



City of Pittsburgh
Financial Management Policies

Policy: Position Control	Original Date: January 1, 2016
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PURPOSE: To establish a mechanism whereby the City can control and monitor personnel-related expenses for approved and budgeted positions for staffing purposes.

POLICY: The Office of Management and Budget (OMB) is responsible for creating and maintaining the City of Pittsburgh's Operating Budget. OMB defines the positions and funding levels for all personnel-related expenses. Controls are provided in terms of both dollars to be paid and headcount. In order to maintain a balanced operating budget, control personnel expenses, and adequately monitor staffing levels, this Position Control Policy has been established to link the City's budgeting systems and personnel resources. The Office of Management and Budget must approve all requests for personnel before the hiring process may be initiated.

PROCEDURES:

For purposes of position control, the City of Pittsburgh has two classes of employees:

- FTE (Full-Time Equivalency) Positions: Positions that are full-time (usually 2,080 hours annually) and permanent in nature. Only one employee can be assigned to each FTE.
- Group: Positions that are established for all part-time, temporary, and seasonal positions. More than one assignment is permitted to a group position. Budget allocations are based on hourly rates and a pool of hours assigned to that individual position title in a particular department, bureau, or office.

Department's must obtain the Office of Management and Budget's approval before filling either type of position.

1. When a Department or Bureau wishes to fill a vacant position, a Personnel Requisition Form (PRF) must be completed by the requesting Director or Bureau Chief.
 - a. The PRF should indicate why the position is vacant and rationale for filling it.
 - b. All requests must be consistent with the department's approved budget (e.g., salary listed on the PRF cannot exceed the amount listed in the budget).
 - c. The form must be sent to the Office of Management and Budget.
 - d. PRFs are then assigned to the appropriate Budget Analyst. The Budget Analyst will evaluate the request to see if it fits within the constraints of the requesting Department's salaries and wages budget based on factors such as year-to-date expenditures, current staffing levels, and level of attrition that has occurred in the department to date.
 - e. The Budget Analyst may ask for additional information, including but not limited to job descriptions, rationale for filling the position, incumbent's or previous employee's last day, and/or anticipated hire date. Any delays in providing the information requested of OMB will delay the hiring process.
 - f. The Budget Analyst will make a preliminary recommendation to the Director of the Office of Management and Budget. The OMB Director has the final authority to approve or deny a personnel requisition. Even if a position is budgeted and unfilled, OMB may make the final

determination to disapprove the request based on budgetary, organizational, and/or Mayoral priorities.

2. If approved, the Office of Management and Budget will forward the personnel requisition to the Department of Personnel and Civil Service Commission. The department will then work with the appropriate Personnel Analyst to post and fill the position in accordance with established policies and procedures.
3. All grant-funded positions should be paid directly from the grants trust fund. Job postings and offer letters for such positions must clearly state that the position is grant-funded and may be eliminated when the grant funding ends.
4. Once a candidate has been given a final offer based on established policies, the department must complete a Personnel Transaction Form (PTF) and send the form to the Office of Management and Budget BEFORE the employee's start date. OMB will review each PTF for consistency with the approved requisition and forward the approved requisition to Personnel.
5. Departments are not permitted to submit PTFs directly to Personnel, so Personnel staff should not process any PRF or PTF without OMB approval.
6. The use of "as-needed" titles has been eliminated. The annual budget process is the vehicle by which departments should evaluate staffing needs, so adjustments throughout the year should be rare. If a department has a legitimate need to make a change to a budgeted position, the department should discuss the request with their OMB analyst. The Director of OMB will make the final determination. OMB analysts will maintain a current position roster for each department throughout the year and work with the Personnel Analysts to implement approved changes.
7. Approved personnel requisitions are valid for 6 months. If the position has not been filled within this timeframe, OMB will work with the department to review whether the position can be eliminated or redefined to meet other operational needs. At the end of each year OMB will review all outstanding requisitions to ensure they are consistent with the budget approved by City Council.

Note: The Department of Personnel will be upgrading the existing applicant tracking system after the first quarter of 2016, and the new NeoGov solution will allow the City to automate related on-boarding processes. This policy will be updated once the new system has been implemented.

Related Forms:

- Personnel Requisition Form
- Personnel Transaction Form