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AM-230-3

m ***Creation and Abolishment of Positions***

SCOPE

This policy applies to all budgeted positions and all classes (Civil Service and non-Civil Service).

AUTHORIZATION

The creation or abolishment of a position must be authorized by the Board of Estimates. Agencies must obtain this authorization by:

- A position action request in the agency's Annual Budget Request;

OR

- A direct request to the Board of Estimates

ANNUAL BUDGET REQUEST

See AM-405-7 through AM-405-9-1 for complete instructions concerning the inclusion of requests for position creations and/or abolishments in an agency's Annual Budget Request.

DIRECT REQUEST TO BOARD OF ESTIMATES

See the appropriate procedure listed below for detailed instructions concerning a direct request to the Board of Estimates for the creation and/or abolishment of positions:

- AM-230-3-1: For requesting creation of Civil Service positions.
- AM-230-3-2: For requesting creation of non-Civil Service positions.
- AM-230-3-3: For requesting abolishment of positions (Civil Service and non-Civil Service).