

**YAKIMA COUNTY
POSITION MANAGEMENT/POSITION CONTROL POLICY
POLICY NO. HR-032**

I. PURPOSE

Yakima County's Position Management System maintains a complete inventory of the County's positions, their attributes, and reporting hierarchies. An accurate and consistent Organization and Position Management system is critical in avoiding budgetary over-expenditure and is essential in providing decision-making information in support of the County's human resources and financial planning. The Position Control process provides a streamlined method that ensures the County only fills roles that fit the current budget and organizational needs.

II. DEFINITIONS

For purposes of Position Management, the following definitions apply:

1. **Action Memo:** A memorandum directed to the Board of Yakima County Commissioners from the Human Resources Department requesting an Authorized Position transaction. Action Memos are signed by both the Financial Services and Human Resources Department Directors or their designees. The Financial Services signature indicates a review of the budget resources for the action. Human Resources signature indicates a review of the classification of the position for the action.
2. **Authorized Positions:** An authorized position would be one that has:
 - a. Board of Yakima County Commissioners approval for a specific FTE and has approval for a level of funding that is commensurate with the position classification for that specific FTE; and,
 - b. Has not reached the end of its term (e.g. limited term, etc.). Authorized positions may be permanent or limited term in nature.
3. **Budgeted Full Time Equivalent (FTE) Positions:** A full-time equivalent Authorized Position, typically one position, which is approved by the Board of Yakima County Commissioners via resolution. The budgeted FTE position gives a department budget authority for a position; however, the actual classification of the position is determined through a classification review conducted by the Human Resources Department. Budgeted FTE Positions are positions which have been classified by the Classification & Compensation Policy and are included in the current year budget.
4. **Closed Positions:** Positions eliminated by the Board of Yakima County Commissioners by resolution. This action will reduce the overall headcount/FTE in the department.
5. **Full Time Equivalent (FTE):** The total number of hours that are assigned to a position. This is used to identify the ideal cost and number of employees required to complete a project and decide the configuration of employees ideally required for delivering the work on time. One (1) FTE is identified as a full-time position working 37.5 - 40 hours per week. The FTE percentage can be prorated to address hours less than full-time (i.e., a position

working 20 hours per week is equal to fifty percent (50%) or 0.5 FTE). All prorated positions are based on a forty (40) hour work week.

6. **Limited Term Position:** A position which has been approved and established by resolution by the Board of Yakima County Commissioners for a specific and finite period of time to allow coverage for specific needs related to grants, one-time funds, and special projects. A limited term position shall not exceed two (2) years except for the extension of grants or funding from outside sources. Upon a showing of good cause, the Director of Human Resources may request an extension of a limited term position from the Board of County Commissioners.
7. **New Positions:** Positions added by the Board of Yakima County Commissioners by resolution. This action will increase the overall headcount/FTE in the department.
8. **Position Management:** The system by which the County's inventory of positions and their attributes are maintained. Also known as Position Control.
9. **Resolution:** A document that formalizes decisions made by the Board of Yakima County Commissioners via Action Memo.
10. **Vacant Positions:** A budgeted position which is not filled by an employee. Vacant Positions are included in the overall headcount/FTE in the department.

III. TRACKING POSITIONS

All authorized positions and pertinent attributes will be tracked in the County's Position Management System. Once a department has submitted a request to classify a position and the position has been added to the County's budget by resolution, a unique Position Control Number (PCN) shall be assigned by the Human Resources Department.

Departments will follow HR 001 Classification and Compensation Policy and relevant Procedures for creating and changing positions.

IV. AUTHORIZED POSITIONS

The number of authorized positions can change via three methods:

1. Creating a new position by resolution.
2. Eliminating an existing position by resolution.
3. Changing the FTE of an existing position by resolution.

V. POSITION FUNDING

In all instances, verification of the budget adequate to cover proposed changes in the number of authorized positions, or reclassifications that result in substantial increases in costs, will be the responsibility of the individual department. Departments will provide justification for creating

new positions including the funding source within their current and proposed future budgets. The Board of Yakima County Commissioners will be the sole determiner of funding positions in future budgets.

VI. FUNDING VERIFICATION PRINCIPLES

Basic criteria will be applied by the County in order to complete the verification of funding in support of changes to Authorized positions. At a minimum the guiding principles shall include the following:

1. No Budgeted positions shall be created utilizing one-time funding source.
2. Vacancy savings, or other similar one-time funding sources, will not be used as a basis for increasing or reclassifying Budgeted positions.
3. One time funding sources may be utilized as a basis to create Limited Term Position.
4. Funding verification may be subject to further review by the Financial Services Department or as directed by the Board of County Commissioners.

VII. ELIMINATING UNFILLED VACANT POSITIONS

The Board of Yakima County Commissioners authorizes the Human Resources Department to monitor unfilled Vacant Positions monthly.

1. Unfilled Vacant Positions that have remained unfilled for twelve (12) consecutive months or more, will be deleted from the list of Authorized County Positions.
 - a. The Human Resources Department will send departments and unions (if the position is covered by a union) a reminder that a Vacant Position has remained unfilled for six (6) consecutive months.
 - b. If the position is not filled within the following six (6) months after notice, HR will initiate the action memo to eliminate (close) the position and the department and union, if applicable, will receive a copy of the Action Memo to the Board of Yakima County Commissioners requesting that the position be eliminated.
 - c. Upon approval by the Board of Yakima County Commissioners, the Human Resources Department will prepare a Resolution to eliminate (close) the unfilled Vacant Position.
2. Positions that have been unfilled for twelve (12) consecutive months or more, will remain as Authorized Positions if they meet the following criteria:
 - a. The department has been actively recruiting to fill the Vacant Position. Actively recruiting means Job Requisitions have been created in the system of record for:
 - i. Internal Recruitment – attracting job candidates from within the County for:
 1. Promotions.
 2. Transfers.
 3. Extra Help to Full Time.
 - ii. External Recruitment – attracting job candidates from outside the County and may include:
 1. Advertisements.
 2. Social Media Posts.

3. Campus Recruitment/Job Fairs.
 - b. An exception has been approved by the Human Resources Department based on specific department situations on a case-by-case basis.
3. All Vacant Positions will be evaluated during the budget preparation process to determine if they will be included in salary and benefit calculations for the next budget year. Evaluations of the Vacant Positions will occur in May for the Internal Service Funds and July for all other departments and funds. Positions will not be included if:
 - a. The position has been vacant for six (6) months; and
 - b. There has been no recruitment activity during the six (6) months that the position has been vacant.
4. Eliminated (closed) positions may be re-established upon authorization of the Board of Yakima County Commissioners by way of an Action Memo and subsequent Resolution.

VIII. HUMAN RESOURCES DISCRETION

In order to facilitate the best interests of the County, departments and position management accuracy and accountability, the Human Resources Director is authorized to make recommendations for exceptions to the Board of Yakima County Commissioners

Signed Copy Available at
Yakima County Human Resources
128 N. 2nd Street, Room B27
Yakima, WA 98901