

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

957



FROM: Executive Office

SUBMITTAL DATE:
December 9, 2012

SUBJECT: Addition of Board Policy C-36 "Vacant and Frozen Position Management"

RECOMMENDED MOTION: That the Board of Supervisors approve the addition of Policy C-36 "Vacant and Frozen Position Management" to the Board of Supervisors Policy Manual.

BACKGROUND: The Board Policy Manual is a guide for departments on matters that are not otherwise addressed in state codes, county ordinances, or resolutions by the Board of Supervisors.

On September 11, 2012 the Board instructed the Executive Office to develop a policy for handling positions that are not currently filled. The Executive Office researched position management policies from other government entities, including Orange and San Bernardino counties, and developed a policy that would allow the county to maintain a more responsible level of vacant positions. (continued on next page)


Karen L. Johnson, Senior Management Analyst

FINANCIAL
DATA

Current F.Y. Total Cost: N/A
Current F.Y. Net County Cost: N/A
Annual Net County Cost: N/A

In Current Year Budget: N/A
Budget Adjustment: N/A
For Fiscal Year: N/A

SOURCE OF FUNDS: N/A

Positions To Be Deleted Per A-30 ☐
Requires 4/5 Vote ☐

C.E.O. RECOMMENDATION:

APPROVE

BY:


Ivan M. Chand

12/10/2012

County Executive Office Signature

Policy ☒
Consent ☐
Policy ☒
Consent ☐

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: All

Agenda Number:

3.4

RE: Addition of Board Policy C-36 "Vacant and Frozen Position Management"

Date: December 9, 2012

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Although vacancies in authorized employee positions are a normal element of operations, positions vacant for more than twelve months may demonstrate a lack of funding or lack of need on a workload basis. Best practices for position management require that these positions be deleted. With adequate justification, Policy C-36 allows departments to maintain positions that have been vacant for more than twelve months. Additionally, to further promote the effectiveness of the policy, most recently vacated positions must be filled first.

The Executive Office collaborated with Human Resources to develop the policy and will work with Human Resources on policy refinements as needed.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:

VACANT AND FROZEN POSITION MANAGEMENT

**Policy
Number**

C - 36

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1 of 1

Purpose:

This policy establishes the guidelines for the deletion of vacant and frozen positions that have been unfilled for an extended period of time and are unfunded or no longer required on a workload basis. Proper management of these positions will give departments sufficient flexibility to meet departmental objectives while ensuring adequate position controls and the promotion of more effective long-term budget planning.

Policy

Any position that is vacant or frozen for twelve (12) consecutive months or longer shall be deleted pursuant to the most recent version of Ordinance No. 440 unless the department can provide adequate justification for maintaining the position. These positions shall be deleted the following quarter.

To further promote the effectiveness of this policy, Human Resources shall fill a vacant and frozen position in the order that it became vacant. For each position recruitment within a department, the most recently vacated positions, of the same job classification, shall be filled first.

Quarterly Vacant and Frozen Position Report

The Executive Office shall work with Human Resources to prepare a "Quarterly Vacant and Frozen Position Report" and submit to the Board of Supervisors with the quarterly budget reports and the year-end cleanup submissions. The report shall include a summary of vacant and frozen positions by department and a listing of positions that have been classified as such for twelve months or longer. Positions vacant or frozen for twelve months or more are subject to deletion.

Departments with positions vacant or frozen twelve months or longer must provide adequate justification for retaining each position. This justification must identify the funding source for the position. A list of these positions as well as the department ID, position number, job title, date vacated, funding source, and justification must be included on the "Quarterly Vacant and Frozen Position Report". Positions that have been vacant or frozen twelve months or longer and do not have adequate justification for retention shall be deleted pursuant to the most recent version of Ordinance No. 440. Human Resources shall make appropriate changes to its records to ensure that these positions are eliminated and not recruited during the current or future fiscal years.

Reference:

Minute Order #.# of ###/##/12