



COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES

AP 6252A Position Control

ISSUED: June 28, 2010
REVISED:

1. Position Control provides the District with information regarding fiscal commitment before expenditure is incurred. To assign a person to a position, requires the following steps to be completed before the assignment may be submitted for processing:
 - Establish budget.
 - Establish position.
 - Complete approved selection process.
 - Complete the assignment authorization process.
2. **Position Numbers** identify the allocation for staffing in the District's adopted budget. A position has a specified status, job classification, work location, and labor account distribution. A position may have multiple incumbents but all incumbents share the same job classification, work location, and labor account distribution. A position exists completely separate from the employee or employees who occupy it.
3. The District uses two systems for position control: DataTel, the internal system, and PeopleSoft, the Los Angeles County Office of Education (LACOE) system.
4. **Assignment Authorization Processing**
 - A. **Department Head:** Immediately upon acceptance of an offer by a new employee, the Department Head completes and submits the Personnel Assignment Request (PAR) form to the Division Dean. Processing. To facilitate processing, forms must identify department; job/position title; assignment dates/basis; funding source (account code); hours per week/month, estimated salary, etc., and be signed by the department head(s) and division dean responsible for the budget. Prior to submitting the PAR, contact Human Resources for Job Classification and Work Location codes.
 - B. **Division Dean:** If, upon review, the Division Dean identifies the budget is adequate for the assignment, the processing form is routed to the Business Office for subsequent review and processing. When, however, the review identifies a additional funds or a technical alignment of basis/object coding to the assignment is required, the Division Dean submits prepares and submits a budget transfer form to the Business Office.
 - C. **Budget Technician, Business Office**
 1. The Budget Technician verifies the information on the form and assigns a position control number based on:
 - Job Classification
 - Labor Distribution (account(s) to be charged)
 - Work Location Code



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2. ***Inadequate Budget and Processing Document Omissions:*** If, during the verification process, the budget line-item needed for the position shows inadequate funding, no budget line-item, and/or other omissions needed to process an assignment, the Budget Technician returns the PAR to the originator for correction.

3. ***Assigning Position Numbers:*** Since position numbers must match an exact staffing allocation (line-item) in the District’s adopted budget, the Budget Technician may initiate technical changes to the position number as summarized in Table 0000A, Position Number Assignment Criteria, below.

4. ***Discrepancy Reports:*** The Budget Technician performs a weekly review of the differences between the PeopleSoft and DataTel systems and initiates corrections as appropriate. Documentation of reconciliation efforts are maintained for audit purposes

TABLE 6252A-2 POSITION NUMBER ASSIGNMENT CRITERIA^{1,2}		
POSITION CONTROL NUMBER	ACTION	EXAMPLE
PARS number (000202) matches HR System number (000202)	No Change	Name: John Doe Job Classification: XYZ Work Location: 00CDC Account Number: 01-51110-00-100000-1700 Position Control No. 000202
Differs from PARS (000205) but same criteria exists in HRS System (000203)	Use HR System number	Name: Betty Books Job Classification: XYZ Work Location: 00CDC Account Number: 01-51110-00-100000-1700 Position Control No. 000203
Two of the three criteria match	Use new number	Name: Connie Compton Job Classification: XYZ Work Location: 00CDC Account Number: 01-51110-00-100000-1700 Position Control No. 000201
¹ Coding can be changed for an existing position only when all position incumbents meet the new criteria. ² Faculty assignments may require changes in labor distribution at the start of the new school year or at the start of new semesters. Direction to initiate such charges may come from the Office of Human Resources at El Camino College via email. When this situation occurs, the Budget Technician initiates the change and notifies the originating department and Division of the technical change. A new PAR is not required.		

- D. ***College Business Officer or Designee:*** Once the data on the processing form is verified and the position control number is provided, the Budget Technician provides the document to the College Business Officer for review and authorization.



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- E. **Human Resources:** Upon receipt of an approved and authorized PAR form, Human Resources designates the appropriate job classification, assignment basis, work location, and pay rate details.
1. **Completion of Processing:** When all coding is complete and all employee processing documents are received, the assignment is authorized for processing into the District's computer system.
 2. **Incomplete Documentation:** If, during the verification process, additional documentation is needed for the assignment to be authorized, the Human Resource staff notifies the initiator of the deficiency.
 3. **Reconciliation Efforts:** A weekly review of incomplete processing is performed. Department heads and, when appropriate, appointees are informed of insufficiencies and corrective actions needed. Documentation of these efforts are maintained for audit purposes.
 4. **Board Agenda:** The approved finalized document is routed to Human Resources for final processing, preparation for inclusion into the Board Agenda, and filing.
- F. **Reports and Audits:** Departmental Reports identifying where employees are currently charged are available via Los Angeles County Office of Education Human Resource System. Los Angeles County Office of Education allows a maximum of two copies to be requested each day. The Budget Technician requests one set on a monthly basis.