PCB Process Overview

The Position Control Board (PCB) governs the Health System's position control process to ensure utilization of positions in the best and most efficient manner possible.

PCB Reviewing Body

Matthew Jenusaitis, Chief of Staff
Margarita Baggett, Chief Clinical Officer
Lisa Murphy, CAO

Dr. Angela Scioscia, Chief Medical Officer
Courtney Morris, Human Resources
Cara Morris, Budget & Financial Forecasting

Schedule

The PCB Call is held on the 2nd and 4th Wednesday of the month at 9:00 am*.

PCF submissions must be submitted, complete and signed, to PCB@ucsd.edu by 5:00pm on the 1st and 3rd Friday of the month.

Process

1. Hiring Manager fills out a PCF. Completed PCF’s include:
   a. All completed fields of Position details.
   b. Performance Evaluation Compliance figure from ServiceNow.
   c. Finance Verification from department’s assigned Budget Analyst.
   d. Reason for Vacancy fields complete.
   e. Hiring Manager, Director, and Executive Team Member approval and signature.
   f. Current Department Org Chart highlighting the requested position and how it fits into the department.

2. Hiring Manager submits the completed PCF and org chart to PCB@ucsd.edu.
   a. Incomplete forms will be returned to the Hiring Manager for correction.

3. Agenda distributed on Mon/Tues prior to PCB call.

4. Hiring Manager gives 2-minute presentation to the PCB.

5. Results distribution within 48 hours.

PCF’s are generally compiled on the agenda on a “first come, first serve" basis by the date submitted complete. Hiring Managers/Directors will have 2-minutes to present their PCF to the PCB. In the event that the PCB does not review all PCF’s due to time constraints, the PCF’s that were not reviewed will be placed at the top of the following meeting’s agenda. PCB may limit the number of presentations per meeting due to time constraints for future meetings.
**Decision & Next Steps:**

Results are communicated to the presenters via email within 48 hours of presentation.

- **Approved:** Hiring Manager submits to HR via HireOnline.
- **Hold:** Discuss further with your Budget Analyst and/or Executive Team member.
- **Denied:** Discuss further with your Budget Analyst and/or Executive Team member before resubmitting a PCF.

**Decision Tree**

Is this a NEW (addition of FTE) position?
- Yes: The position does not go to PCB, it must be presented to Executive Team.
- No: Follow the criteria below.

Is it a FIXED position?
- Yes: The requested position must be presented to the PCB.
- No: Follow the criteria below for Variable positions.

For VARIABLE positions, the position may need to be reviewed by the PCB 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 requested position must be presented to the PCB.
   - If the answer to BOTH 1 and 2 is 'Yes', you can begin your recruitment directly by completing a Position Control Form (PCF).
     - Once your Executive Team member signs the PCF, you may open a requisition in HireOnline.
     - Please forward the PCF to your Talent Acquisition Specialist (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.

PCF: [https://hshr.ucsd.edu/managers/hiring/HSysHiring/Documents/PCB-form.pdf](https://hshr.ucsd.edu/managers/hiring/HSysHiring/Documents/PCB-form.pdf)
PBC submission email address: PCB@ucsd.edu
For additional HR related information, please visit: [http://blink.ucsd.edu/HR/supervising/hiring/staff/index.html](http://blink.ucsd.edu/HR/supervising/hiring/staff/index.html)

*Dates/times subject to change*

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