

Position Control Change Request Form

POSITION CONTROL CHANGE REQUEST FORM										
Requesting Department:		Public Works								
Please check the box below for the type of change requested:										
<input type="checkbox"/>	Reclassification of Position (please see Administrative Code 31.14.2, Reclassification of Positions)									
<input type="checkbox"/>	Position Title Change				<input type="checkbox"/>	Funding Source Change				
<input checked="" type="checkbox"/>	Additional FTE (position already exists in the pay plan). *Must attach a completed Budget Amendment Form.									
<input type="checkbox"/>	New Position (not in Pay Plan previous or current AND increases FTE count or Budget) *Must attach a completed Budget Amendment Form.									
<input type="checkbox"/>	New Position (not in Pay Plan previous or current which does NOT increase FTE count or Budget)									
<input type="checkbox"/>	Position Succession Promotion (ex: Building Inspector I to II or Treatment Plant Operator "C" to "B", etc..)									
<input type="checkbox"/>	Other									
Budgetary Impact (Personnel Cost):			\$22,116		All Other Costs:		\$617			
*Please Note: The budgetary impact figure includes benefit changes such as FICA, life, disability, etc. that are linked to the employee's annual salaries. Department must complete All other Costs if additional or new equipment is needed such as phones, computers, vehicles, etc. If none, please indicate N/A (non-applicable).										
Does this action increase your FTE count?				<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No			
<input checked="" type="checkbox"/>	Justification memo attached. Requesting department must attach a detailed justification memo to include the Funding Source. (Funding source may not be from one-time savings. Human Resources will review however Departments are ultimately responsible for their Budget).									
		Current				Proposed				
Name/Position Title:						Administrative Secretary				
Department/Division:						Public Works/Administrative				
Account Number:						001-7011-541-1210				
Group Plan:						G3				
Pay Grade/Step:						G03				
Salary:						\$38,984				
Submitted by (Print Name):		Valentino Perez								
Signature:		Valentino Perez				Digitally signed by Valentino Perez Date: 2024.02.28 17:12:44 -05'00'		Date:		
Reviewed by HR:						Date:				
Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	HR Director				Date:		
Reviewed by Budget:						Date:				
Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	City Manager				Date:		
Requires Council Approval Prior to Implementation:							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Human Resources Only – Proposed Effective Date:										
Council Approved	<input type="checkbox"/>	Update PC & Budget PC Documents	<input type="checkbox"/>	Legislative Memo	<input type="checkbox"/>	HTE	<input type="checkbox"/>	Copy to Budget	<input type="checkbox"/>	
Class Pay Plan	<input type="checkbox"/>	Job Description	<input type="checkbox"/>	Update NEOGOV and/or Posting	<input type="checkbox"/>	PAF	<input type="checkbox"/>	Close Vacancies	<input type="checkbox"/>	
ID Cards	<input type="checkbox"/>	Vacancy List	<input type="checkbox"/>	Notes:						
Implemented By (HR):								Date:		