



Gavin Newsom  
Mayor


Micki Callahan  
Human Resources Director

**MEMORANDUM**  
**DHR No. 05-2008**

**DATE:** April 3, 2008

**TO:** All Department Heads  
All Departmental Personnel Officers

**THROUGH:** Micki Callahan  
Human Resources Director

**FROM:** Ted Yamasaki   
Managing Deputy Director

**SUBJECT:** Preliminary Classification Approvals – FY 2008-09 Budget

The Department of Human Resources, Client Services Team is initiating the review process to grant preliminary approval of new and substitute positions in the FY 2008-09 budget. In order to expedite the preparation of preliminary classification approval letters for submission to the Budget Analyst and the Board of Supervisors, we ask that you prepare and submit position information to your assigned Client Services analyst for review and processing no later than April 18, 2008. We hope to be able to provide those departments who submit the required documentation on or before April 18 with a letter of preliminary approval by May 16, 2008. Requests and documentation submitted after April 18 may require a longer processing time. As this is a time-sensitive process, we appreciate your cooperation in submitting the required documentation as early as possible.

DHR Client Services is asking that you submit your position documentation to us electronically. For your convenience, we are transmitting electronic versions of the required classification forms as attachments to this memorandum for use in the preparation of the documentation necessary to the preliminary approval review. Please complete and submit the appropriate forms as instructed. It is very important that departments follow the instructions contained on Pages 2 and 3 of this memorandum.

Once again, we ask for your cooperation in submitting forms by no later than April 18, 2008. This will allow Client Services staff adequate time to review your requests, and prepare staff recommendations to the Budget Analyst well in advance of your department's scheduled budget hearings before the Board of Supervisors.

Should you have questions or need any assistance, please contact your assigned DHR Client Services analyst.

## INSTRUCTIONS

The following documents have been transmitted electronically along with this memorandum. Please complete the appropriate forms as indicated below.

### 1. ASO Preliminary Approval Table

List all New and Substitute positions to be reviewed in the budget process in this table. Please enter your department name at top of the table. In the body and corresponding columns, please identify the specific ASO index code, budgeted class code and title, requested class code and title, and number of positions. An example is provided for you on the table. Please type over the example when inserting your information in this table.

Should your department plan to request review of a small number (3-5) of positions, this table will not be necessary. The documents listed below will be sufficient for processing.

### 2. Position Classification Documentation

Please complete either:

**A. Express Classification Form.** For positions that perform simple or routine functions and do not deviate from the scope of the classification; **OR**

**B. Job Analysis Questionnaire (JAQ)-Management.** For positions that are deemed high level, complex and not typical to the department. All positions in the O900 class series will require a JAQ - Management Form.; **AND**  
**Classification Request Transmittal Form.** Required when submitting a JAQ, this form provides ASO budget information.

Please ensure that the submitted forms are certified by an authorized human resources representative in your department. Complete one form for each position when located in different programs, divisions, bureaus or units. You may use a single form when requesting more than one position in the same class and if budgeted in the same program, division, bureau or unit. Include the ASO program, sub-program, class, 1st step and 5th step biweekly salary information exactly as indicated in the ASO Section. Examples:

|   |  |
|---|--|
| BUDGETED CLASS CODE AND TITLE:<br><b>1426 Senior Clerk Typist (1666B2023)</b> | ASO DIV/SEC/INDEX NUMBERS:<br><b>BGF Administration 5A-AAA-AAP</b> |
|---|--|

|   |                                |  |                                   |                               |
|---|--------------------------------|--|-----------------------------------|-------------------------------|
| ASO Program: <b>BGF Admin</b>   | ASO Subfund: <b>5A-AAA-AAP</b> | Index Code:  | Non-ASO: <input type="checkbox"/> | # of Position(s): <b>1.00</b> |
| Budgeted Class and Rate:<br><b>1426 Senior Clerk Typist (1666B2023)</b> |                                | Proposed/Recommended Class and Rate:<br><b>1446 Secretary II (1835B2230)</b> |                                   |                               |

**C. Organizational Chart.** In addition, please include a current Organizational Chart displaying the entire department's structure, including the subject position(s), to assist staff in expediting reviews of any and all requests regardless of their location in the

department. You may alternatively submit a separate detailed organizational chart for a requested position if this is more practical.

### **3. Previously TX'd Positions**

If DHR-Client Services has reviewed and approved TX'd positions for your department during the course of this fiscal year, please contact your assigned Client Services Analyst to discuss whether the documentation is adequate for preliminary approval of those positions in the budget process.

#### **Electronic Attachments:**

ASO Department Preliminary Approval Table  
Express Class Form Rev 03-2006  
JAQ Form  
Classification Request Transmittal Form