



# *employee relations* **BULLETIN**

March 6, 2008

**To: Heads of All Departments (excluding Proprietary Departments)  
Departmental Personnel Directors**

**Subject: CHANGE IN PROCEDURE FOR FILLING POSITIONS THROUGH IN-LIEU  
EMPLOYMENT AUTHORITY**

The 2007-2008 Departmental Personnel Ordinances (DPO), which were adopted by the Council on February 13, 2008 and approved by the Mayor on February 21, 2008, contain revised procedures for the use of in-lieu employment authority by Council-controlled Departments and Bureaus. The process described in Section 3 of the DPOs for filling vacant positions in-lieu with a different classification has been modified to streamline the hiring practice.

Previously, appointing authorities were required to obtain approval from the Office of the City Administrative Officer (CAO) prior to filling any position on an in-lieu basis. That requirement has been modified in Section 3 of the 2007-2008 DPOs to provide Departments and Bureaus with the authority to fill vacant positions on an in-lieu basis, without requesting approval from the CAO's Office or the Personnel Department when the vacant position will be filled in-lieu with a classification in a related occupational series, including related training classes (e.g., Management Assistant in-lieu of a Management Analyst I). The previous requirement that the in-lieu classification have the same or lower salary than the authorized vacant position remains unchanged.

## **Processing an In-Lieu Authority in a Related Occupational Series**

To process an in-lieu employment authority involving a classification in a related occupational series, Department/Bureaus are advised to contact their payroll operations liaison in the Controller's Office and indicate that in conformance with Section 3 of their DPO they need to have that in-lieu authority added to the "drop-down box" in the Form 41 screen in PaySR - if that classification does not already exist in the department/bureau's drop-down box. Subsequently, a Form 41 should be transmitted to the Controller's Office indicating in the "Job" tab the in-lieu class title along with the in-lieu start and stop dates. In the "Notes" tab it should be indicated that the employee is hired in-lieu of a vacant position in a related occupational series in accordance with Section 3 of the DPO.

Upon the PaySR position control module becoming operational, the Controller's Office will load this information from the Form 41 Job and Notes tabs.

### **Processing an In-Lieu Authority with a Non-Related Classification**

In the event that an appointing authority wants to utilize an in-lieu authority to fill a vacant position with a non-related classification (e.g., Senior Clerk Typist in-lieu of a Management Analyst I), approval from the CAO is required. In requesting in-lieu employment authority for non-related classifications, Departments/Bureaus are advised to provide the CAO with a Position Description, annotated Organization Chart, and a written justification for the requested in-lieu authority. Again, the in-lieu classification must have the same or lower salary than the authorized vacant position.

Upon such approval being granted, the CAO will submit the Department/Bureau's request to the Personnel Department for a determination as to the appropriateness of the classification requested. Following Personnel Department's review and approval, the CAO will submit a transmittal to the Controller's Office, with a copy to the requesting Department/Bureau, authorizing the filling of the vacant position with a non-related-classification. The Controller's Office will then add the in-lieu classification to the Department/Bureau's PaySR "drop-down" box if it does not already exist, which will enable the Department/Bureau to complete the hiring process. A Form 41 should then be transmitted by the Department/Bureau to the Controller's Office indicating in the "Job" tab the in-lieu class title along with the in-lieu start and stop dates. The date of the CAO transmittal approving the in-lieu authority involving the non-related classification should be indicated in the Form 41 "Notes" tab (example: approved by the CAO on 3/21/08).

In-lieu authorities expire at the end of the fiscal year, unless noted otherwise to expire earlier. Therefore, in-lieu authorities that require CAO approval must be re-requested to continue beyond June 30 of the fiscal year in which they were authorized. New Form 41 documents will need to be generated as well to continue in-lieu authorities into the next fiscal year.

A revised CAO Rule No. 18 (revised 1983) "Use of In-Lieu Position Authorities by Council-Controlled Departments and Bureaus" to reflect the above-described changes will be distributed separately.

Any questions regarding this matter should be directed to the Employee Relations Division at (213) 978-7676.

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