CLASSIFICATION of VACANT POSITION

1. Department defines responsibilities of vacant position requests classification.
   - To MSP level?
     - Yes: Department submits to Lisa Bolivar or Administrator for approval.
     - No: Department submits to Compensation for review.

2. Control Unit reviews position description.
   - Control Unit approves request for MSP review?
     - Yes: Compensation notifies department.
     - No: Control Unit forwards to Compensation for review.

3. Compensation classifies new position?
   - Yes: Department submits to Employment Svs. for posting.
   - No: Department submits to Compensation for review.

END