

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

Subject: Extra Help Position Requests

Number: C 29

POLICY

Social Services Agency (SSA) Human Resources will work in conjunction with the Human Resource Services (HRS) Department to review Extra Help Position Requests to ensure that the appropriate classification is being requested and that all applicable Personnel and Salary Resolution (PSR) provisions, Memorandum Of Understanding (MOUs), and County policies and procedures are being followed.

To access the HRS Extra Help Position Request policy, click the link below:

[http://bos.ocgov.com/hr/hrportal/docs/docs_pol_proc_memos/Extra%20Help%20Position%20Requests%20Procedure%20\(8-16-13\).pdf](http://bos.ocgov.com/hr/hrportal/docs/docs_pol_proc_memos/Extra%20Help%20Position%20Requests%20Procedure%20(8-16-13).pdf)

To access the Extra Help Position Request form, click the link below:

http://bos.ocgov.com/hr/hrportal/docs/docs_forms/Extra%20Help%20Position%20Request%20Form.pdf