



Miscellaneous Tips, Considerations and Questions to Think About when Completing a Request for Personnel Action (RPA)

Filling a Vacancy With Change in Duties:

- ✓ Explain the change in the responsibilities.
- ✓ Are the new duties a result of new program, responsibility or a redirection of duties from an existing position? If so who performed them before?
- ✓ What impact does removing these duties have on that position?
- ✓ Are some duties removed from the existing position? If so, why? Where did they go?
- ✓ What impact do they have on the position that assumed them?
- ✓ Why are the proposed duties appropriate for the requested classification?

Reclassifying a Position:

- ✓ What has changed to justify reclassifying the position?
- ✓ How will the "proposed" position fit into the role of the unit/program?
- ✓ Tell us how the duties/responsibilities support the classification of the "proposed" position.
- ✓ What position will assume the duties/responsibilities being removed?
- ✓ What impact is there to redistributing these duties?
- ✓ Explain in detail any duties that are described with technical terms or acronyms.

Filling a Permanent Position with a Limited Term Appointment:

- ✓ Limited term appointments should be used when appropriate.
- ✓ Reason for filling a permanent position with a limited term appointment:
 - Fill behind someone on extended absence
 - Duties to be performed are temporary... special project
- ✓ Length of limited term assignment?
 - Limited term appointments cannot exceed 24 months and must be appointed in 12-month increments

Filling a Position with a Training and Development (T&D) Assignment:

- ✓ On a T&D assignment, the employee's classification does not change. They maintain his/her current classification while on the T&D.
- ✓ The vacant position (T&D) needs to be **reclassified** to the classification of the selected employee in order to accommodate the T&D assignment.
- ✓ A T&D plan shall be one of the documents in the RPA package.