



## COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURES

### AP 6252A Position Control

Issued: June 28, 2010

Revised: July 21, 2020

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 the Los Angeles County Office of Education (LACOE) HRS position control system supplemented by LACOE's Labor report writer which can generate position control reports to support the position control function.
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 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. **Payroll Supervisor, Business Office**
    1. The Payroll Supervisor verifies the information on the form and assigns a position control number based on:
      - Job Title
      - Labor Distribution (account code)
      - Work Location Code & Job Class Number



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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 Payroll Supervisor returns the PAR to the originator for correction.
  
3. **Assigning Position Numbers:** Since position numbers must match an exact staffing allocation (account code) in the District's adopted budget, the Payroll Supervisor may initiate technical changes to the position number as summarized in Table 0000A, Position Number Assignment Criteria, below.

<b>TABLE 6252A-0000A POSITION NUMBER ASSIGNMENT CRITERIA<sup>1,2</sup></b>		
<b>POSITION CONTROL NUMBER</b>	<b>ACTION</b>	<b>EXAMPLE</b>
PARS number (000202) matches HR System position control number (000202)	No Change	Name: John Doe Job Title: Full-time Instructor Work Location: 00CDC Account Number: 01.0-51110-00-100000-1700 Position Control No. 000202
Position Control number differs from PARS (000205) but same criteria exists in HRS System (000203)	Use HR System number	Solution: Use the PC No. that has the most employees assigned to it.
Two of the three criteria match	Use new number	Name: John Doe Job Title: Full-Time Instructor Account Number: 01.0-51110-00-100000-1700 Work Location No: 00040 Job Class No. 902000
<sup>1</sup> Coding can be changed for an existing position only when all position incumbents meet the new criteria. <sup>2</sup> 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 Academic Affairs. When this situation occurs, the Payroll Supervisor initiates the change and notifies the originating department and Division of the technical change.		

- D. **College Business Officer or Designee:** Once the data on the processing form is verified and the position control number is assigned to the PAR, the Payroll Supervisor provides the document to the Director of Accounting for review and approval. After approval, it is submitted to the VP of Administrative Services for final approval. After final approval, the PAR(s) are emailed to the Vice President of Human Resources and appropriate Payroll personnel.
  
- 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.



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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 Payroll Supervisor requests one set on a monthly basis.