

SECTION 02-02

Effective Date: July 1, 1996

VACANCIES AND NEW POSITIONS

Upon any vacancy of an existing permanent/full-time Administrative Division position of the *Manager* Class, the County Administrator shall submit the Position Description to the Board of Supervisors for review. The Board of Supervisors may then authorize the County Administrator to post (publicize) the position as being vacant in accordance with the policies and procedures of this Section. At the time an existing permanent/full-time Administrative Division position of the *Supervisor/Specialist* and *Assistant/Operator/Technician* Classes becomes vacant, the County Administrator may post (publicize) the position in accordance with the policies and procedures of this Section provided budget authority exists to refill the position. Board of Supervisors approval is not required to refill positions within the *Supervisor/Specialist* and *Assistant/Operator/Technician* Classes unless additional funds are required in order for the position to be refilled.

Vacant, existing *Aide* Class positions may be posted and filled in like manner to *Supervisor/Specialist* and *Assistant/Operator/Technician* Class positions. Position Descriptions for permanent/full-time and permanent/ part-time positions of all Classes shall be approved by the Board of Supervisors prior to the posting of any such position. Temporary/full-time and temporary/part-time positions as needed may be administratively established by the County Administrator where budget authority exists to support them. No temporary position may be posted or filled without prior written approval of the County Administrator. Position Descriptions for temporary/full-time and temporary/part-time positions are not required but may be established and approved for use by the County Administrator at his/her discretion. Where a Position Description is approved for use, any vacancies in that position shall be posted based on the requirements of its Position Description.

Any request to establish or create a new permanent/full-time or permanent/part-time Administrative Division position shall be made to the County Administrator. The County Administrator shall review the need for such a position, and if appearing warranted, shall prepare a draft Position Description for review and approval by the Board of Supervisors. The County Administrator shall recommend a salary or wage range for the position consistent with the provisions of Section 13.03 and *Attachment A* of this Manual. The Board of Supervisors must act to approve the Position Description, recommended salary or wage range, and appropriate such funds as may be needed for the position prior to its posting or filling.