

Requests for New Positions, Position Reallocation, and Upgrades A Guide for Managers and Personnel Representatives

Prior to making any formal request to have a position studied, please review the appropriate policies on Career-Banding, In-Range Salary adjustments, and Position Management. Standard practice has positions being studied in the order a formal written request is received.

In order to **create a new position**, the HR office will need the following information

1. Prior approval from the Agency Head and Commerce Fiscal Management
2. Prior approval from the General Assembly Committee of Government Operations
3. A new Position Description submitted to HR
4. Revised Organizational Chart reflecting where the new position is housed
5. Completed ADA form
6. Personnel Action Form (PAR) from the Personnel Rep. with effective date of action

In order to **upgrade an existing graded position**, the HR office will need the following information

1. Approval from the Division/Commission Head
2. A new Position Description
3. If the position's supervisory duties have changed, a "Request for Organizational Change" form must be completed.
4. Completed ADA form
5. Personnel Action Form (PAR) with effective date of action

In order to request an **in-range salary adjustment** to an existing graded position for additional duties, the HR office will need the following information:

1. Approval from the Division/Commission Head
2. Justification memorandum stating specific changes to the job and additional responsibilities. Remember, in-range salary adjustments cannot be granted based on performance or increased volume of existing duties.

In order to request a **competency salary adjustment** to an existing banded position, the HR office will need the following information:

1. Approval from the Division/Commission Head
2. Completed Competency Assessment Form
3. A revised Position Description form (if the request includes adjusting the competency level of the position).

This guideline is considered an overview of internal procedures within the Department of Commerce. For more definitive guideline criteria, please see our policies and standards page

<http://intranet.ncommerce.com/policies/>