

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Countryside Adult Home

DATE: April 22, 2018

- (a) Title of Requested Position: **Food Service Helper PT - Temp. (not to exceed 20 hrs/wk)**
- (b) Annual Base Salary (and Grade if Applicable): **Grade 2; \$26,743 (pro-rated for temp)**
- (c) Effective Date for New Position:* **May 16, 2018 - to expire June 30, 2018**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
None.
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.6030 130, Countryside Adult Home, Salaries-Part Time
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
No, this position will be used to cover for an employee out on medical leave
- (h) Is there expected revenue from this position? If so, please explain:
No