

Name _____ ID # _____ Effect. Date of Change 7/1/2015 Last Date of Service _____ Board _____

Academic Classified Manager Supervisor Confidential Date 4/28/2015

- Staffing Request* *Does not need board date.
- New Hire Unpaid Leave of Absence GL Code Change *
- Transfer Return from Leave FTE Change
- Schedule Change Resignation Salary Adjustment
- Reclassification Retirement Department Change
- Out-Of-Class Work Termination Location Change
- Temporary Increase Lay Off Other
- Transfer Position Funding Step Increase* Longevity*
- First Year Tenure Contract Categorical Non-Tenure Temporary Faculty Contract

Explanation: Eliminate the Program Coordinator position to create Program Specialist.

POSITION	FROM	TO
TITLE	Program Coordinator	Program Specialist
POSITION CODE	8ADRX0224C	8ADRX0225C
DEPARTMENT	A&R	A&R
FTE (Attach work Calendar for <100)	100%	100%
NO. OF MONTHS	12	12
WORK SCHEDULE	Mon-Fri; 8:00am-5:00pm	Mon-Fri; 8:00am-5:00pm
HRS PER YEAR	2080	2080
RANGE OR CLASS/STEP	96	89
AMOUNT (salary + long + fringe %)		
LOCATION	EVC	EVC
GL ACCOUNT # & %	10-1324-00000-52110 100%	10-1324-00000-52110 100%
GL ACCOUNT # & %		
GL ACCOUNT # & %		

APPROVALS:

Employee (Except for GL changes) _____	Date _____
Department Administrator _____	Date _____
College/Site Business Services _____	Date _____
College President or VP _____	Date _____
Director of Fiscal Services _____	Date _____
Director of Human Resources _____	Date _____

HUMAN RESOURCES USE ONLY

PROCESSED AND REVIEWED BY:
DATE: