

May 7, 2020

TO: VCAD Directors

FR: Garry Mac Pherson, Vice Chancellor of Administrative Services

RE: **Job Opening Requests via DocuSign**

As you know, the campus is facing serious financial challenges. The recent implementation of a hiring pause was intended to take proactive steps to manage our resources. While we do not yet know the specific financial impacts to the Administrative Services division, 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. As a result, the working group tasked with evaluating the Job Opening requests have asked that the rationale for the requests include specific information to help with their review. When completing the "Rationale" section of the Job Opening Request form, please address the following questions:

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?

In addition to attaching a copy of the job description to the request submitted in DocuSign, the form will also require a copy of the unit's org chart. While this may appear burdensome, please understand that these measures are necessary and will be in place for the foreseeable future.

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