UHM CENTRALIZED POSITION MANAGEMENT PROCESS INFORMATION

PERMANENT POSITION VACANCIES

Overview

Effective July 1, 2013, UHM is implementing centralized position management for all general-funded permanent BOR positions (Faculty, APT, Executive, and Graduate Assistants); Civil Service positions are excluded. Permanent positions appropriated on funds other than general funds (i.e. special and revolving funds) are also excluded from centralized position management.

Note that "general-funded" refers to the position's authorized means of financing (MOF) in the budget appropriation, NOT the source of funds being used to pay for the position. For example, a position that is *appropriated* on general funds, but is paid from tuition funds, is still defined as a "general-funded" position. The authorized MOF for a particular position can be determined by consulting the program's organizational chart and/or BJ Tables.

As you are aware, permanent position counts are appropriated by the legislature to the University. Position numbers are assigned to the position counts for recruitment and tracking purposes. A permanent position is therefore composed of 2 parts: the position number and the position count. UHM will be separating these components and authorizing use of the position number for recruiting purposes, while holding the position count centrally until needed for a position to be filled.

Under centralized position management, vacant general-funded permanent positions will be centralized in the Chancellor's Office Position Pool. Both the position number and the associated position count will be held in the Pool, and will be available for allocation to Manoa programs. Programs will follow the process below to recruit and fill permanent position vacancies.

Implementation Process

1. Centralizing vacancies
   - When a general-funded permanent BOR position vacancy occurs, the position number and position count will be moved to the Chancellor's Office Position Pool
     - Manoa Human Resources Office (MHR) will monitor new permanent position vacancies on a daily basis
     - MHR will place a hold on vacant positions in PeopleSoft so that the position cannot be filled prior to release of a position count
     - MHR will add the position to the position management database

2. Requesting authorization to advertise a position
   - Program will complete *Request to Advertise Permanent BOR Position* memo (see attached template) and *SF-1 Request for Position Action* form, and send to appropriate Vice Chancellor (VC)
     o VC will review and approve/disapprove *Request to Advertise* memo
     o If request to advertise approved:
       ▪ VC Office will input approval information into position management database
       ▪ VC Office will send original *Request to Advertise* memo and *SF-1* form to MHR
       ▪ MHR will assign position number (or recruitment number)
         ➢ MHR will return original *Request to Advertise* memo and *SF-1* form to program
         ➢ MHR will send a copy of the *Request to Advertise* memo and *SF-1* form to Manoa Budget Office (MBO)
     o If request to advertise is disapproved, VC Office will return *Request to Advertise* memo and *SF-1* form to program
   - Requests from Intercollegiate Athletics and UH Cancer Center: the *Request to Advertise* memo and *SF-1* form will be sent to the Chancellor's Office instead of the Vice Chancellor's office; Chancellor's Office will input approval information and route documents as stated above

3. Separation of position number from position count
   - Position numbers provided for recruiting do NOT include a position count
   - When a program requests to advertise a position number previously allocated to the program, the same position number that was initially moved to the Pool will be assigned to the program whenever possible
   - If the position number requested by the program is no longer available, MHR will assign a different position number and will update the EAC code on the PeopleSoft position table if necessary
   - To reduce impact on organizational charts and BJ Tables, centralized position numbers and counts will continue to be reflected on the program's organizational charts and budget allocation worksheets
     o Changes will be made in the event that the position count is assigned to another Manoa program
   - In the event that an existing position number cannot be assigned to the program for recruiting purposes, MHR will assign a "recruiting number" to the program
     o Recruiting numbers will not be added to the program's organizational charts or BJ Tables until a count is assigned to the program

4. Position advertisements
   - Position advertisements must include the following text: "pending position clearance"

2

5. Requesting a position count
- Program head must obtain a position count from MBO prior to making an offer to a selectee
  - Submit *Attachment 1 Request for Position Count* and copy of executed *BOR Recruitment/Selection Form 17* to MBO
  - MBO will return original *Attachment 1* to program with indication that count was issued
    - MBO will send copy of *Attachment 1* and copy of executed *Form 17* to MHR (MBO will not retain copy of *Form 17*)
    - MBO will update database to indicate count has been issued
    - MBO will release the hold on the position in PeopleSoft
- Adjustments to organizational charts, FTE allocations and BJ Tables will be necessary when MBO releases counts for position numbers that have been reassigned from one program to another
  - MBO will issue position number reallocation notices to the losing and gaining programs

6. Completing the hiring process
- Program will send a copy of hiring PNF to MHR
- MHR will verify that hiring is completed following release of position count
- If no hire is made, program will terminate recruitment and inform MHR
  - MHR will reinstate the hold on the position, return the position number and count to the Chancellor's Office Position Pool, and update data base
  - Program will submit a new *Request to Advertise* memo and *SF-1* form to the appropriate VC or Chancellor to initiate a subsequent (readvertisement) or a new recruitment

FILLING OF TEMPORARY POSITIONS

Effective July 1, 2013, all state agencies are required to provide notification to the legislature 14 days prior to commencing recruitment for a temporary position or, if no recruitment occurs, making an offer to fill a temporary position (per Budgetary Proviso, Section 113 of Act 134, SLH 2013). This proviso applies to positions on any fund source, including appropriated federal funding and extramural funding. With the following exceptions, the proviso applies to all temporary positions INCLUDING civil service positions.

Exceptions – the following types of positions are not subject to this requirement:
- appropriated temporary positions (as listed on BT Tables);
- Lecturers;
- Graduate Assistants and Student Hires;
- Casual Hires; and
- RCUH positions.

Manoa programs must complete an *SF-1 Request for Position Action* form prior to commencing recruitment for any temporary position. On a weekly basis, the program must complete the *Section 113, Notice of Recruitment or Hire of Temporary Unbudgeted Position* worksheet (Excel format attached) listing non-BT temporary positions for which recruitment will be conducted. The worksheet and copies of the *SF-1* forms for the positions listed on it must be sent to the Manoa Budget Office via email to <sergent@hawaii.edu> with a copy to <shirata@hawaii.edu>. The original *SF-1* forms should be retained at the program offices. The worksheet and *SF-1* forms are due to MBO each Friday by 4:00 p.m.

Since Section 113 requires advance notice of recruitment, recruitment may not commence for 14 days after the Friday submission deadline.