OM-12 OM Position Actions

Purpose

The purpose of this job aid is to provide a description for each action along with the corresponding action code.

Listed by Action Reason Code

Action	Action Code	Description
Create New Position	100	This action establishes a new position. The Integrated HR/Payroll System will automatically assign a position number.
Re-Establish Position	102	This action is not used in the Integrated HR-Payroll system.
Reallocate position up	103	This action is used to assign a position to a job with a higher pay grade within the same pay plan. • Example: NC07 to NC08
Reallocate position down	104	This action is used to assign a position to a job with a lower pay grade within the same pay plan. • Example: NC08 to NC07

Action	Action Code	Description
Reallocate position horizontal	105	Used to assign a Position from one Job to another Job within the same pay plan, grade, and range. This is also used for reallocations from FR to FR. • Example: NC07 to NC07
Position adjustment from Authorization	106	This action is used to assign a position to a job (class) that is different from the one used in the funding action. This action is essentially a specialized reallocation action. It is used only on positions authorized by the General Assembly.
Reallocate Position Differential	107	This action is used when the assignment of a position to a job (class) at a higher salary grade and range is required due to recruitment or retention problems at a specific location.
Remove Position Differential	108	This action is used to return a position to a classification with a lower (normal) salary grade when the higher grade is no longer needed.
Position Transfer	113	This action will move a position from one Org unit to another Org unit. The move may involve a change in the Cost Distribution, Org unit, supervisor, or the County. The Org unit numbers must change.
Position Hours Change	115	This action is used to change the number of hours per week of a part-time position (less than 40 hours per week) which does not change the appointment type (Employee Group field) and the FSLA rules for the position (Employee Subgroup field).
Position Employee Group/ Subgroup Change	116	This action is used when a change occurs to the appointment type or the FLSA overtime calculation rules for a position.

Action	Action Code	Description
Position Comp Level Change	118	This action is used to assign a Competency Level to a Career Banded or Skilled Based Pay Position that is different from the existing Competency Level. The Position's Budgeted salary can be changed; however, funding approval is required.
Reallocate Pay Plan Change	121	Reallocation Pay Plan Change: 121 – This action is used to assign a position from a Job in one pay plan to a job in another pay plan. • Example: GN pay plan to IT pay plan
Position County Change	122	This action is used to change the assigned location (county) of a position. Often a funding changes when the county is changed.
Change Supervisor of Position	124	This action is used when changing a supervisor within the same org unit.

Note: To abolish a position, please submit a ticket to BEST Shared Services. You should first ensure the position is vacant. Complete the Abolish Position Spreadsheet and attach it to your ticket request.

Note for OCOB and SSM only: If a position is reallocated from one Banded job to another Banded job, use Market rates to determine if the reallocation is up, down, or horizontal. The Market rate is the rate determined for each competency level (contributing, journey, advanced) of the job (class). Compare the Market rate of the old job to the new job. If higher, use reallocate – up, if lower, use reallocate-down, if the same, use reallocate horizontal.

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