2020 BUDGET STAFFING REQUEST

(Must be submitted to Finance no later than April 8, 2019)

☐ DELETE ☑ NEW/ADDITIONAL ☐ RECLASSIFICATION

DEPT: 61200

JOB TITLE: Athletic Assistant - Full Time

JOB DESCRIPTION: ✓ Existing _____ New Attached GRANT: _____

NEW/ADDITIONAL # POSITIONS REQUESTED: 1

Please provide a brief description of tasks and responsibilities: Assist Athletic Coordinator with planning & execution of all sport activities. Responsible for coordination with Maintenance Staff for field work, and works with part time athletic staff to implement Athletic Coordinator's vision.

Work space available? ☑ Yes ☐ No If yes, where? Park & Rec Community Center

Vehicle needed for new position? ☐ Yes ☒ No Vehicle budgeted for? ☐ Yes ☐ No

Quantify the need: All requests for new position(s) must be justified quantitatively with supporting documentation attached. Quantitative examples should include but not inclusive of: tracked and documented increase in services; # of current staff performing same functions and quantity processed/staff; documented over-time that will be eliminated by adding new position, etc. All quantified information is to be attached to this request in the form of a summary sheet of the quantified numbers followed by the supporting documentation. Any submission without this documentation will not be considered and will be returned to the department head. The BOC will be advised of all positions denied due to incomplete submissions.

RECLASSIFICATION Estimated New Grade 106

(The position and grade information can be obtained from Human Resources)

List name of employee:

_____ (LAST), (FIRST)

_____ (LAST), (FIRST)

_____ (LAST), (FIRST)

INTERNAL USE ONLY:

_____ Date Received by Finance Quantified documentation attached: ☐ Yes ☐ No

☐ Grade_____ Final title:_____

☐ Job Description

☐ BOC Approved ☐ BOC Denied ☐ HR Notified