PALOMAR COLLEGE®
Learning for Success

1140 West Mission Road, San Marcos, California 92069-1487 • 760-744-1150 • www.palomar.edu

Star Rivera-Lacey, Ph.D.
Superintendent/President

Office of the President

PRESIDENT SOP 101B
October 24, 2025

SUPERINTENDENT/PRESIDENT STANDARD OPERATING PROCEDURE 101B

Subject: POSITION CONTROL

Reference: GAO-14-704G

Encl: Executives Hiring Decision Memorandum

1. Purpose. This Superintendent/President standard operating procedure (SOP) establishes position control roles and responsibilities for pertinent district personnel and position control procedures. It promotes continuous process improvement and increases accountability. The collective bargaining agreements work in coordination with this SOP.

2. Cancellation. President SOP 101A

3. Applicability. This SOP applies to district personnel and is effective immediately.

4. Revision. Remove the Fiscal Final Review #2 workflow and update responsibilities in Executive Cabinet Hold workflow. Remove the monthly communication requirement as PeopleAdmin allows users to communicate within the system. Update the Executives Hiring Decision Memorandum and its distribution.

5. Position Control. Position control refers to a system of tracking information based on positions rather than employees. It allows the district to create a framework of positions for all jobs within the district. Personnel must use PeopleAdmin, an online position management and recruitment system, to support position control.

   5.1. PeopleAdmin User Roles and Workflows. An employee's user role in PeopleAdmin allows the employee to perform certain actions. A workflow in PeopleAdmin is a sequence of steps or processes that help the system manage various tasks, such as creating a recruitment proposal, approving a recruitment proposal, etc. Human Resource Services (HRS) staff are responsible for managing PeopleAdmin user roles and workflows. They administer PeopleAdmin and are responsible for providing PeopleAdmin training to ensure a seamless transition. Table 1 shows your assigned PeopleAdmin user roles, workflows, and permissible actions based on your job titles.

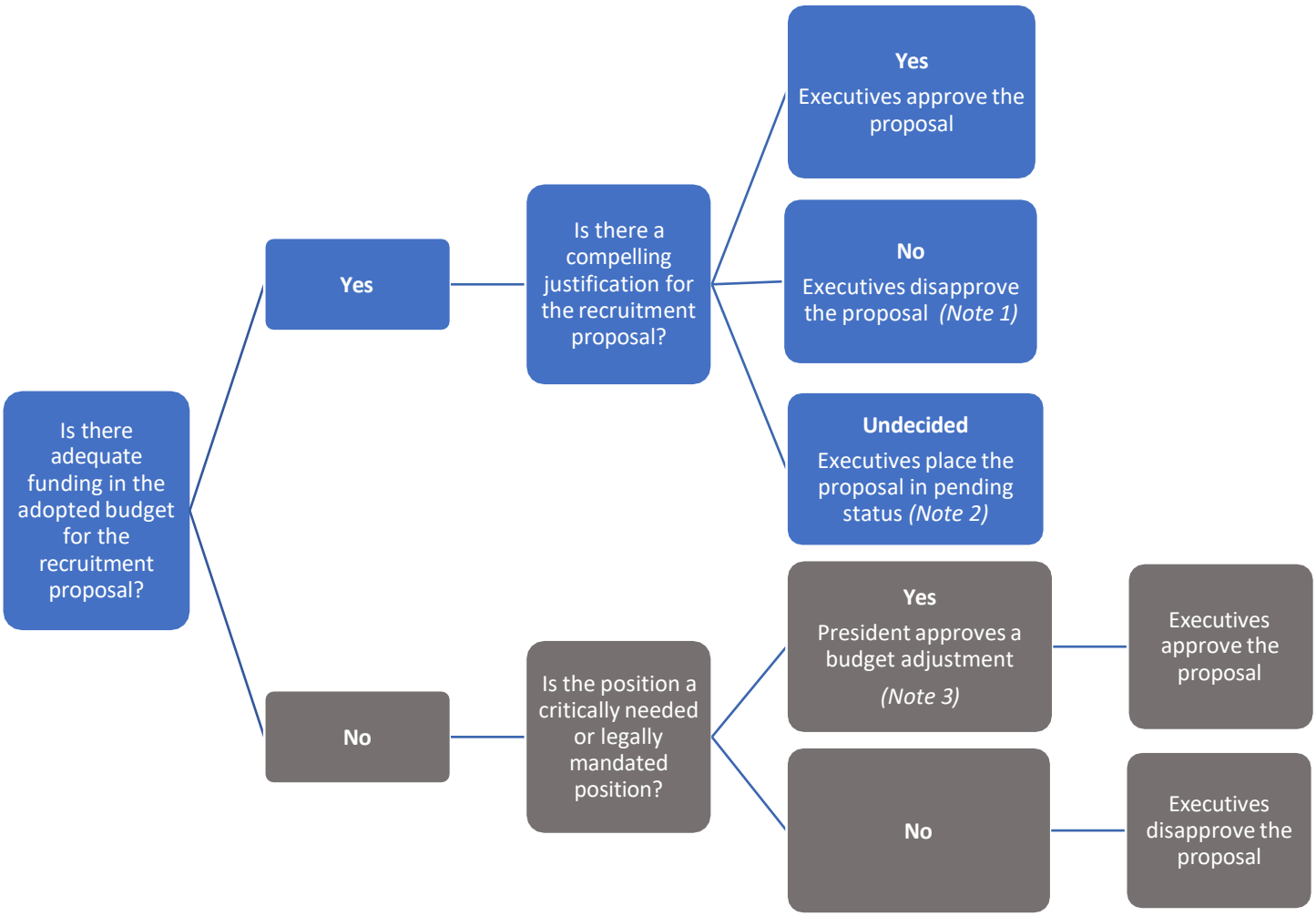
Table 1: PeopleAdmin Role, Workflow, and Action by Job Title

JOB TITLE	PEOPLEADMIN USER ROLE	PEOPLEADMIN WORKFLOW	PEOPLEADMIN ACTION
Managers, Directors, Deans, VP Executive Assistants (EAs)	Hiring Manager	Recruitment Proposal *(Workflow 1)*	▪ Create/modify the recruitment proposal. ▪ Enter position information, justification, and funding details. ▪ Advance the proposal to workflow 2.
Assistant Superintendent/ Vice Presidents (VPs)	Divisional VP Reviewer	Recruitment Proposal Review *(Workflow 2)*	▪ Review/modify the recruitment proposal. ▪ Return the proposal to workflow 1 to resolve issues or advance the proposal to workflow 3. *Note: VP of HRS serves as the Divisional VP Reviewer for the Office of the Superintendent/President staff and HRS staff. Other VPs serve as the Divisional VP Reviewers for their respective divisions.*
Budget Manager or assigned Accountant	Fiscal	Fiscal Preliminary Review *(Workflow 3)*	▪ Review/modify funding details on the recruitment proposal. ▪ Enter total anticipated salary and benefits cost and budget information. ▪ Return the proposal to workflow 2 to resolve issues prior to advancing the proposal or advance the proposal to workflow 4.
Director of HRS and HRS Staff	HRS	HRS Preliminary Review *(Workflow 4)*	▪ Review/modify position information on the recruitment proposal in PeopleAdmin. ▪ Return the proposal to any workflows to resolve issues prior to advancing the proposal or advance proposal to workflow 5[1].
VP of HRS	Exec Cabinet Reviewer	Executive Cabinet Hold *(Workflow 5)*	▪ VP of HRS presents proposal at a Sr. Executives meeting and obtains a hiring decision. ▪ Upon receipt of the Executive Hiring Decision Memo (further discussed in par. 6.1), HRS EA returns the proposal to workflow 1 if Executives disapproved and advances the proposal to workflow 6 if Executives approved. ▪ VP of HRS holds the proposal in workflow 5 if Executives place the proposal on a pending status.
Budget Manager or assigned Accountant	Fiscal	Fiscal Final Review #1 *(Workflow 6)*	▪ Select a budget selection (i.e., approved or disapproved). ▪ Upload documentation to support budget selection. ▪ Upload Executives Hiring Decision Memo (further discussed in par. 6.1). ▪ Advance the proposal to workflow 7.
VP of FAS	Fiscal	Fiscal Final Approval *(Workflow 7)*	▪ Verify that the budget selection is correct. ▪ Return the proposal to workflow 5 if Fiscal disapproved the proposal. Inform Executives at the following Sr. Executive meeting the reason(s) for the disapproval. ▪ Advance the proposal to workflow 8 if Fiscal approved the proposal (i.e., position is properly budgeted).
Director of HRS	HRS	HRS Final Review *(Workflow 8)*	▪ Provide final approval of the proposal in accordance with the collective bargaining agreements if applicable. ▪ Start recruitment.

[1] HRS employees with assigned PeopleAdmin roles have administrative rights to advance or return the proposal to any workflows while other divisional employees can only advance a proposal to next workflow or return the proposal to the previous workflow.

6. Executives Hiring Decision. VP of HRS is responsible for presenting and obtaining Executives hiring decision for each recruitment proposal in workflow 5 (Executive Cabinet Hold) at the Sr. Executive meetings. The Superintendent/President and the VPs (also referred to as Executives) will make a collectively hiring decision for each recruitment proposal. Executives will make a hiring decision by balancing operational costs with the strategic needs of the district. Figure 1 is a decision tree that will guide Executives hiring decisions.

Figure 1: Executives Hiring Decision Tree



Note 1: Executives may take this action when the recruitment proposal does not align with the strategic needs of the district.

Note 2: Executives may take this action when a collective hiring decision for the recruitment proposal requires more than one Sr. Executive meeting cycle.

Note 3: A legally mandated position refers to a position required by law. For example, the hiring of additional faculty members to comply with the 50 Percent Law or the Faculty Obligation Number (FON) is legally mandated. The Superintendent/President may approve a budget adjustment to fund a critically needed or legally mandated position. This action authorizes the VP of FAS to fund the position based on anticipated funding sources.

6.1. Executives Hiring Decision Memorandum. Executives will provide their hiring decisions to the Office of the Superintendent/President EA immediately after a Sr. Executive meeting. The EA will email the Executives Hiring Decision Memorandum to pertinent district employees within two business days from the Sr. Executive meeting's date. At a minimum, the memorandum will be emailed to the following personnel: (1) Superintendent/President; (2) VP of FAS; (3) VP of HRS; (4) VP of IS; (5) VP of SS; (6) Sr. Director of Fiscal Services; (7) Director or Human Resources; (8) Budget Manager; (9) assigned Accountant; and (10) HRS EA. Enclosure provides the memo.

7. VP of FAS. The VP of FAS will establish proper internal controls and oversight to execute the following position control responsibilities:

7.1. Ensure that FAS staff maintain accurate and up-to-date encumbrance settings for positions in PeopleSoft Human Capital Management (HCM).

7.2. Ensure that FAS staff maintain accurate and up-to-date information in the Department Budget Table for positions in HCM.

7.3. Ensure that FAS staff place a temporary hold on the estimated fund for an unbudgeted vacant position in which Executives approved the recruitment proposal. The fund will remain intact until the position is filled, or the recruitment proposal is withdrawn. Additionally, FAS staff will ensure that a budgeted vacant position remains budgeted until Executives make a hiring decision.

7.4. Develop a FAS SOP to further delegate responsibilities prescribed in paragraph 6. The SOP will also serve as a training guide for FAS staff to execute day-to-day operations as it relates to position control.

8. VP of HRS. The VP HRS will establish proper internal controls and oversight to execute the following position control responsibilities:

8.1. Ensure that HRS staff provide accurate and up-to-date information on the HR personnel reports to the Governing Board.

8.2. Ensure that HRS staff create new positions and remove obsolete positions in HCM within five business days after board approval.

8.3. Ensure that HRS staff maintain accurate and up-to-date employee data, job data, pay data, benefits data, and work schedules for positions in HCM.

8.4. Ensure that HRS update salary schedules annually.

8.5. Develop a HRS SOP to further delegate responsibilities prescribed in paragraph 7. The SOP will also serve as training guide for HRS staff to execute all employment instances, such as hiring and termination. This SOP will assign responsibilities prescribed in paragraphs 7.2 and 7.3 to different individuals to ensure proper separation of duties and that no one individual in HRS can create a position and enter employee data into HCM.



STAR RIVERA-LACEY, PH.D.
Superintendent/President

[1] FAS staff include Sr. Director of Fiscal Services, Budget Manager, and other pertinent FAS employees. HRS staff include Director of Human Resource Services and other pertinent HRS employ

PALOMAR COLLEGE®
Learning for Success

1140 West Mission Road, San Marcos, California 92069-1487 • 760-744-1150 • www.palomar.edu

Star Rivera-Lacey, Ph.D.
Superintendent/President

Office of the President

MEMORANDUM FOR DISTRIBUTION (date)

Subject: Executives Hiring Decision for Recruitment Proposals

Dear Colleagues,

The purpose of this memorandum is to inform you that the Executives have made a hiring decision regarding the positions listed below. These decisions were made during the Senior Executive Cabinet Meeting held on (date), with careful consideration of both operational costs and the strategic priorities of the district.

HRS will advance recruitment proposals that were approved to the "Fiscal Final Review #1" workflow in PeopleAdmin. HRS will return recruitment proposals that were not approved to the "Recruitment Proposal" workflow in PeopleAdmin.

Fiscal personnel will upload this memorandum to the corresponding recruitment proposals in PeopleAdmin to complete the final fiscal review process.

No.	Position Number	Position Title	President's Decision for Budget Adjustment *(If Applicable)*	Executives Hiring Decision for Recruitment Proposal
1.				Choose an item.
2.				Choose an item.
3.				Choose an item.
4.				Choose an item.
5.				Choose an item.

Executive Assistant
Office of the Superintendent/President
Palomar Community College District
760-744-1150 x2826

Enclosure