

Personnel Reform  
Agency Implementation Guideline # 11

<b>Subject:</b> Changes to Position Management: Multi-Fill, Under-Fill, Limited, and Temporary Positions	<b>Issued:</b> October 17, 2012
	<b>Effective:</b> October 17, 2012

**Summary:**

Provides guidance to agencies on policy changes and position management changes for addressing specific needs within the workforce.

**Multi-fill Positions**

**Background:**

Multi-fill positions have typically been used for one of two reasons:

- To create identical “copies” of the same position
- To allow overlap of employees training their replacements or providing coverage for employees out on some form of extended leave (i.e. Military, FMLA)

Agencies that had a need to create multi-fill positions followed the normal establishment process to create a “base” position, identified by the character “A” in the 10<sup>th</sup> position of the position number. The agency then requested the establishment of up to 25 “multi-fills” through “CC Express” (each having a different alphabetical character in the 10<sup>th</sup> position). All position information in HRIS was identical, and multi-fills shared one common Position Description Questionnaire (PDQ) of the base position.

**Policy:**

All positions will have a unique number and a completed Position Description (formerly referred to as the PDQ).

Multi-fill positions will no longer be created. The conversion of all position numbers in the Arizona State Personnel System has resulted in the generation of a unique position number for all positions. In effect, all positions are now “base” positions.

If an agency has a need to create multiple “copies” of the same position, and all HRIS information will be identical, and an updated Position Description (PD) applies to all “copies” of the position, the agency may coordinate with their assigned ADOA Classification Analyst to streamline the process for the establishment of positions.

If an agency has a need to have an employee train their replacement or provide coverage for an employee that is out on extended leave of any type, these conditions will be addressed through the establishment of a new position. An

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agency may request through their assigned ADOA Classification Analyst the creation of a position identical to an existing one. If the existing Position Description on file is current and accurate, a copy will be created with a new position number.

### **Underfill Positions**

#### **Background:**

Underfill positions have historically been used for one of two main reasons:

- To represent training positions where employees have the opportunity to develop the skills and experience necessary to work at the fully-proficient level
- To aid an agency that is either having difficulty recruiting or funding the desired level

In the case of training positions, for each employee, agencies previously requested the establishment of positions for each level in the series. All positions had nearly identical position numbers with the exception of the 4<sup>th</sup> character of the position number which indicated it was part of an underfill series. Typically the highest level in the series represented the journey or fully-proficient level; this position would then be considered the “base” position. The lower levels of the series would be used to “underfill” the base position. A PDQ was typically submitted for the base position only. The approved series usually contained specific criteria required for advancement to the next level. Agencies generally monitored employees for achievement of the criteria and performed a Personnel Action in HRIS to move the employee to the next position in the series.

In the case of recruitment or funding difficulty, agencies could request to underfill a position with a different classification that was up to 2 pay grades lower than the original or base position. For example, if an agency could not find a qualified Program/Project Specialist 2 (Grade 19), they could underfill that position with an Administrative Assistant 3 (Grade 17) which would generally have lower qualifications and for which it would be easier to recruit. If an employee hired into the Administrative Assistant 3 position was able to meet the qualifications of the base position (i.e. the Program/Project Specialist 2), a promotional opportunity was available. A PDQ would only exist for the base position.

#### **Policy:**

Agencies may only under-fill positions in a classification series that was approved prior to September 29, 2012. An approved list of under-fill classifications is attached. All positions will have a unique number and a completed PD.

One position will be established for each employee in an approved under-fill classification. When the agency is ready to fill the position, they may modify the

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Job Code, Grade, and Title through a “C/C Express” request to ensure the position is associated at the appropriate level of the classification series.

When the agency determines that the employee is ready to advance to the next level of the series, the employee’s position will be modified by ADOA Classification/Compensation through a “C/C Express” request to the next level of the series. Upon completion of the job change, the agency may adjust the employee’s pay according to the guidelines for promotional increases.

### **Limited Positions**

#### **Background:**

Limited positions were typically created when agencies had funding for a position that was at least six months but not more than 3 years. Employees appointed to these positions were in a “limited” status.

Agencies that secured funding for a limited period of time (e.g. grant funding) typically requested the establishment of a limited position, which was denoted by the character “C” or “D” in the 11<sup>th</sup> position of the position number and a position “end date” was applied to the position.

#### **Policy:**

There will no longer be limited positions; all positions will be “regular” positions.

All positions are regular positions regardless of their funding duration. Employees that were previously assigned to “limited” positions prior to September 29, 2012 have been moved into regular positions. If an agency has a need to identify employees that are in a limited status, the appropriate employee status code shall be used (e.g. B1-Limited Permanent Full Time).

### **Temporary Positions**

#### **Background:**

Temporary positions were typically created when agencies had a need to appoint an employee to a position for a maximum of 1,500 hours in a calendar year. Employees appointed to these positions were placed in a “temporary” status.

Agencies that required the use of temporary employees for a seasonal basis or for part of the year, typically requested the establishment of a temporary position, which was denoted by the character “E”, “F”, “G”, or “J” in the 11<sup>th</sup> position of the position number.

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**Policy:**

There will no longer be temporary positions; all positions will be “regular” positions.

All positions are regular positions regardless of the intended schedule of the employees that will be assigned to the position. If an agency has a need to identify employees that work on a schedule other than full-time, year-round, the appropriate employee status code shall be used (e.g. D2 Temporary Full Time).

# Approved Underfill Series

Cov Code	Uncov Code	Title
-	AUN08340	FINL INSTNS EXMNR ENTRY
-	AUN08341	FINL INSTNS EXMNR JOURNEY
ACV78992	AUN08454	DISAB EVALR 1
ACV78993	AUN08455	DISAB EVALR 2
ACV38820	AUN08297	PROG SVC EVALR 1
ACV38821	AUN08298	PROG SVC EVALR 2
ACV38822	AUN08299	PROG SVC EVALR 3
ACV80271	AUN08465	CPS SPCT 1
ACV80272	AUN08466	CPS SPCT 2
ACV80273	AUN08467	CPS SPCT 3
ACV78711	AUN08449	HUMAN SVCS SPCT 1
ACV78712	AUN03715	HUMAN SVCS SPCT 2
ACV39011	AUN08313	YOUTH CORRS OFFCR 1
ACV39012	AUN08314	YOUTH CORRS OFFCR 2
ACV34396	AUN08114	TR CONSTRUCT TECH 1
ACV34397	AUN08115	TR CONSTRUCT TECH 2
ACV34398	AUN08116	TR CONSTRUCT TECH 3
ACV39501	AUN08329	MVD CUST SVC ASSOC
ACV39502	AUN08330	MVD CUST SVC REP
ACV39503	AUN08331	ECD FIELD OFFCR TRAINEE
ACV39507	AUN08335	ECD SPECIALTY FIELD OFFCR
ACV39513	AUN08339	ECD FULL AUTH FIELD OFFCR
ACV34507	AUN08118	HWY OPS WKR
ACV34508	AUN08119	HWY OPS TECH 1
ACV34509	AUN08120	HWY OPS TECH 2
ACV34510	AUN08121	HWY OPS TECH 3
ACV36105	AUN08187	WLDLF SPCT 1
-	AUN07192	WLDLF SPCT 2
-	AUN08188	WLDLF SPCT 3
ACV36112	AUN08192	WLDLF MGR 1
ACV36113	AUN08193	WLDLF MGR 2
ACV36116	AUN08195	WLDLF MGR 3