 "Anticipated Appointment Start Date" as indicated on the OES. Search chairs will be asked to meet with an HR representative to receive training on the search process, if the training has not been received within the past one-year. Hiring Managers should be mindful of the College's goals for hiring individuals with a commitment to diversity and inclusion principles and the requirement to attend an Equity-Minded Search Practice session provided by the Office of Diversity and Equity.
4. The Office of the President will inform the Cabinet-level administrator and HR when a Staffing Plan has been approved. The Cabinet-level Administrator will give the Staffing Plan Support Documentation Form to HR and then work with the Hiring Manager to begin the recruitment process. Staffing plan reviews will be completed and the Cabinet-level Administrators who signed off on the plans will be notified of the outcome of the review within 1 -2 business days of the Cabinet-level decision.
5. The Office of the President will inform the Cabinet-level administrator and HR when a Staffing Plan has not been approved. The Cabinet-level Administrator will notify the hiring manager (or department head).
6. 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 OES.

The salary range shall be in compliance with the “budgeted” salary amount identified in the department’s budget, in accordance with HR’s pre-established range for the position. HR will perform a compensation analysis of relevant market conditions, including the supply and demand of available talent; affirmative action and other considerations; market salary information, including CUPA-HR, SUNY and other comparative data. Hiring Managers are authorized to extend salary offers to new employees up to 10% above the established median of the range, as dictated by the individual’s skill set, years of experience and expertise, and other pertinent qualifications. Any salary offers above the median of the range plus 10% amount must be approved in advance by the Vice President for Finance and Administration and President prior to being tendered and supported by sufficient justification. 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 Finance and Administration, the respective Cabinet-level Administrator, and the College President prior to an offer being extended to a candidate.

- i. The Cabinet-level Administrator shall use the “**Hiring Proposal**” in the Online Employment System as a “pre-offer” recommendation. The Hiring Proposal shall list the anticipated salary that will be offered to the candidate. HR will review the recommended salary and perform a compensation analysis to include a review of the candidate’s credentials, including relevant education and experience, relevant market conditions and internal equity data. HR needs at least 1 - 2 business days to complete the review. The final approval will be given through the Online Employment System as part of the Hiring Proposal approval process. Once the Hiring Proposal is approved, the Cabinet-level Administrator, or designee, may offer the position to the candidate.*

*NOTE: This step (6a.) does not apply to searches for faculty positions. In the case of faculty positions, the Hiring Proposal should be sent after the negotiated offer is finalized.



June 26, 2019

Signature

Date of Approval

Julie A. Briggs

Assistant Vice President for Human Resources