**Position Control Process for the Division of Equity & Inclusion**

The University’s goal is to ensure that campus-wide staffing costs are reduced by $50M (approximately 500 positions) by the end of FY19. As a result, position control is being implemented for all staff positions to ensure there is a bona fide need for the position that fits within the strategic goals and priorities of the University, and that the funds are available.

Included: All non-represented and represented staff positions in any type of appointment, including limited appointments, employment contracts, and career positions. Also subject to position control are employment contract extensions and contract and grant positions that are moved to central funds for more than 6 months.

Excluded: Contract and grant funded position, academic positions, student positions.

See Campus Guidelines and FAQs for complete list: <http://hr.berkeley.edu/careers/recruiting/hiring/positioncontrol>

For all affected positions, requests to hire for new positions or rehire for existing positions will be reviewed by   
Vice Chancellor Na’ilah Nasir who has sole decision-making authority for position control within Equity & Inclusion.

**Process**

To submit a request, download and complete an [**E&I Position Authorization Request**](http://diversity.berkeley.edu/sites/default/files/ei_position_authorization_request_8-9-16.docx)**.** The completed form should be submitted by the Executive Director or Unit Head directly to VCEI Nasir with the subject header “Position Request – [Unit Initials],” with copies to AVC/Chief of Staff Mia Settles-Tidwell, CFO/CAO Chris Mount, and HR Manager/CUA Debbie Fong. Please allow 5–7 business days for review and response.

Debbie Fong or Chris Mount will communicate the VCEI’s decision to Unit Heads and will serve as additional point of contact with CSS-HR (for employment and recruitment purposes, etc.). CSS-HR staff will not move forward with any recruitments or staff hires in affected positions unless approval from the VCEI is provided.

**Completing the form, justification and submission**

Please provide basic details about the position:

* *Classification, salary grade, funding source(s) for the position*
* *Pertinent information to help the VCEI understand how the requested position is aligned to the E&I Division and unit priorities, and impact on staff salary reductions, based on the figures provided in your unit’s 2017 budget submission.*
* *Brief explanation and/or justification of why the position is critical or essential to the functioning of the unit, what efforts were made to redistribute work to other positions, and efforts to keep salary costs to your cluster’s 2017 staff compensation target.*

Your request must include financial analyst (FA) review in the context of the applicable fund source(s); the FAs will make a recommendation to the VCEI about the budgetary soundness of your proposal. Debbie Fong and Chris Mount will review your request and ask for clarifying information as needed.

Executive Directors/Unit Heads: In order to present a full picture of your unit and its staffing for the VCEI, we ask that the following additional information be provided at the time of your first request. You will not need to resubmit this information with subsequent requests unless there are significant changes to your organization. Please provide the following:

* *Current (dated) organizational chart for your cluster with career, contract, and limited appointments identified (include payroll titles and FTE or % appointments for limited/variable positions)*
* *Your unit’s target salary cost for affected fund sources as stated in your unit’s 2016/17 budget submission*
* *Number of staff positions your cluster currently has (affected fund sources only)*

The VCEI Office will be monitoring the submissions and decisions with the goal of understanding the overall impact of the process in the E&I Division—the impact of strategic initiatives, opportunities for lower-cost staffing alternatives that may cross organizational boundaries, and progress toward reducing staffing costs in E&I.