



ADMINISTRATIVE MANUAL

Section

ADMINISTRATION

Subject

**Amending the Annual Personnel
Resolution**

In this Department, positions are created or abolished, duties are fixed and changed, and salaries are fixed by City Council ordinance, following adoption by the Board of Water and Power Commissioners and allocation by the Board of Civil Service Commissioners.

The following procedure is used to amend the current year's Annual Personnel Resolution (APR). Instructions for preparing a program year APR are found in the following Finance & Accounting Manual sections.

References:

Administrative Manual — Finance & Accounting, Sections:

- 31 6-2, Position Authority and Occupancy Definitions
- 316-5, Annual Personnel Resolution
- 317-1, Position Occupancy Control

PROCEDURE

Responsibility

Action

REQUESTING BUSINESS UNIT

Determine whether the position will be created under budgeted or substitute authority (see Finance & Accounting Manual, Section 316-2).

Prepare an Intra-Departmental letter, in triplicate (sample, page 3). Forward all copies to the Employee Relations Office, General Office Building.

Note: If the position request necessitates a new or revised Duties Description Record (DDR), the salary must be fixed by City Council ordinance after adoption by the Board of Water and Power Commissioners and allocation by the Board of Civil Service Commissioners.

To allow adequate time for this to occur, such requests should be submitted by February 1 of each year.

EMPLOYEE RELATIONS BUSINESS GROUP

Prepare a draft DDR, if necessary, and secure the approval of the requesting business unit director.

Prepare the necessary resolutions for approval of the new position by the Board of Water and Power Commissioners. When the new position is approved, notify the requesting business unit

Sample
Intra-Departmental Letter to



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**Amending the Annual Personnel
Resolution**

Amend the Annual Personnel Resolution

(Date)

(Name)

Director of Employment Services
555 General Office Building

Please prepare an amendment to the Annual Personnel Resolution for the Business Unit as follows:

<u>Class</u>	<u>DDR No.</u>	<u>Salary Rang</u>	<u>Budgeted From—To</u>	<u>Substitute From—To</u>	<u>Total Auth. From—To</u>
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Describe the reasons for the request, the proposed duties of the position (s), the need for the additional position(s), or the reason for deleting the position(s). Indicate the need for any organizational budget amendments. Include the name and telephone number for a contact person.

(NAME — IN CAPS)

Assistant General Manager — (Organization)

Approved:

(NAME — IN CAPS)

General Manager

PAK:mdp

c: General Manager
Senior Employee Relations Representative
Assistant General Manager — (Organization)/Unit Manager
Business Unit personnel