

PROCEDURES TO ABOLISH/ESTABLISH POSITIONS

DGS OHR 25

1. No position will be abolished or established without a DGS OHR 25 prepared by the Office of Fiscal Services (OFS) Budget Office for DGS Offices or Contracted Fiscal Services (CFS) for the Boards and Commissions. Email or phone calls will not be accepted as authorizing the abolishment or establishment of a position.
2. The only exception to #1 is for those positions established as a result of the Governor's Budget. In this situation, for DGS positions, the Budget Office will prepare a memo listing the positions to be abolished or established, the effective date, and tenure.
3. The CFS will prepare the DGS OHR 25 for those positions to be abolished or established per the Governor's budget.
4. At other times during the fiscal year, the OFS (either the Budget Office or CFS) will prepare the DGS OHR 25.
5. The transfer of positions between offices must be verified with OFS Budget Office prior to processing the Request for Personnel Action (RPA) from the requesting office. This is necessary to ensure the OFS concurs the funding allows for the requested action.
6. Completion of the DGS OHR 25 must include the following:
 - a. **Department/Board/Commission:** Enter the Office/Board/Commission.
 - b. **Division/Branch/Office:** Enter name of Division/Branch/Office.
 - c. **Unit:** Enter Unit name.
 - d. **Fiscal Year:** Enter fiscal year as yy/yy.
 - e. **Type of Request:** Mark appropriate box with an 'X' (either abolish position(s) or establish position(s) depending on specific action required).
 - f. **Description of Duties:** This section will be completed by Budgets or CFS with the statement to be used on the STD. 607.
 - g. **Position Number/Classification Title/Effective Date:** List the position number, classification title and effective date for all position(s) needing action.
 - h. **Office of Fiscal Services:** Enter name or Analyst; select either Budgets or CFS; enter phone number; sign form; enter date.
 - i. **Office of Human Resources:** Enter name of Position Control Specialist; sign; enter date.