

# ADD AND DELETE REQUEST

To: Employee Services Agency, Human Resources Date: 1/4/24

Department: Facilities and Fleet Department Budget Unit #: 0263

**ADDITION OF:**

# of Positions	Job Code	Job Title *	Cost Center	Fund
1	B2L	Administrative Services Manager I	2113/2900/2300/1170	001
			2611	0074
			2212/5656/1156	001

\*Be sure to include Desired Alternate Staffing.

**DELETION OF:**

Position #	Job Code	Job Title	Cost Center	Fund

**FOR THE BOARD AGENDA**

OF: February 6, 2024

Attached for ESA's review are the following:

<input checked="" type="checkbox"/>	Copy of Board Transmittal	<input checked="" type="checkbox"/>	Organizational charts (before & after)
<input checked="" type="checkbox"/>	Duty statement of added positions(s)	<input type="checkbox"/>	Justification for unclassified positions, include duration

Listed below are names and numbers of individuals who can be contacted should the Employee Services Agency have any questions regarding this request:

Name:	Justin Siddhu	Telephone Number:	669-236-1063
Name:		Telephone Number:	

FOR PERSONNEL USE ONLY			
ESA/HR Review:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Analyst: _____
Bargaining Unit Notification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Sent:	_____
Salary Ordinance Amendment#:	_____	Effective Date:	_____