

PERSONNEL-PAYROLL SYSTEM  
POSITION NUMBER CODING

POSITION SUFFIX

Each budgeted position number has a two-character suffix (e.g., BA6-001 AA, where AA is the suffix). The first character of the suffix (BA6-001 A) is the number of Hours Authorized. The second character (BA6-001A) is the Position Status.

<b>HOURS AUTHORIZED</b> Hours of Work Authorized for Position*			<b>POSITION STATUS</b> Identifies factors pertinent to position	
Code	Hours Per Week	Percent of Full-Time	Code	Category
A	40	1.000%	A	Civil Service position - 6 month probation period
B	39	0.975%		
C	38	0.950%	B	Civil Service position - 12 month probation period
D	37	0.925%		
E	36	0.900%	C	Limited-term, Civil Service - 6 month probation period
F	35	0.875%		
G	34	0.850%	D	Limited-term, Civil Service - 12 month probation period
H	33	0.825%		
J	32	0.800%	E	Non-Civil Service position
K	31	0.775%		
L	30	0.750%	F	Civil Service position - 9 month probation period
M	29	0.725%		
N	28	0.700%	G	Limited-term, Non-Civil service position
P	27	0.675%		
R	26	0.650%	J	Non-County position
S	25	0.625%		
T	24	0.600%	L	Elected
U	23	0.575%		
V	22	0.550%	U	Unfunded position
W	21	0.525%		
X	20	0.500%		

\*The Position Number of the budgeted position and the employee position number on the action form can differ because:

- For several alternately staffed classes, the journey level has one probation period and the trainee level has another. Example, for an Attorney II-DA position, the budgeted position suffix is AA, and an employee who is an Attorney I-DA in that position has an employee position suffix of AB.
- An employee is under-filling a position. Example: A Senior Accounting Technician is under-filling an Accountant II position. The suffix would follow the six month probationary period for the Senior Accounting Technician position code as opposed to the one year probationary period for the Accountant II.
- The employee's scheduled hours are less than the authorized hours for the position. Example: A Typist Clerk II is working 36 hours a week in a full-time position. The position number is BC5-001AA; the employee position identifier is BC5-001EA.