Department defines responsibilities of vacant position, requests classification.

To MSP level?

- **NO**
  - Department submits to Control Unit for approval.
  - Control Unit reviews position description.
  - Control Unit approves request for MSP review?
    - **NO**
      - Control Unit forwards to Compensation for review.
    - **YES**
      - Compensation classifies new position
      - Compensation notifies department.
      - Department submits to Employment Svs. for posting.
      - END
  - Department submits to Compensation for review.

- **YES**
  - Control Unit approves request for MSP review?
    - **NO**
      - Control Unit forwards to Compensation for review.
    - **YES**
      - Compensation classifies new position
      - Compensation notifies department.
      - Department submits to Employment Svs. for posting.
      - END
  - Department submits to Compensation for review.