

Re-Coding Examples

Revised August 2007

	Situation	CS-1758	E-mail PMA	CS-129 & PD needed	Job Change	Need SBO Approval
1	Vacant managerial position – subordinate positions need to temporarily report to another manager.		X With vacant mgr supervisory link and employee ID of temp mgr			
2	Vacant managerial position – WOC assignment is made and subordinate positions need to be linked to manager who is WOC.		X With vacant mgr supervisory link and Employee ID# of WOC candidate			
3	Subordinate positions & their responsibilities move permanently to a new managerial position.	X				
4	Managerial position & responsibilities move permanently to report to a different managerial position.	X				
5	Managerial position, subordinate positions, & their responsibilities are all reassigned to a new area.	X				
6	All subordinate positions under one managerial position are permanently moved under a different managerial position (the subordinate staff justify “new” manager’s class/level)	X To recode subordinate positions		X To freeze original managerial position		
7	Re-code all subordinate positions from a managerial position to a specialist position, thereby making the specialist position a managerial position.	X Encourage department to establish a new managerial position and make an appointment		X To freeze former managerial position; to freeze new “manager” (classified as a specialist); or, to establish new managerial position (preferred option).	X If specialist appointed to new manager position.	X

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* assumes all duties and responsibilities remain the same

	Situation	CS-1758	E-mail PMA	CS-129 & PD needed	Job Change	Need SBO Approval
8	Position is given new responsibilities and duties and a new manager.			X To establish new position (this will also recode position to new manager)	X	X
9	Position is given new responsibilities and duties with current manager.			X To establish new position	X	X
10	New Division, Section, or Unit is created and a managerial position is being reassigned to new area (note: this does not include cases where the division, section, or unit is simply being moved, intact, elsewhere in the department...see 3, 4, & 5).			X To establish new managerial position	X	X
11	Employee is hired into the wrong position code.			X To establish correct position (if necessary)	X	X
12	E&S managerial position is having all technical staff moved and B&A staff are being assigned to the manager.			X To freeze or reclassify managerial position; or establish new and appoint	X	X
13	Recoding positions to form new Unit, Sections and eliminate Divisions.			X To establish appropriate positions	X	X
14	Recode one position from a many-to-one position.			X to establish appropriate position under new supervisor. PD not necessary if preapproved.	X	X