



PERSONNEL REQUISITION

REQ # \_\_\_\_\_

Date: 06/11/2019

FOR HUMAN RESOURCES DEPT. ONLY

Position Title: Program Administrator  
Job Code: \_\_\_\_\_  
Department: Commerce  
Departmental Budget Number: 402

Is this an increase to staff?  Yes  No  
If "Yes", is it budgeted?  Yes  No  
Replacement for: Pamela Finegan

Reason:  
  
Please justify below under "COMMENTS / JUSTIFICATION" why this position cannot be performed by a current member of your staff.

EMPLOYMENT CLASSIFICATION:  
 Regular Full Time  
 Regular Part Time (Per Diem)  
 Temporary / Intern (dates must be provided on line below  
\_\_\_\_\_ Until \_\_\_\_\_

Has this position been evaluated for pay grade?  Yes  No

Union  Non-union

The pay grade for this position is: 19A

Exempt  Non-Exempt

Salary Range: \$ 49,058.00 (min)    \$ 63,775.00 (mid)    \$ 78,492.00 (max)

Date Needed: 07/15/2019    Must be beginning of pay period

COMMENTS / JUSTIFICATION:

Requested by: Jonathan Spergel, Chair    Person(s) Doing Interviewing: RDA Board  
(Director) *[Signature]*

APPROVAL  
(For Commissioners' Office) \_\_\_\_\_  
Date: \_\_\_\_\_

APPROVAL  
(For Finance Office) \_\_\_\_\_  
Date: \_\_\_\_\_