



**WEST VIRGINIA
DIVISION OF
JUVENILE SERVICES**

POLICY NUMBER:

122.00

PAGES:

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CHAPTER:

**Administration and
Management**

REFERENCE AND RELATED STANDARDS:

**WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA
3-JTS-1B-15; ACA 3-JDF-1B-16; ACA 3-JCRF-1B-14**

SUBJECT: **Position Control**

DATE: **October 1, 2007**

POLICY

This policy is established to regulate position control regarding position allocation, budget authorization, personnel records, and payroll.

CANCELLATION

This policy supersedes Policy Directive 1.33 dated November 18, 2004.

APPLICABILITY

This policy applies to ALL Division of Juvenile Services' facilities, offices and employees.

PROCEDURES

1. The Division of Juvenile Services will regulate position control regarding position allocation, budget authorization, personnel records, and payroll.
2. The Division of Juvenile Services' Director or designee shall have the responsibility for assessing presently assigned positions and determining projected staff needs to meet facility goals and objectives. Responsibilities also include effective and efficient use of contract personnel.
3. The Divisions' Human Resources section shall monitor the coordination between the staff record section and the payroll function.
4. The Division and each facility will follow the West Virginia Department of Personnel hiring procedures.
5. Each facility will have in place an operational policy and procedural plan to ensure the

