



POSITION MANAGEMENT

Office of Human Resources

Position Change

The Purpose of Position Management

Position Management is the process, structure, and technology used to manage positions in an organization. This is done independently from employees. It gives control over hiring with the ability to define hiring rules and restrictions for each position, including:

- The number of positions to fill must be specified
- An open, approved position is required before hiring, promoting, transferring, or demoting
- Organizational Charts assist to align the process
- Our Compensation Plan plays an integral part of the process for equity and consistency, while managing our budgetary requirements.

Allegheny College uses Position Management to/for:

- Encourage supervisors to take a proactive, long-term approach to staffing, and in many cases the staffing plan model will be used to support position management process
- Track headcount and budget based on timeframe
- Analyzation of past and future data regarding each Position
- Forecasting of Turnover Rates
- Document and justify position adjustments and the impact on the College's overall compensation budget
- Standardize a clear process for approvals
- Improved speed and accuracy in workforce planning
- Succession planning and internal mobility opportunities
- Organizational recruiting
- Human capital reporting
- Improved payroll accuracy
- Create equity within all divisions of the College

Position Change Process

Position Management and the process should typically begin with Human Resources and the Cabinet member to discuss goals and general initiatives for the changes.

The 'Position Change Form' is the central document of communication in the Position Management process.

Step 1: Supervisor

- Supervisor can meet with the Director of Human Resources to talk through the process, goals, changes and needs to formulate a staffing plan.
- Supervisor, after discussing with their Cabinet Member the change being requested, completes the POSITION Change Form for their specific request
- Supervisor updates the position job description, if applicable
- Supervisor sends completed documents (job description and position change form) to the Director of Human Resources
- If there is an ADD to headcount request, supporting documentation needs to be attached to the request form. The information provided must support the performance impact, explain the need for the ADD as it relates to an overall objective or deficit in the department, and offer overall outcomes desired for the Add request. These items should always align with the essential functions of the position's job description and show justification for the additional position add.

Step 2: Human Resources

- Human Resources reviews the Position Change Form and obtains any additional information necessary to make a full assessment
- Human Resources will price the position description through a detailed position analysis
- Human Resources and Financial Services reviews and assesses the budget impacts of the position change when it is an ADD to headcount
- Human Resources completes their section of the Change Form and returns it to the Supervisor with details regarding the request.

Step 3: Supervisor

- Supervisor obtains the signature approval from the appropriate President's Cabinet member (bottom portion) of the Position Change Form
- Once all approvals are obtained, Supervisor sends the approved form to Human Resources
- Human Resources will work with the supervisor on next steps

If conversations with the President needs to occur, Human Resources will initiate that conversation and present information for clarification and insight

Please note: There should be no communication regarding potential changes with any current or potential employee until the Position Management process is complete.