



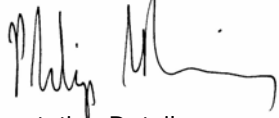
Gavin Newsom  
Mayor

Philip A. Ginsburg  
Human Resources Director

MEMORANDUM  
DHR No. 20-2005

DATE: October 3, 2005

TO: Department Heads, Department Personnel Officers, and Chief Financial Officers

FROM: Philip A. Ginsburg, Human Resources Director 

SUBJECT: Personnel Requisition Approval Process Implementation Details

The purpose of this memorandum is to provide further details on the implementation of our joint effort with the Mayor's Budget Office and Controller's Office to update personnel requisition approval processes. This follows up on information presented in memorandum No 18-2005 and at our citywide meeting of Department Personnel Officers and Chief Financial Officers on September 23, 2005. Approval changes will be effective October 17, 2005.

The purpose of the changes is to speed requisition approval and hiring. Briefly, the roles of those involved in the requisition approval process are:

- The **Mayor's Budget Office** will maintain high level fiscal and policy control. Requisitions will only need approval in cases of overspending, departmental restructuring, or for executive level positions. The Mayor's Budget Office retains discretion to reinsert itself into the requisition approval path to control department spending.
- The **Controller's Office** will ensure that departments remain within their approved budgets for the current fiscal year and position substitutions or temporary exchanges (TXs) are consistent with current policy.
- **DHR** will ensure that classifications, exempt positions, and special conditions are being used appropriately.
- **Departments' Chief Financial and Department Personnel Officers** will maintain steady communication to ensure that requisitions will only be submitted when there are adequate funds and an intent to hire within six months.

#### Rejection and Cancellation of Old and Vacant Requisitions

The Mayor's Budget Office, Controller's Office, and DHR are committed to significantly reducing requisition approval times. In order to process requisitions in a timely manner, staff from DHR's Client Services Division will provide initial and ongoing review of pending and open approved requisitions and remove those that are no longer needed.

Attached to this memo is a spreadsheet with three lists of requisitions. Each list has a "filter" on the department column. Click on the small arrow at the top of this column to select the records for your department from the list.

- List 1 Approved FY04-05 shows approved requisitions approved during FY 2004-05, that is, between July 1, 2004 and June 30, 2005. These will be canceled between October 12th and 14th **unless departments request that they be left open by 5:00 p.m., Tuesday October 11, 2005.** If there are any requisitions on this tab that you would like DHR to keep in the system, please send an email

identifying the row number in the yellow column on the left side to: Michelle Allersma, Project Manager, [michelle.allersma@sfgov.org](mailto:michelle.allersma@sfgov.org). As with open requisitions approved during the current fiscal year to date, the Controller's Office will assume departments plan to fill any open and approved requisitions within six months and will count these toward your department's overall spending authority.

- List 2 Approved before 7\_1\_04 shows open approved requisitions approved prior to July 1, 2004. These will be canceled between October 12th and 14th.

**Please note:** the following types of open approved requisitions will not be canceled: board member and commissioner requisitions; requisitions with an active employee on them; and 9163 P and DP Transit Operator requisitions.

- List 3 Pending shows requisitions pending approval submitted prior to July 1, 2005. These will be rejected on October 11th.

### **Monitoring Open and Pending Requisitions**

Remember, you can monitor your open and pending requisitions by running the PeopleSoft query REQ\_BY\_STATUS.

For additional information or assistance please contact Michelle Allersma at [michelle.allersma@sfgov.org](mailto:michelle.allersma@sfgov.org) or 415-557-4889.