

**ADMINISTRATIVE PROCEDURES**

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| **10.03 Establishing, Changing and Updating Budgeted Positions**  | **Revised: April 10, 2023** |

1. GOVERNING REGULATIONS

System Regulation [31.01.01](http://policies.tamus.edu/31-01-01.pdf) *Compensation Administration* requires the Texas A&M Forest Service to budget by name any employee who is employed at least fifty percent effort for four and one-half months or more.  System Regulation [33.99.03](http://policies.tamus.edu/33-99-03.pdf) *Performance Evaluations for Nonfaculty Employees* requires the agency to maintain current job descriptions for each employee.  Administrative Procedure [10.02](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/1002%20Compensation%20Administration.docx) *Compensation Administration* defines the procedures for operating within the A&M System pay plan. This procedure defines the form and process to establish, change or update positions.

1. FORM AND PREPARATION

A Position Description (PD) form is used to establish, change or update a budgeted position. Assistance with completing the form may be obtained from Employee Development (ED). Upon completion, the requestor must route the form for approval through the associate director to ED for processing.

1. PROCESSING OF PD TO ESTABLISH A NEW POSITION

The process for establishing a new title is addressed in Administrative Procedure [10.02](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/1002%20Compensation%20Administration.docx) *Compensation Administration*. The process for establishing a new position using an existing title is as follows.

3.1 The PD is received by ED and reviewed for completeness and appropriateness by the AgriLife Human Resources (HR) Manager or designee. Any concerns noted will be discussed with the requestor for correction. The proposed position must use an approved title in the A&M System pay plan and must include the requirements contained in the general job description for the title.

3.2 To add or change a budgeted position, the requestor must prepare a [Form 500 Personnel/Budget Action](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Form%20500%20Personnel%20Budget%20Action.docx) and submit it through the normal approval process to ED.

1. PROCESSING OF PD TO CHANGE OR UPDATE DUTIES

The PD is reviewed for completeness and appropriateness by ED. Any concerns noted will be discussed with the requestor for correction.

1. RECORDKEEPING

The original approved PD is filed in the employee's personnel file.

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