



Staffing Terminology
Recommendations Affecting the Position Allocation Count

TERM	DEFINITION
Delete Vacant Position	<p>If you are requesting to delete a vacant position include the classification, position number and the budget unit in the Excel chart. Please provide justification in narrative format. The position must currently be vacant in order to request that the position be deleted. If you anticipate that the position will be vacant prior to Board approval, but it is currently filled, please wait until the next budget cycle and request it at that time.</p>
Unfund Vacant Position	<p>If there is a vacant position that you do not intend to fill or no longer has identified funding, please request to unfund the vacant position. This removes the position from the active position allocation list. List the position number, classification, and budget unit in the Excel chart.</p> <p>A vacant position report may be obtained from PeopleSoft: Workforce Administration>Stanislaus Reports>Vacant Position Report.</p>
Restore Unfunded Position	<p>If you have identified funding for a vacant unfunded position for two fiscal years, provide an explanation of the funding source. Provide the position number, classification, and budget unit in the Excel chart.</p> <p>An unfunded vacant position report may be obtained from PeopleSoft: Workforce Administration>Stanislaus Reports>Unfunded Positions.</p>
Add New Position	<p>Complete a New Position Request Justification Form for a request to add a new position(s). Include the classification requested, position description, estimated annual cost, funding source and the budget unit impacted.</p> <p>When estimating the cost to add a new position, the health and vision/dental rate is assumed at the employee +1 rate. In addition to completing the New Position Request Justification Form, please provide justification in narrative format and complete the Excel chart.</p> <p>http://intranet/departments/hr/classification</p>
Reduction-In-Force	<p>If you are requesting to delete a filled position, resulting in a reduction-in-force action, please contact the Chief Executive Office – HR Unit immediately! You will also need to complete the RIF staffing justification questions in the document and provide justification in narrative format.</p>



Technical Adjustments Changes Not Affecting the Department Position Count

TERM	DEFINITION
Classification Study Request	<p>To request a study submit a completed Position Description Questionnaire, the Supervisor's classification study request and the HR Manager/Department Head review forms. Please include the position classification, position number and budget unit in both the PDQ and the Excel chart.</p> <p>If the study is being requested as a result of department reorganization, please provide the justification in narrative format.</p> <p>Forms are located in on the intranet at: http://intranet/departments/hr/classification</p>
Position Transfer	<p>If you are requesting to transfer a position to another budget unit, please include the classification, position number, the to/from budget units in the Excel chart, and how the position will be funded in the new budget unit and justification in narrative format.</p>
Delete Unfunded Position	<p>If you are requesting that an unfunded position be deleted, please include the classification, position number and the budget unit in the Excel chart, and justification in narrative format.</p> <p>These positions have already been removed from the position allocation report and are currently on the unfunded position list.</p>