

**Internal Operations Manual**

**SUBJECT:** Limited Duration Position Request Process

**NUMBER:** 107-02-040

**DIVISION:** Operations Division  
Office of Business Administration

**EFFECTIVE DATE:** 12-01-03

**APPROVED:**



**POLICY/**

**PURPOSE:**

This policy is to provide the process for requesting a limited duration position

**AUTHORITY:**

OAR 105-040-0040

**APPLICABILITY:**

All Department of Administrative Services (DAS) Classified, Management Service, and Executive Service Positions.

**GUIDELINES:**

Limited Duration positions will be funded only until the end of the biennium in which it was created.

- I. The effective date of the position establishment will be the first day of the month following the month in which the package was officially submitted.
- II. The manager of the Fiscal Services Unit, Office of Business Administration (OBA) will track limited duration funding by division and fund type for the department.

**PROCEDURES:**

<b><u>Step</u></b>	<b><u>Responsible Party</u></b>	<b><u>Time Line</u></b>	<b><u>Action</u></b>
1.	Division	Start of Process	<p>Submit limited duration requests to the Personnel Office. Requests will include a letter from the division administrator that outlines:</p> <ol style="list-style-type: none"><li>a. The reason for the request.</li><li>b. How the request is to be financed. Divisions should work with their assigned OBA financial analyst to develop the proposed financing plan.</li><li>c. The completed position description(s), including an organization chart. Proposed position descriptions are to be submitted without a proposed classification level or class number.</li></ol> <ul style="list-style-type: none"><li>• If requires the signature of the appointing authority.</li></ul> <ol style="list-style-type: none"><li>d. Recommendations for new classification (optional).</li></ol>

**PROCEDURES: (Continued)**

<b><u>Step</u></b>	<b><u>Responsible Party</u></b>	<b><u>Time Line</u></b>	<b><u>Action</u></b>
2.	Personnel	4 Weeks	Forwards the completed staff work on classification levels to OBA.
3.	Office of Business Administration (OBA)	1 Week	Reviews financing documents for accuracy and forwards to the Director of Operations for final approval.
4.	Director of Operations	2 Days	Upon approval, the Director of Operations returns the package to the Office of Business Administration, who forwards the package to the Budget & Management Division
5.	Budget and Management Division (BAM)	2 Weeks	Reviews the limited duration package request, notifies the Office of Business Administration if approved or not approved, processes it if approved, and returns to OBA.
6.	Office of Business Administration (OBA)	2 Days	Returns the package to Personnel (excluding the finance plan).
7.	Personnel	1 Week	Verifies all data, and notifies the Division Administrator of approved/not approved status.