

100.9 Filling New or Vacant Position at Facilities Management

Facilities Management Procedure for Establishing New Positions

1. Annual staffing plans prepared yearly by section managers indicate the need for any new positions.
2. New positions are then created when funding is available through reallocation of department budget or an annual budget increase is received from the CSU administration due to new space.
3. If funding provision is available, a supervisor creates a new Position Description Questionnaire (PDQ) and obtains appropriate signatures. The PDQ describes the duties and responsibilities of the position for the classification desired.
4. Facilities Management, Personnel Office, forwards PDQ to HRS. A State of Colorado position number is created and assigned by HRS. The position and position number are listed on the Facilities Management organization chart.

Determination of Essential Job Functions

The essential functions of a position must be determined before a new position is established.

1. The reason the job exists is to perform the function(s).
2. The availability of other employees among whom the performance of that job functions can be distributed.
3. The nature of the function is highly specialized so that the person is hired for his or her expertise or ability to perform the particular function.
4. The supervisor's judgment as to what functions are essential.
5. The amount of time spent on the job performing the specific functions.
6. The consequences of not requiring the incumbent to perform the function.
7. The work experience of past incumbents in the job.
8. The current work experience of incumbents in similar jobs.

Determination of Employment Classification

Facilities Management and Human Resource Services should work together to determine the appropriate classification for newly funded or existing vacant or filled employee positions. Factors to be considered in determining the appropriate classification include:

1. The defined position's duties, responsibilities, related experience, education or training, and other requirements such as licenses or certification that are minimum qualifications for the job.

2. The organization's need for the identified classification.
3. The relationship of this position compared to other positions within the department.
4. The minimum qualifications of the identified classification met by the incumbent (for existing positions).

Facilities Management Procedures for Filling Existing Positions

1. When an existing position is vacated due to resignation, reassignment, transfer, or retirement, a supervisor reviews the existing PDQ that is on file with the Personnel Office, Facilities Management. The supervisor makes any necessary changes pertaining to the duties and responsibilities assigned to the position.
2. The PDQ is returned to the Personnel Office, Facilities Management, who forwards the PDQ to Human Resource Services.
3. Human Resource Services forwards the referral list (Open Competitive list) for that particular position to the hiring supervisor.
4. Personnel Office, Facilities Management, forwards the list to the hiring supervisor.

Determination for Filling Vacant Positions

The Associate Director of Operations reviews and approves written proposal requests for filling all vacant positions in the following areas:

- Operations Management
 - Building Services
 - Customer Services
 - Logistics
 - Outdoor Services
 - Trades Maintenance Services
 - Utilities Services

The Executive Director of Facilities Management reviews written proposal requests with the Vice President of University Operations for vacant positions in the following areas:

- All Managers reporting directly to the Director of Facilities Management.
- All other first line supervisory positions and personnel positions other than the first line positions and personnel positions for Building Services including:

Development/Training and Employee Relations
Facilities Design and Construction
Finance and Personnel
Landscape Planning and Design