

1. In order to fill an unclassified position, create a new unclassified position, or adjust the salary of a current unclassified position, agencies with unclassified employees whose salaries are approved or established by the Governor must request and receive approval from the Department of Administration, the Division of the Budget and finally, the Governor's Director of Appointments prior to advertising the vacancy, conducting interviews, or extending a job offer.
2. Agencies must complete the Unclassified Position Request form online at the following link: <http://www.admin.ks.gov/offices/personnel-services/forms-and-documents/unclassified-form>

The information will be sent to the Department of Administration by clicking the "submit" button at the bottom of the page.

3. The Office of Personnel Services within the Department of Administration will review the information provided by the agency and either approve or disapprove the agency's request within three business days of receipt of the completed form.
  - a) If the Department of Administration does not approve the agency's request, staff from the Office of Personnel Services will inform the agency of the decision.
  - b) If the Department of Administration requires additional information or has questions concerning the agency's request, staff from the Office of Personnel Services will work with the agency to resolve these matters.
4. If the position is an Information Technology (IT) position, the Office of Personnel Services will forward the form to the State Chief Information Technology Officer (CITO) who will review the information provided by the agency and either approve or disapprove the agency's request.
  - a) If the State CITO does not approve the agency's request, staff from the Office of Personnel Services will inform the agency of the decision.
  - b) If the State CITO requires additional information or has questions concerning the agency's request, staff from the Office of Personnel Services will work with the agency to resolve these matters.
5. If the Department of Administration approves the agency's request, the form will be forwarded to the Division of the Budget which will then determine whether the authorized salary is within the agency's approved budget and either approve or disapprove the funding for the position within three business days of receipt of the form.
  - a) If the Director of the Budget does not approve the agency's request, staff from the Division of the Budget will contact the agency and inform the agency of the Director's decision.
  - b) If the Director of the Budget requires additional information or has questions concerning the agency's request, staff from the Division of the Budget will contact the agency to resolve these matters.

6. If the Division of the Budget approves the agency's request, the form will be forwarded to the Governor's Director of Appointments who will either approve or disapprove the request within three business days of receipt of the form.
  - a) If the Governor's Director of Appointments does not approve the agency's request, staff from the Governor's Office will contact the agency and inform the agency of the Director's decision.
  - b) If the Governor's Director of Appointments requires additional information or has questions concerning the agency's request, staff from the Governor's Office will contact the appropriate parties to resolve these matters.
7. The Governor's Director of Appointments will notify the Office of Personnel Services when an unclassified request has been approved.
8. Staff from the Office of Personnel Services will notify the agency that it may now notify a current employee of an approved change in salary, or proceed with the process of filling a position. Once agencies receive this notification, they may extend a confirmed offer to a candidate for a specific effective date, without delay.
9. If, after receiving approval to fill the position from the Governor's Director of Appointments, a candidate negotiates for a salary above the pre-approved salary or range of pay, the agency may submit a supplemental request for approval of the proposed salary to the Office of Human Resources at the following email address:  
[UCAppointments@ks.gov](mailto:UCAppointments@ks.gov)
10. Staff from the Office of Personnel Services will then work with the Governor's Director of Appointments to prepare a final letter approving the request.
11. The final letter will be sent to agencies from the Office of the Secretary of Administration, and a copy will be provided to the Division of the Budget.