



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads and Key Officials

SUBJECT: FY 2005-06 Requests for
New Positions

FROM: Director of Human Resources

DATE: November 8, 2004

You recently received the annual "Call for Budget Estimates" for FY 2005-06. This year the process for requesting new positions for FY 2005-06 has changed. Each request must be submitted as a supplemental budget request as stated in the November 2, 2004 memo from the Director of OMB. However, instead of submitting the P-3 and P-5 forms to Human Resources as you have done in the past, each request for a new position will be entered in JOSH@work. This eliminates both the P-3 and P-5 paper forms and is very similar to the process of *Updating Job Descriptions*, including the ability to clone/copy multiple requests.

If you are requesting new positions in your FY 2005-06 budget, you should (1) **submit your request to OMB** through the supplemental budget process by their December 6, 2004 deadline AND (2) **enter the job description for the requested positions through JOSH@work no later than January 14, 2005**. Each agency requesting a new position(s) is required to send at least one supervisor to one of the following training sessions:

December 9, 1:00 pm-4:30 pm
December 10, 8:30 am-12:00 noon

January 6, 8:30 am-12:00 noon
January 10, 1:00 pm-4:30 pm

To signup for this training go to: <http://virtual.henrico/hr/cc/signup2-joshatwk.html>

If you are not requesting new positions, this JOSH@work training is not required.

If you have questions about job classification and pay grade for the new position(s) and/or this new procedure, please call Alicia Roberts at extension 4205.

Please let me know if you have any other questions or need additional assistance.

George H. Cauble, Jr., SPHR

Director, OMB

