



Policy Bulletin

Bureau of Drug and Alcohol Programs

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BDAP Operations Manual Update **Regarding Personnel Transactions in Part VI**

Effective Immediately

The Bureau of Drug and Alcohol Programs (BDAP) is updating the following sections of the Operations Manual, Part VI, Single County Authority (SCA) Operations:

1. Section **6.01**, Personnel Transaction Requirements for SCAs With a Personnel Agreement, E. Personnel Transactions, Adding New Positions, Re-Classifying Current Positions, or Eliminating Current Positions.
2. Section **6.02**, Personnel Transaction Requirements for SCAs With a Personnel Agreement, D. Personnel Transactions, Adding New Positions, Re-Classifying Current Positions, or Eliminating Current Positions.

Synopsis:

The changes in both sections relate to the approval process to add new positions, re-classify current positions or eliminate current positions. Currently, the initial request must be sent to the Director of the Division of Program Monitoring for programmatic review and approval. The request is then forwarded to the Department of Health's Bureau of Human Resources. The approval now will provide for the request to be forwarded from the SCA directly to the Bureau of Human Resources. Please note, however, the required information (i.e., submission of job descriptions, updated organizational charts, SCSC 100 form) does not change. In addition, the

Bureau of Human Resources may consult with appropriate staff at BDAP in approving SCA requests for new positions, re-classifying current positions, or eliminating current positions.

A second change involves 100 percent non-BDAP funded positions. The persons in these positions will no longer need to be classified under any circumstances.

The specific changes are shown in red font as follows:

6.01 Personnel Transaction Requirements for SCAs With a Personnel Agreement, E. Personnel Transactions, Adding New Positions, Re-Classifying Current Positions, or Eliminating Current Positions.

SCAs must notify **the designated Human Resources' staff person in the Department for approval** regarding any new, reclassified, or eliminated positions, regardless of funding source, as described within this section.

If the request is for a new position, the SCA must:

- Provide rationale as to why the new position is needed;
- Report how the position will be funded;
- Submit a job description that details all of the specific duties of the position;
- Submit a proposed organizational chart as defined in Section B; and,
- Submit an SCSC 100 form that delineates the funding source(s) used in the remarks section of the form to create the position.

If the request is to reassign a position, reassign current staff to a different position within the SCA or redefine duties that may involve a classification change, the SCA must:

- Provide rationale as to why the personnel action is necessary;
- Report any funding changes for the position;
- Submit a job description that details all of the specific duties of the position and a description regarding which responsibilities have changed from the employees previous position;
- Submit a proposed organizational chart as defined in Section B; and,
- Submit an SCSC 100 form that delineates the funding source(s) used in the remarks section of the form and reflects the personnel change requested.

If the SCA is requesting to eliminate a position from the complement, the SCA must:

- Submit documentation that explains why the position is being eliminated, to include an explanation of how the duties of that position will be carried out once the position is no longer on the complement;
- Submit an updated organizational chart as defined in Section B; and
- Submit an SCSC 100 form to delete the position.

While the SCA is not required to obtain approval for personnel changes related to split-funded or 100 percent non-BDAP funded staff positions, all such positions are required to be reported to the **designated Human Resources' staff person in the Department**. The notification must be accompanied by the following information:

- An SCSC 100 form that delineates the funding source(s) used in the remarks section of the form;
- An organizational chart as defined in Section B; and,
- A job description that details the duties of the position.

NOTE: SCAs may not utilize contracted individuals for BDAP-funded positions. In addition, only BDAP-funded employees may provide administrative or fiscal services required by the DOH/SCA Grant Agreement.

~~Positions paid 100% from non-BDAP funds will not need to be classified nor the MET's verified except when the employee is performing D&A Direct Service grant agreement work (Prevention, Intervention excluding hotline, Treatment or Treatment related, to include case management and recovery support). This employee must be classified and meet METs despite being 100% non-BDAP funded.~~

If an SCA has a full-time staff person paid by BDAP funds, that same person may not also work part-time doing a job that is also BDAP-funded; however, that person could work part-time as an employee if that position is paid using 100 percent non-BDAP funding.

6.02 Personnel Transaction Requirements for SCAs Without a Personnel Agreement, D. Personnel Transactions, Adding New Positions, Re-Classifying Current Positions, or Eliminating Current Positions.

SCAs must notify **the designated Human Resources' staff person in the Department for approval** regarding any new, reclassified, or eliminated positions, regardless of funding source, as described within this section.

If the request is for a new position, the SCA must:

- Provide rationale as to why the new position is needed;
- Report how the position will be funded;
- Submit a job description that details all of the specific duties of the position;
- Submit a proposed organizational chart as defined in Section B; and,
- Submit an SCSC 100 form that delineates the funding source(s) used in the remarks section of the form to create the position.

If the request is to reassign a position, reassign current staff to a different position within the SCA, or redefine duties that may involve a classification change, the SCA must:

- Provide rationale as to why the personnel action is necessary;
- Report any funding changes for the position;

- Submit a job description that details all of the specific duties of the position and a description regarding which responsibilities have changed from the employee's previous position;
- Submit a proposed organizational chart as defined in Section B; and,
- Submit an SCSC 100 form that delineates the funding source(s) used in the remarks section of the form and reflects the personnel change requested.

If the SCA is requesting to eliminate a position from the complement, the SCA must:

- Submit documentation that explains why the position is being eliminated, to include an explanation of how the duties of that position will be carried out once the position is no longer on the complement;
- Submit an updated organizational chart as defined in Section B; and,
- Submit an SCSC 100 form to delete the position.

While the SCA is not required to obtain approval for personnel changes related to split-funded or 100 percent non-BDAP funded staff positions, all such positions are required to be reported to the **designated Human Resources' staff person in the Department**. The notification must be accompanied by the following information:

- An SCSC 100 form that delineates the funding source(s) used in the remarks section of the form;
- An organizational chart as defined in Section B; and,
- A job description that details the duties of the position.

NOTE: SCAs may not utilize contracted individuals for BDAP-funded positions. In addition, only BDAP-funded employees may provide administrative or fiscal services required by the DOH/SCA Grant Agreement.

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If an SCA has a full-time staff person paid by BDAP funds, that same person may not also work part-time doing a job that is also BDAP-funded; however, that person could work part-time as an employee if that position is paid using 100 percent non-BDAP funding.