



City of Riverside, California  
Human Resources Policy and Procedure Manual

Approved:

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
City Manager

*Number: II-7 Effective Date: TBD*

**SUBJECT:**        **POSITION CONTROL**

**PURPOSE:**

To establish procedures for: 1) administering the City's biennial and mid-cycle personnel budgets to ensure compliance with the number of positions and the personnel cost allocations approved by the City Council, and 2) the creation of position control numbers; transfer, addition, deletion, modification or reclassification of positions; and double-fill, under-fill or over-fill of positions.

**POLICY:**

The biennial budget, as adopted by the City Council, sets forth full-time equivalents (FTE) by classification and job code of full-time, part-time and temporary staff authorized for each department. The City Manager is authorized by Riverside Municipal Code (RMC) Chapter 2.36 to "increase or decrease the number of positions and/or substitute the classification of those positions, so long as the total annual cost for the resulting positions does not exceed the approved budget for the current fiscal year(s)."

The Human Resources Department and the Finance Department will jointly maintain and control all additions, deletions, or reclassification of positions to or from the Position Control System as authorized by the City Council or the City Manager.

1. Human Resources Department – Human Resources Department will maintain the Position Control system, which includes adding, deleting or reclassifying positions as authorized by the City Council or the City Manager.
2. Finance Department – Finance Department will update the Position Control System following City Council adoption of an amended Personnel Detail presented in conjunction with the biennial or Midcycle budget.

The Finance Department will monitor the Position Control system to ensure that the FTE levels and personnel budget authorized by the City Council are observed by each City department; approve/deny all position control actions in accordance with established procedures; review department assertions of position justification, funding, and budgetary impact; and request justification or documentation from departments as necessary.

3. Department Directors – Departments Directors are accountable for the administration of their personnel budget and ensuring that requested positions and position control actions conform to their approved personnel budgets.
4. Request to Fill Positions - Departments must submit a Personnel Requisition Form (P-1) to request to fill any position. Requests will be reviewed and approved by the

Finance Department, Human Resources Department and/or City Manager, and may, if conditions warrant, be audited as to need or classification.

- a. Double-fill, under-fill or over-fill of positions – requests must be accompanied by the requesting Department's written justification which will include:
    - i. The reason for the double-fill, under-fill or over-fill and list the job functions that will be performed at the higher or lower level classification;
    - ii. An analysis of the fiscal impact of the request upon the applicable Department's or Division's personnel budget and identification of additional funding if the budget of the position is expected to be exceeded.
  - b. Approval Process - The Finance Department will review such requests and confirm the reasonableness of the Department's fiscal impact analysis. The Human Resources Department will review such requests and ensure that the classification is within the same job family or career path and that the proposed job functions are appropriate for the proposed classification. Following the review and approval of the Finance Department and the Human Resources Department, all double-fill, under-fill or over-fill requests will be forwarded to the City Manager for approval.
5. Requests for Transfer of Positions (and incumbents, if applicable) – Departments must submit a Personnel Action Form (P-2) to transfer positions and/or incumbents to another division or department. Requests for transfer of positions or requests for modification of the status of budgeted positions will be subject to approval by the Human Resources Department, the Finance Department, and the City Manager.
  6. Reclassification Requests – The reclassification authority is granted to the City Manager by RMC Chapter 2.36: "Any substitution of a classification shall be limited to existing classifications previously created by City Council." Once approved by the City Manager, the Human Resources Department will conduct the classification study in accordance with Reclassification Policy II-2 and present findings/recommendation to the City Manager for final approval. The Human Resources Department will update the Position Control System to delete/create/modify position control numbers in accordance with approved classification study changes.
  7. Budgetary review of positions - Prior to development or mid-cycle amendment of the biennial budget, all double-fill, under-fill or over-fill positions must be reviewed by the Department. The Department must request a reclassification to appropriately classify positions and amend the personnel budget accordingly. Alternatively, if the double-fill, under-fill or over-fill position is to remain in its current state, the Department must resubmit written justification stating the reason and expected longevity for the continuing double-fill, under-fill or over-fill, and resubmit a fiscal impact analysis for the biennial budget development or the mid-cycle budget amendment. Funding must be identified and budgeted for expected budget overages resulting from the double-fill or over-fill position. Expected budget savings from under-fill positions will not result in a reduction of the personnel

budget; under-fill positions will be budgeted at the salary and benefit level of the defined position.

Forms:

1. Personnel Requisition Form (Electronic form only - available via NeoGov system)
2. Personnel Action Form (P-2)
3. Classification Study Request Form