

# 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:	