Position Management

The 'new' Position Management report is very similar to the previous 'classic' Position Management Report, however, some of the information within the report has changed and the new report has other improved features including a graphical presentation of the percentage of positions that are vacant or occupied. Accurate position information in the report is critical as it can be used to make informed decisions about the workforce. If kept up to date and accurate it also provides a "real time" inventory of authorized and 'key' positions.

Position management also provides the City with a method of documenting Council-approved, permanent positions by job classification. The accuracy of position data is critical to many functions. The data is used to determine FTE's in each department and whether these positions are vacant or occupied. It is also used by the budget office, as this data is uploaded from HRIS to the BRASS budgeting system on an annual basis.

Potential Uses
Other potential uses for this report include but are not limited to:
- Identification of vacant positions
- Use to identify 'Key' Employees critical to City Operations during a crisis/disaster
- Run to create either a Department wide or City wide list of 'Key' Employees
- Identification of when an employee may be eligible for a step increase (compare Salary Step vs. Entry Date)
- Identification of when an employee performance appraisal is due (by looking at Entry Date if reviews are conducted on anniversary date)
- Use during time of hiring freezes and budget cuts to identify positions that may need to be frozen, eliminated or reallocated within the organization
- Identification of changes (i.e. employees, job classifications, FTEs, etc.) in the workforce by comparing reports run for different points in time.

About the Information
The report includes all active Department positions, filled or vacant. A filled position is defined as having an "active" primary job assigned to the position including employees on leave or in a suspended status. Temporary employees will not appear in the report unless they have placed in a position with a position number or if temporary positions have been set up in HRIS.

This report also allows management to see at a glance the number of vacant positions in a Department. The report default is to list all current positions and incumbents but can also be run historically by changing the "As of Date" to the desired date. Additionally, the user can choose to only view job vacancies by clicking the "List Only Vacant Positions" checkbox.