

# COLLEGE OF MICRONESIA-FSM

## ADMINISTRATIVE PROCEDURE NO. 6005

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### Positions and Classes of Positions

Date Adopted: 1 April 1993

Date Revised: 30 May 2015

Date Reviewed: 11 August 2017

References: Chapter 1, Human Resources Manual, August 30, 2017

### *Key Terms You Need to Know for Chapter 1*

- **Personnel Classification System-** a list of established positions in the college approved by the president and or the Board of Regents and maintained by the Human Resources Office.
- **Office Head-** a managerial position that is recognized in the organizational chart of the college as having executive authority in program direction and development and is head of an office unit.
- **Limited Term Appointment** – temporary employment without the normal benefits; will not exceed one year.
- **Educational Institutional Master Plan** – the five-year integrated master plan of the college.
- **Accreditation Standards** – requirements of the accreditation commission that all accredited colleges must meet or exceed.
- **College-Wide Strategic Plans** – five-year plans of the college.
- **Annual College-Wide Priorities** – goals the college determines as priorities for each year for funding allocation and activities.
- **Major Functional Duties** – important responsibilities of a position where the majority of time and effort will focus.
- **Personnel Position Requisition Form (PPR)** – this form initiates the request by an office head for an additional position.
- **Request for Establishment of New Position Form** – this form initiates the request by an office head to establish a position in the personnel classification system.
- **Work Standards** – required level of work output and performance in one given area.

<b>Frequently Asked Questions</b>	
<p>✓ <b>What forms do I need to use to request a new position?</b></p>	<p>✓ If this position is not in the personnel classification system yet, you will need the <a href="#">Request for Establishment of a New Position Form</a>.</p> <p>✓ If the position already exists in the personnel classification system, you will need a <a href="#">Personnel Position Requisition Form</a>.</p> <p>✓ You can retrieve a copy of either of the above forms from the college website, from a hard copy of this manual or from an HR staff member.</p>
<p>✓ <b>Where do I find out if the position I want is already established in the classification system?</b></p>	<p>✓ You can check with the Human Resources Office by telephone, email or in person.</p>

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✓ <b>What forms must I use to request a Personal Services Contract Position?</b>	✓ You will need to use the <a href="#">Request for Use of Personal Services Contract</a> . You can also retrieve a copy from the college website, from a hard copy of this manual and from an HR staff member.
✓ <b>Who needs to approve my request for a new position?</b>	✓ The request for establishment of a new position that is not yet in the personnel classification system must first be endorsed by your vice president, then reviewed by the HR director and, finally, approved by the president.
	✓ The request for a new additional position that already exists in the personnel classification system is endorsed by your vice president and approved by president's Cabinet.
✓ <b>Who should initiate the request for a new position?</b>	✓ An office head is responsible for initiating the request for a new position by filling out the appropriate request form.
✓ <b>Who should create the position description for a new position?</b>	✓ The supervisor for that position.
✓ <b>Who will inform me if my request for new position is approved?</b>	✓ Your vice president will inform you when a decision is made on your request.
✓ <b>What forms must I use to request a personal services contract position?</b>	✓ You must use the <a href="#">Request for Use of Personal Services Contract</a> . You can also retrieve a copy from the college website, from a hard copy of the this manual, or from an HR staff member.
✓ <b>Where do I send my request for approval of a personal services contract position?</b>	✓ You need to send your completed <a href="#">Request for Use of Personal Services Contract</a> to your vice president.
✓ <b>What is the most common reason why requests for new and additional personnel are denied?</b>	✓ Denial usually has something to do with insufficient budget, failure to directly address current priorities, and failure to link the request to assessment results.

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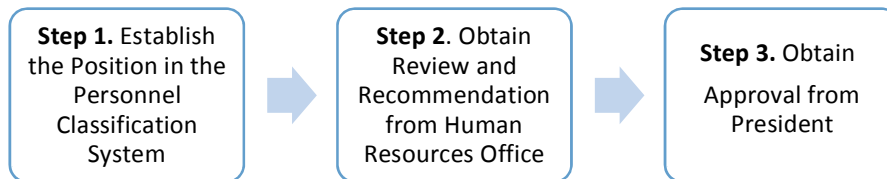
### ***A Caution Before You Proceed in this Chapter***

*All requests to create a new position or to add an existing position are subject to whatever budget restrictions may currently be in place (such as a hiring freeze).*

*Be sure to consult your own vice president about such restrictions **before** you begin working through the procedures described below.*

## **How to Create a New Position**

An office head may propose the establishment of a position that *does not currently exist* in the personnel classification system. Office heads may also wish to use an existing position in the personnel system to add a new **position into their budget for future fiscal years**. For each request follow the three steps below to ensure consistency of the review process and correct placement of individual positions.



**Figure 1.1. The Three Basic Steps to Create a New Non-Faculty Position**

## **Step 1. Establish the Position in the Personnel Classification System**

When an office head identifies a needed non-teaching position in the office and when such a position does not currently exist in the personnel classification system, the office head will follow these steps to establish such a position.

### ***Complete a Request for Establishment of New Position Form***

The office head will obtain and complete a [Request for Establishment of New Position Form](#). The form can also be obtained from a staff member at the Human Resources Office or its representatives at the state campuses (administrative and secretaries to the campus deans/director). Once your form is completed, attach the organizational chart and endorsed memorandum and submit them to the Office of Human Resources for review and recommendation.

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## Step 2. Obtain Review and Recommendation from Human Resources Office

When the Human Resources Office receives the packet, the staff will date and initial it. The review will include a review of the following standards.

### Standards of Review

- ✓ Is the packet complete?
- ✓ Does the purpose of the position meet any required accreditation standards, established work standards, relevant college-wide strategic plans, section of the IEMP, or annual college-wide established priorities?
- ✓ Are the major functional duties currently present in an existing position?
- ✓ Is the title appropriate per the functional duties and office/college?
- ✓ Do the recommended minimum requirements sufficiently/accurately address the functional duties and purpose of the position?
- ✓ Is there a plan for a budget stream to support this position?

Based on the review of the packet, the HR director will take one of the following four actions:

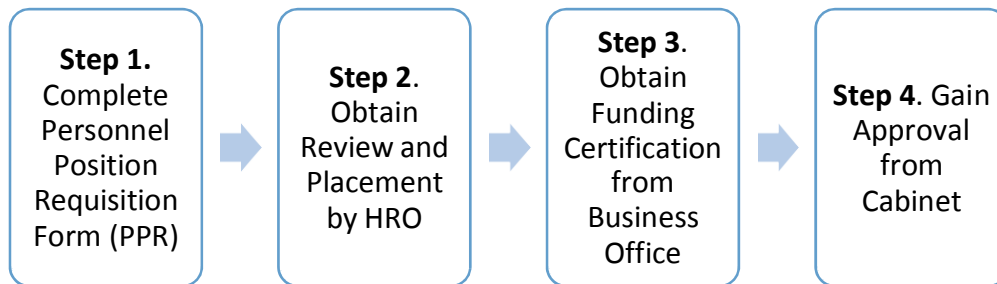
- ✓ Determine that a request meets all the standards above and will recommend to the president that the position be placed in the personnel classification system and note an initial salary or salary range for advertisement and recruitment purposes. The HR director will attach the packet to a memo that details the review process and analysis and ends with a recommendation.
- ✓ If necessary, contact the person making the request to obtain additional information or clarifications.
- ✓ Determine that a request does have merit, but some parts are not relevant or appropriate as recommended by an office head. The director will communicate with the office head to share the initial findings and gain consensus on a different position identified to fulfill needs. Such consensus shall be noted in writing and attached to the packet along with a memorandum from the HR director to the president.
- ✓ Determine that a request does *not* meet all the standards above. Such a request shall be forwarded to the president with a memorandum from the HR director that details the review process and analysis that led to the conclusion.

## Step 3. Gain Approval from President

Upon receipt of packet and memorandum from HR director, the president will review and make a final determination. The hard copies of the request stamped with the president's decision will be included on the HR director memorandum and returned to HRO for implementation.

## How to Request an Additional Position

When a teaching or non-teaching position already exists in the personnel classification system, follow these steps to build that additional position into the office budget.



**Figure 1.2. Basic Steps to Add an Existing Position**

### **Step 1. Complete a Personnel Position Requisition Form (PPR)**

The office head will obtain and complete a [Personnel Position Requisition Form](#). The form can also be obtained from the staff from the Human Resources Office or its representatives at the state campuses (administrative/secretaries to the campus deans/director). Once your PPR Form is signed, send it to the Human Resources Office for salary placement. A sample of a completed form appears in Table 1.2.

### **Step 2. Obtain Review and Placement by HRO**

When the Human Resources Office receives the complete PPR Form, the HR director will review the position description and requirements against existing similar positions and determine the appropriate salary placement for advertisement.

On the PPR Form, the HR director will indicate the salary placement and extended employment benefit eligibility before signing the form and transmitting it to the Business Office for funding certification.

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**Table 1.2. Example of Completed Personnel Position Requisition Form**

<p><b>INSTRUCTIONS:</b> The first part of this form should be completed by the supervisor. Advertisements will follow once the Cabinet authorizes the position.</p> <p style="text-align: center;"><b>COLLEGE OF MICRONESIA-FSM</b> <b>Sample Personnel Position Requisition Form (PPR)</b></p>		
JOB TITLE: <b>HRM Specialist I</b>	DEPARTMENT: <b>Administrative Services</b>	SUPERVISOR/REQUESTOR <b>Director of HR</b>
OFFICE: <b>Human Resources</b>	CAMPUS (if applicable)	CO-SUPERVISOR (if applicable)
WORK STATUS <input checked="" type="checkbox"/> Regular full-time <input type="checkbox"/> Other (specify)	CATEGORY <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Faculty <input type="checkbox"/> Managerial <input type="checkbox"/> Exempt	ACCOUNT NUMBER(S) TO BE CHARGED 153-8001
<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement [Write the name of departed employee below] <b>Jan Jan</b>		POSITION NEEDED BY As soon as can be arranged
<input type="checkbox"/> Housing is budgeted for this position in the division for FY _____ <input type="checkbox"/> Transportation and shipping allowance are budgeted for this position in the division/program [CRE and Sponsored Programs] <input checked="" type="checkbox"/> <b>No extended benefits for this position.</b>		
POSITION DUTIES AND RESPONSIBILITIES (List what is expected of the position) Examples of work include but are not limited to the following: <ol style="list-style-type: none"> <li>1. Notify supervisors when evaluations are due and/or past due on a quarterly basis;</li> <li>2. Prepare information for step increases and contract renewals to be typed;</li> <li>3. Prepare Personnel Actions and contracts for backup purposes only;</li> <li>4. Distribute evaluations, Personnel Actions for signature and tracks documents;</li> <li>5. Write regret letters to unsuccessful applicants who applied for positions at the college;</li> <li>6. Answer inquiries from people who are interested in working at the college;</li> <li>7. Review special contracts to ensure compliance and correct information;</li> <li>8. Maintain updating list of part-time instructors on education and experience;</li> <li>9. Maintain and track PT instructors' evaluations</li> <li>10. Update personnel listings on a weekly basis;</li> <li>11. Maintain accurate information in an employee's files,</li> <li>12. Assist in the recruitment/repatriation of employees including TA's, reservations, coordination of shipping etc.;</li> <li>13. Provide support to HRC policy research;</li> <li>14. Update and maintain a procedure manual for the HR Office with the assistance of the HR director.</li> <li>15. Proofread personnel requisition forms for accuracy and completeness;</li> <li>16. Draft employment verification for employees and maintain electronic data</li> <li>17. Assist with organization of professional development activities</li> <li>18. Assist in hiring process including reference checks; and perform other duties as assigned.</li> </ol>		
QUALIFICATIONS	REQUIRED (minimum)	PREFERRED
EDUCATION [specific field]	Bachelor's degree in human resources or related field from a US accredited institution and	
SUBJECTS REQUIRED TO TEACH [instructor]	NA	

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YEARS OF WORK EXPERIENCE	Two years of progressively responsible professional experiences in Human Resources or related field.	
MANAGEMENT EXPERIENCE/SKILLS	One year of supervisory responsibility that included a program, personnel, finance and/or information.	
SOFTWARE PROGRAMS	Word, Excel, PowerPoint, Google	
SPECIAL SKILLS, ABILITIES AND KNOWLEGE	<ul style="list-style-type: none"> <li>✓ Knowledge of: principles and practices of modern office management.</li> <li>✓ Ability to understand and follow complex instructions, communicate effectively, analyze, interpret, and use sound logic and judgment in application of a variety of administrative rules and regulations;</li> <li>✓ Ability to work with diverse faculty, staff and students; work as part of a team in accomplishing tasks and functions.</li> <li>✓ OR, any equivalent combination of education and/or experience which provides for the above.</li> </ul>	
<b>APPROVING AUTHORITIES</b>		
OFFICE DIRECTOR/CAMPUS DIRECTOR	DATE RECIEVED/SIGNED	
VICE PRESIDENT(VPA/VPSSA/VPCRE/VPLA)	DATE RECEIVED/SIGNED	
COMPTROLLER	DATE RECEIVED/SIGNED	
<b>FOR HUMAN RESOUCES USE ONLY</b>		
JOB CLASSIFICATION <b>Professional</b>	GRADE/STEP/SUB-STEP L/4/B-L/7/B	SALARY RANGE <b>\$12,677-\$14,285.00</b>
EO NUMBER	OPENING DATE	CLOSING DATE
<input type="checkbox"/> POSITION IS ELIGIBLE FOR EXTENDED EMPLOYMENT BENEFITS. <input checked="" type="checkbox"/> POSITION <b>IS NOT</b> ELIGIBLE FOR EXTENDED EMPLOYMENT BENEFITS.		
HUMAN RESOURCES DIRECTOR	DATE RECEIVED/SIGNED	

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### Tips for Completing the PPR Form

- ✓ It is important to complete the form fully and with correct information. When determining the major functional duties of the position, align those duties with the expected goals of the office this position will support. Use action verbs to describe the work to be done. Doing so is useful to the HR director who evaluates the position, the potential candidates who need to understand the work, and the supervisor who will manage and evaluate the performance of the successful candidate.
- ✓ The minimum requirements must match the duties and field of work. The field of study required must be spelled out and—if there is more than one acceptable field of study—they must all be listed. The same will apply to software programs, special skills and knowledge that are mission critical to the achievement of the functional duties.
- ✓ Because of the nature of responsibilities and position in the organizational chart, some positions require individuals to lead teams or serve on standing committees. These are important responsibilities that come with the position and *must be listed clearly* in the duties section.
- ✓ If the position will require routinely working with others outside the office where it will be based, you need to list the titles of those other positions.
- ✓ If there are preferred degrees, skills, or experience beyond the minimum requirements, those too must be listed. If there are none, it is okay to leave that section empty.
- ✓ For faculty positions, one additional area of importance is the list of courses that the position faculty member in this position is responsible for teaching. This list provides the potential candidates with a clear understanding of the job, allows the ad hoc committee to easily evaluate candidates' qualifications against this section easily, and provides a useful guide for answering questions from applicants who are not selected.

### Step 3. Obtain Funding Certification by Business Office

When the Business Office receives the completed PPR Form from HRO, the comptroller indicates if there is sufficient funding in the budget for the fiscal year the position is requested.

#### **If there is sufficient funding...**

If there is sufficient funding available for the position, the comptroller will sign the form and return it to HRO.

#### **If there is NOT sufficient funding...**

If the position is not budgeted or funding is not sufficient in the fiscal year, the comptroller will return the form to HRO without signature and with a clear written statement on the same form explaining the action.



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### What to Do if the Comptroller Does NOT Certify the PPR Form.

- ✓ When the comptroller returns the PPR Form to HRO because funding is not available, HRO will notify the office head to locate funding or clarify a funding source with the Business Office. At the same time HRO will return the PPR form to the office head.
- ✓ The office head will work directly with Business Office to resolve the insufficient funding issue.

### Step 4. Gain Approval from Cabinet

The office head will provide to vice president a certified PPR Form to take to president's Cabinet to review and endorse for recruitment.

This Office Head	Transmits the PPR	To This Person
Business Office		
Human Resources		
Maintenance Office		
Book Store		
Dining Hall		
Learning Resources Center		
Media Information		
Technology Center	→→→	Vice president for administrative services (VPAS)
Instructional Coordinator		
Dean of Academic Program		
Cooperative and Research Extension Office		
Academic Divisions		
State Campus Administration		
Residential Halls		
Admissions, Records, and Recruitment		
Office Financial Aid Office		
Student Life		
Dispensary		
Sports and Recreation		
Counseling Office		
Security Office		
	→→→	Vice president for enrollment management and student services (VPEMSS)

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**This Office Head**

Institutional Effectiveness  
Office  
Information Technology  
Dean of Assessment

**Transmits the PPR**



**To This VP**

Vice president for  
institutional effectiveness  
and quality assurance  
(VPIEQA)

The relevant vice president will review the completed PPR Form and use it to complete the [Cabinet Review Form](#) and take both forms to Cabinet in their next meeting to review and make determination on the position requested. The form can also be obtained from a vice president, the chief of staff, or HRO.

For PPRs for positions under the Office of President and his/her direct reports, the president will share the completed forms with his cabinet and/or the Board of Regents for approval.

***How to Communicate Cabinet's Decision***

A vice president will transmit the PPR Form, the Cabinet Review Form, and the Cabinet meeting minutes (draft minutes are acceptable) to the Human Resources Office for recruitment.

The relevant vice president will also inform the office head of the outcome of cabinet's review on the request by email, phone, or in person within one week of Cabinet's decision.

See Board Policy 6005.