Health System Position Approval / Control Process

The Health System distinguishes between fixed and variable positions as well as other criteria in order to determine the necessary approval steps a manager is required to undertake before a position can be filled through open recruitment or otherwise.

Variable and fixed positions are defined as follows:

- Variable positions provide direct patient care as their primary function. Examples include Nurses, Technicians, PT/OTs, Pharmacists, Lab Technicians etc.

- Fixed positions are support staff positions that do not provide direct patient care as their primary function. Examples include Managers (including Nurse Managers), HUSCs, Administrative Assistants, Analysts, Care Coordination, etc.

The Position Control process is governed by the Position Control Board (PCB) to ensure that the Health System is utilizing its positions in the best and most efficient manner possible.

Please follow the decision tree on the next page to determine if the position you are planning for will need to go through the Position Control Board (PCB) or if you are able to begin the recruitment process with a Position Control Form (PCF).
PCB Decision Tree

Is it a NEW (addition of FTE) position?

**Yes**: The position does not go to PCB. Approval from your Executive Team member via a signed Position Control Form (PCF) is sufficient.

**No**: Follow the criteria below.

Is it a FIXED position?

**Yes**: The position must go to the PCB.

**No**: Follow the criteria below for variable positions.

Is it a VARIABLE position?

**Yes**: The position may need to go to the Position Control Board depending on the following criteria:

1. Are you within budget?
2. Is your compliance with on-time performance evaluations at 95% or better?

   - If the answer to either 1 or 2 is 'No', then, the position must go to PCB.
   - If the answer to BOTH 1 and 2 is 'Yes', you can begin your recruitment directly by completing a Position Control Form (PCF) - (obtain current version of PC Form from [Stevon Love](mailto:Stevon.Love@ucsd.edu))
   - Once the PCF is signed by your Executive Team member, you may open a requisition in [HireOnline](http://hireonline.ucsd.edu).
   - Please forward the PCF to your recruiter or upload to the Forms & Documents section of the requisition. Please note, you may only upload the document after the requisition has been submitted.

**How to submit a position request to the PCB**

PCB requests are coordinated by [Stevon Love](mailto:Stevon.Love@ucsd.edu) and should include the following:

- Position Control Form (obtain current version of PC Form from [Stevon Love](mailto:Stevon.Love@ucsd.edu))
- Current organization chart
- Applicable budget information