



Position Action/Change Form

Check all that apply:

- New Position Position Change Budget/Account Change

Today's Date: 2/7/2020

Requester:	Coleen Parker	Requester's Signature:		Effective date:	3/13/2020
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1. NEW POSITION	Position Request: <u>Youth Service Coordinator (Homeless)</u>	Human Resources Only
	Location: <u>Two Trees</u> Supervisor: <u>Tom Kissinger</u>	Escape Position Code: _____
	Number of Work Days: <u>181/194</u> Hours / FTE: <u>1/8 hrs</u> Start/ Stop Times: <u>TBD</u>	
	Reason for new position: <u>Coordinate the needs of a growing population.</u>	

2. POSITION CHANGE	Position Title: _____	Position Number: _____	Employee Name: _____ (If applicable)
<input type="checkbox"/> Site Change Site Position Change From: _____ To: _____ <input type="checkbox"/> FTE Change FTE Change From: _____ To: _____ <input type="checkbox"/> Classification Change Position Classification Change From: _____ To: _____ <input type="checkbox"/> Delete Position Reason for Elimination: _____			

See back page for necessary budget information that must be attached to the completed form. Incomplete packets will not be presented at cabinet and will delay the process.

3. BUDGET/COST	<input type="checkbox"/> No budget revision needed (No increase in cost) <input type="checkbox"/> Cost included in current approved budget <input type="checkbox"/> Budget transfer to cover cost <input checked="" type="checkbox"/> Additional funding needed to cover cost	Cost of New/Revised Position: New position: Classified, use proper range and step E. Certificated use cell D7. Salary Range: <u>117 - \$35,091.00</u> Mandated Benefit Cost: <u>\$12,488.00</u> Health & Welfare: <u>\$9,500.00</u> Total Cost: <u>\$57,079.00</u>
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4. ACCOUNTS																	
Change account from:									Change account to:								
%	Fund	Res	Yr	Goal	Func	Obj	Loc	Mgt	%	Fund	Res	Yr	Goal	Func	Obj	Loc	Mgt
									100	01	3010	0	1110	1000	2100	000	0000
Total - Should always be 100%									Total - Should always be 100%								

5. APPROVAL

Cabinet Approval Date: _____ Asst. Supt Bus: _____ Dir of HR: District Board Meeting Date: 2-13-2020
County Superintendent: _____