



October 20, 2020

TO: VCAD Directors

FR: Garry Mac Pherson, Vice Chancellor of Administrative Services

RE: **Revised Review Process for Staff Job Opening Requests**

You may have heard that the centralized review of job openings by the two separate working groups was discontinued. While the administrative oversight of the two working groups have been removed, each Vice Chancellor and the Executive Vice Chancellor will continue to carefully review requests from their division and maintain the intent of the hiring pause. As a result, I will continue to review and approve all requests to fill staff job openings. Staff student casual restricted appointments will not require my review and approval.

I ask each of you to carefully consider the requests you forward for approval with the expectation that budget cuts will take place in FY 2020-21 and the salary savings from vacant positions will be needed by your units to offset those budget cuts and potentially protect staff jobs. Please use the [Administrative Services Division Hiring Request Form](#) to submit your request. In addition, attach a copy of the job description and a copy of the unit's org chart to the [Hiring Request Form](#). You are encouraged to submit these requests via DocuSign. The following questions should be addressed in the Hiring Request:

1. Is the role mission critical and/or essential to operations?
2. Does this position perform work that is mandated by Federal/State laws, UCOP, and/or campus policies? Please explain briefly.
3. What are the risks or consequences of not filling the position? If filling this position is deferred, will it result in significant operational disruption or place compliance at risk?
4. Are there any qualified existing staff who could take on the additional duties on an interim basis?
5. Could temporary staffing address this need?
6. Can work be shifted or redistributed so that critical essential tasks are being done and other tasks are suspended temporarily?
7. If this position is filled, what position(s) are currently vacant that will be used to offset a department budget cut?

While this change affords us greater divisional control of the job opening approval process, I anticipate that there will still be significant limitations on approvals and the deferral of some recruitments as we weigh the significant financial impacts of COVID-19. Thank you for your efforts in employing strong financial planning strategies that will help us preserve our current workforce and maintain our services.