

ADMINISTRATIVE ADD AND DELETE REQUEST

Department: _____ Contact Name: _____ Phone: _____ Email: _____	General Ledger # _____ Budget Unit: _____
ADDITION OF:	
1. Job Code: _____ Classification: _____ CC: _____ Fund: _____ Added position will report to Position Number: _____	
2. Job Code: _____ Classification: _____ CC: _____ Fund: _____ Added position will report to Position Number: _____	
3. Job Code: _____ Classification: _____ CC: _____ Fund: _____ Added position will report to Position Number: _____	
DELETION OF:	
1. Job Code: _____ Classification: _____ Position #: _____	
2. Job Code: _____ Classification: _____ Position #: _____	
3. Job Code: _____ Classification: _____ Position #: _____	

This transaction meets all of the following criteria:

- The position to be deleted is vacant.
- The added position is within the existing classification plan.
- There is no increase in the total number of FTE.
- The added position remains in the same budget unit as the deleted position.
- The added position remains in the same bargaining unit as the deleted position.
- The position change does not require an additional appropriation in the current FY.
- The position change does not generate an ongoing cost in the next fiscal year in excess of 10% (aggregate by cost center).
- The position change does not involve executive management (NS-20).
- Date posted to appropriate bargaining unit. _____ Union Response:

Must be sent to OBA prior to routing to ESA-HR and the following must be attached:

- Copy of Transmittal to County Executive
- Duties statement of position(s) to be added
- Organizational charts (before and after proposed action)

Is requested position Unclassified? Yes No If Yes, justification for Unclassified position must be attached.

CoEx/OBA Review: Approved Denied Date: _____ Analyst: _____

ESA/HR Review: Approved Denied Date: _____ Analyst: _____

Salary Ordinance Ammendment: _____

New Position Number(s): _____ Effective Date: _____

Department Notification Date: _____