



County of Santa Clara

Policy Name: Administrative Adding and Deleting of Positions

Page 1 of 5

Policy Type: Administrative

Category: Personnel

Policy Name: Administrative Adding and Deleting of Positions

Policy Owner: Employee Services Agency

Policy Purpose

The purpose of this policy is to ensure that departments follow Employee Services Agency policies and procedures for completing an add and delete action.

Policy Summary

In January 2001, the Board of Supervisors delegated authority to the County Executive to implement the adding and deleting of positions under specified circumstances. This policy implements the delegation as provided in [County Ordinance Code Section A25-102](#) and [Master Salary Ordinance NS-5.00](#).

An add and delete action is the County's method of changing a vacant position to that of another existing classification without going through a classification study. An add and delete may be preferred because of its simplicity and speed. The old vacant position is deleted, and a new vacant position is added. An add and delete may be done to change to a classification that does not currently exist, however, this is more time-consuming than adding an existing classification.

There are two (2) alternate processes that can be used to complete an add and delete action. The formal process must go through full approval by the



County of Santa Clara

Policy Name: Administrative Adding and Deleting of Positions

Page 2 of 5

Board of Supervisors. If certain criteria are met, the action can follow the administrative process, which requires administrative approval by the County Executive. In order to complete an administratively approved add and delete action, the department must review the qualifying criteria and follow the steps described in the County Human Resources Practices Manual, available at

<https://www.sccgov.org/sites/esa/employment/hr/Documents%20Available%20for%20Download/PRINTABLE%20-%20HR%20Practices%20Manual.pdf>, and in the [Merit System Rules, Section A25-102, Article 2, Chapter III](#).

Procedures

See the **Human Resources Practices Manual**, available at

<https://www.sccgov.org/sites/esa/employment/hr/Documents%20Available%20for%20Download/PRINTABLE%20-%20HR%20Practices%20Manual.pdf>.

Definitions

None.

Frequently Asked Questions

- 1) **When can an add and delete be done?** An add and delete may be done on a vacant position, when there has been a significant change in duties and responsibilities, training and experience, or scope of responsibility.
- 2) **How is an add and delete done?** If the department has a vacant position that has significantly changed, outline the new function and duties of the job. Try to determine if the present classification can fit with the new functions. Job classifications within the County often



have much broader ranges of responsibilities than most managers realize.

If what the hiring manager/supervisor believes is an appropriate classification belongs to a higher paid class than the old one, the department will need to contact a Budget Analyst in the County Executive's Office to determine whether there are available funds to pay for this increase, and where the money will come from.

Contact a Human Resources Analyst for more information.

3) **What should a hiring manager/supervisor do if not sure of what class to add?** Contact a Human Resources Analyst for assistance.

4) **What paperwork will need to be submitted and where?**

a) Add and Delete Request Form, available at <https://sccconnect.sharepoint.com/sites/esa>

This is a form that includes the number of positions and types of classifications being added and deleted. This form also contains the planned agenda date and other pertinent information.

b) Transmittal to Board of Supervisors (Formal) or County Executive (Administrative)

This transmittal should indicate what the recommendation is, the background, and the fiscal impact of such an action.



County of Santa Clara

Policy Name: Administrative Adding and Deleting of Positions

Page 4 of 5

c) Existing and Proposed Organization Charts

These charts must show specific positions and all related positions in the supervisory structure.

d) Duty Statement

This statement must describe the new functions and duties of the position to be added. Do not send just a class specification. Human Resources will review for how this position will fit in with your specific program or service.

Related Policies

None.

Related Forms and Information

- Formal Add and Delete Request -
<https://www.sccgov.org/sites/esa/employment/hr/Documents/HR-formal-add-and-delete-request.pdf>
- Administrative Add and Delete Request -
<https://www.sccgov.org/sites/esa/employment/hr/Documents/HR-Admin-add-delete-request.pdf>
- Master Salary Ordinance -
<https://www.sccgov.org/sites/esa/classification/ordinance/Pages/mso.aspx>
- Ordinance Code sec. A25-102 – New or unclassified positions -
https://www.municode.com/library/ca/santa_clara_county/codes/code



County of Santa Clara

Policy Name: Administrative Adding and Deleting of Positions

Page 5 of 5

[_of_ordinances?nodeId=TITAGEAD_DIVA25PEDE_CHIIIMESY_ART2CL_SA25-102NEUNPO](#)

History

Date	Changes Made
4/23/2014	Policy uploaded. (John Myers)