

## Position Naming Conventions

### No Working Position Title

By maintaining the position title as a reflection of the classified job title, it helps users easily identify the position's classified job and discern underfills, overfills, and lateralfills in Personnel Administration (PA). Thus, bureaus do not have the ability to overwrite the position titles (defaulted to job titles) and enter their own "working titles."

The screenshot below serves as an example of this use of the position title, reflecting the position underfill/overfill/lateralfill (the position's classified job and the employee's working job do not match). The position, 40008522, reflects the position's classified job (B007), **Parks & Rec City Nature Zone Manager**, and the job key reflects the employee's working job, **Parks Planner, Supervising**.

Organizational plan	
Percentage	100.00
Position	40008522
Job key	30000742
Exempt	E
Org. Unit	20000599

P&R Nt Zn Mg  
Parks & Recreation City  
Pk Plr, Spvg  
Parks Planner, Supervis  
CNWAdmin  
City Nature West Admin

### Additional Position Detail in Title

Each OM object (including jobs and positions) has a 12- and a 40-character title. The 12-character job title (defined by HR Class/Comp) is used as the 12-character position title. It is also used as the 40-character title, with the addition of a position code, explained below.

The long (40-character) position title reflects the position type and part-time/full-time position status:

Position type/status	Code
Regular	RG
Limited Term	LT
Doublefill	DB
Casual	CS
Casual/Other	CO
Recurring	RC
Job Share	JS
Part-time	PT
Full-Time	FT

The position type is stored in Organizational Management (OM) on infotype 1010 – Authorities/Resources. The Authorities/Resources infotype does not integrate with PA, so there is no visibility to the position type in PA. Even though the part-time/full-time status is included in the employee subgroup, it can be overridden in the Organizational Assignment (0001) infotype. This could result in appointments that are violations of HR policy, such as full-time employees filling part-time positions. While there is nothing configured in SAP to prevent this from happening, placing the PT/FT status and position type in the position title makes it easier to



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identify these discrepancies in Personnel Administration and in reports.

The position title has been updated to reflect this position title convention in the following in PA infotype 0001 (the position is full-time regular):

Organizational plan		
Percentage	100.00	
Position	40008522	P&R Nt Zn Mg P&R Nt Zn Mg - FTRG
Job key	30000756	P&R Nt Zn Mg Parks & Rec City Nature
Exempt	E	
Org. Unit	20000599	CNWAdmin City Nature West Admin

Below are additional examples of position titles using this convention:

Position Title Example	Position Code	Description
Fire Ftr - FTDB	FTDB	Full-time doublefill
Bot Sp II-ED – FTLT	FTLT	Full-time limited term
Gnskpr I – FTRC	FTRC	Full-time recurring
Repro Op I – PTRG	PTRG	Part-time regular
Plc Officer – JSRG	JSRG	Job share regular
Seas Mn Wk – FTCS	FTCS	Full-time casual
Stable Attd - FTCS	FTCS	Full-time casual

### Portland Fire Bureau's 24 pre-approved doublefills

The bureau is allowed to have up to 24 doublefills without requiring additional HR authorization. These positions will be identified as follows:

- Fire Ftr – FTDB-01/24
- Fire Ftr – FTDB-02/24
- Fire Ftr – FTDB-03/24
- Fire Ftr – FTDB-04/24
- ...etc.

Portland Fire Bureau doublefills which are not one of these pre-approved twenty four are identified as **Fire Ftr – FTDB**.

