Position Management Committee Proposal Form

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Proposal: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Position Title | | | Pay Plan | | Occ. Code (Series) | | | Grade Level | | | Organizational Code |
|  | | |  | |  | | |  | | |  |
|  | | | | | | | | | | | |
| The position is:  New  Existing | | Is there a current PD?  Yes  No | | | | | Is classification required?  Yes  No | | | | |
|  | | | | | | | | | | | |
| Describe Action Requested: | | | | | | | | | | | |
| Justification: (Provide background and justification describing need for proposed action) | | | | | | | | | | | |
| What are the major ramifications of not taking proposed action? | | | | | | | | | | | |
| How are FTEs affected? | | | | | | | | | | | |
| Projected Effective Date of Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |
|  | | | | | | | | | | | |
| For Recruitment Actions:  Advertise:  Merit Promotion  DEU  Detail/Temporary Promotion  Open period: days | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Submitted by: (Supervisor’s Name) |  | | | | | Division Chief: | | | |  | |
| For PMC Use | | | | | | | | | | | |
| Approved for: (check all that apply)  Accretion of Duties Promotion  Classification/Reclassification  Recruitment  Fill | | | | Proposal:  Denied  Placed on hold | | | | | Moving expenses:  Authorized  Not Authorized | | |
| Notes: | | | | | | | | | | | |

12/2008

**Department of the Interior**

**Relocation Expense Worksheet**

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to determine whether relocation expenses will be paid for an employee or outside candidate selected to fill the above-referenced position would be in the government's interests, I considered the factors checked below:

\_\_\_\_\_ (1) the quality and quantity of available candidates in the local commuting area;

\_\_\_\_\_ (2) the diversity of the local candidate pool;

\_\_\_\_\_ (3) time constraints for filling the position;

\_\_\_\_\_ (4) alternative considerations for meeting the human resource needs, such as details, training, automation, etc.;

\_\_\_\_\_ (5) the availability of funds for payment of relocation expenses;

\_\_\_\_\_ (6) the existence of direct hire authority for the position;

\_\_\_\_\_ (7) the need to provide incentives to prospective candidates due to labor shortages, working conditions, or other factors;

\_\_\_\_\_ (8) the possibility of offering other financial incentives such as a relocation bonus,

recruitment bonus, advance pay, etc.

\_\_\_\_\_ (9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ (10) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on my consideration of the above factors, I have concluded that it

\_\_\_\_\_ is \_\_\_\_\_ is not

in the government's interest to pay relocation expenses. Any vacancy announcement or other

solicitation for this position will be consistent with this determination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management Official's Signature/Date

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