

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 5071

**TITLE:** ESTABLISHING NEW POSITIONS

**BASED ON POLICY:** 5.07 EMPLOYMENT AGREEMENTS

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/HUMAN RESOURCES

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I. Purpose:

To establish procedures for requesting new positions and to provide guidelines for evaluating new positions for appropriate placement within the College's classification and salary structure

II. Procedure:

- A. When a new position is desired, the immediate supervisor and/or area administrator shall first develop a position description to reflect the duties and responsibilities expected for the position. The position description must be developed within the guidelines of the current salary schedule with respect to employment classification, minimum qualifications, and suggested salary range.
- B. Initial consultation with the director, human resources is strongly suggested to ensure appropriate placement of the position within the College's classification and salary structure and to provide assistance in developing the position description.
- C. A Position Request form must be completed to begin the formal approval process which is described below:

New positions shall be requested by the position supervisor, recommended by the appropriate area administrator, reviewed by the director, human resources, and presented to the appropriate executive administrator (president or vice president) for budget availability and potential approval. If the request is reviewed and disapproved, all documents will be returned to the immediate supervisor and no further action will be taken.

- D. When submitted for review, the request shall include a proposed position description, start date, work site, work schedule, cost center, position

classification and suggested salary range, funding source, and a detailed justification statement.

- E. Upon receipt of the Position Request form and proposed position description, the director, human resources will review the recommended classification level and salary range using the following comparative factors: knowledge required (education and experience), level of judgment required (level of decision-making), and level of responsibility (the nature and level of supervision). These comparisons will be made relative to existing employment classifications.
- F. After considering the recommended classification level and salary range, the director, human resources will:
  - 1. Provide a budget impact analysis, sign and forward the position request to the appropriate executive administrator for further action, or
  - 2. Meet with the position supervisor and/or area administrator to discuss concerns. Every effort will be made to resolve any concerns by informal discussion. If concerns cannot be resolved, the director, human resources will prepare a summary of concerns and forward it, along with the position request, to the appropriate executive administrator for further action.
- G. Notwithstanding that the president has designated authority for position approval to the vice presidents, it is expected that new positions be discussed among the executive administrators prior to any recruitment activities.
- H. When recommendations for new positions are approved during the annual budget planning process without benefit of full documentation, a Position Request form and position description will be prepared as soon as possible to document the criteria and approval of the position and to assist the Office of Human Resources with recruitment and budgeting activities.
- I. Upon receipt of the approved Position Request form, the Office of Human Resources will begin appropriate recruitment activities.
- J. The Office of Human Resources is responsible for:
  - 1. Maintaining documentation reflecting the approval of all new positions
  - 2. Creating and maintaining the official position description in the College's adopted format
  - 3. Posting and advertising the position in accordance with College procedures

4. Adding the position to the salary schedule
  5. Ensuring that the position is created and maintained in the College's administrative software system
- K. The current classification system and salary structure is fully described in the College's salary schedule as annually approved by the South Florida State College District Board of Trustees.
- L. Periodic market surveys and other comparative studies will be performed by the Office of Human Resources to ensure that the College's employment classification system remains competitive and appropriate to meet the College's operational needs. Recommendations to revise the employment classification system must be approved by the president.

**HISTORY: Last Revised: 10/6/20**

**Adopted:** 9/13/05

**Reviewed:** -

**Revised:** 1/25/17, 11/5/19, 10/6/20