INSTRUCTIONS:
New Preliminary Classification Approval Process for FY 2009-10 Budgets

The following documents are available on the Department of Human Resources ("DHR") website. Please complete and submit the appropriate forms as directed via email to FY2009-10.DHR-Annual-Prelim-Classification@sfgov.org

1. Annual Salary Ordinance (ASO) Preliminary Approval Table

List all New and Substitute positions to be reviewed during the budget process on this table. In addition, if there are positions that will be "Reassigned" to another City department in FY 2009-10, please list the position(s) in the section provided. Enter your department's name at top of the table. In the body and corresponding columns, identify the specific Annual Salary Ordinance ("ASO") index code, budgeted class code and title, requested class code and title, and number of positions. An example is provided for you in the attached table. Please type over the example when inserting your department's information.

2. Position Classification Documentation

Classification Request Transmittal Form
This form must be completed for all preliminary classification approval requests. In addition to the Classification Request Transmittal Form, please complete and submit the appropriate classification documentation as indicated below:

- Express Classification Form
  The form is required for positions that perform simple or routine functions and do not deviate from the scope of the classification.

- Job Analysis Questionnaire (JAQ)-Regular
  This form is required for new non-management positions that will perform functions new to the department, when the classification level has not yet been identified.

- Job Analysis Questionnaire (JAQ)-Management
  This form is required for positions that are deemed high level, complex and not typical to the department. All positions in the 0900 class series will require a JAQ - Management Form.

(See attached forms.)

Please ensure that the submitted forms are certified by an authorized human resources representative in your department.

Complete one form for each position when located in different programs, divisions, bureaus or units. You may use a single form when requesting more than one position as long as they are in the same class and budgeted in the same program, division, bureau or unit. Include the ASO program, sub-program, class, 1st step and 5th step biweekly salary information exactly as indicated in the ASO Section on the form.

Example:

BUDGETED CLASS CODE AND TITLE: **1426 Senior Clerk Typist (1596B1936)**		ASO DIV/SEC/INDEX NUMBERS: **BGF Administration 5A-AAA-AAP**		
ASO Program**: BGF Admin**	ASO Subfund: **5A-AAA-AAP**	Index Code:	Non-ASO:	# of Position(s): **1.00**
Budgeted Class and Rate: **1426 Senior Clerk Typist (1596B1936)**		Proposed/Recommended Class and Rate: **1446 Secretary II (1756B2135)**		

3. Organizational Chart

In addition, please submit a current Organizational Chart displaying the entire department's structure—including the subject position(s)—to assist staff in expediting reviews of any and all requests regardless of their location in the department. You may alternatively submit a separate detailed organizational chart for a requested position if this is more practical.

4. Previously TX'd Positions

If DHR-Client Services has reviewed and approved TX'd positions for your department during the course of FY 2008-09, please contact your assigned Client Services Analyst to discuss whether the previously submitted documentation is adequate for preliminary approval of those positions during the budget process.

Please contact your designated Client Services Analyst if you have any questions about how to complete or submit the required documentation.

Attachments:

- ASO Department Preliminary Approval Table
- Classification Request Transmittal Form
- Express Class Form
- JAQ Form – Regular
- JAQ Form – Management