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## **REQUEST TO ESTABLISH/CHANGE A HOURLY POSITION**

To establish/change a hourly position, complete Section I. Attach the following forms with your request. (a) Position Description (b) Organization Chart and (c) a Physical Requirements Worksheet. Send completed forms to the Compensation Manager in Human Resources.

\*NOTE: Hourly positions of a short duration (6 months or less) may be hired through the direct hire process. Hourly positions requiring specialized skills or knowledge (familiarity with State processes, knowledge of specific program areas) may also be hired through the direct hire process. Those positions assigned routine or core business functions or serving as a preparatory step to a salaried position are strongly recommended to utilize a competitive hiring process.

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Does this position perform routine or core business functions?    Yes:    □    No:    □      Does this position serve as a preparatory step to an    Yes:    □    No:    □	SECTION I – POSITIOI	N LOCATION, FUNDING	<b>6, &amp; AUTHORIZATION</b>		
Current Position Number (if applicable):    HR      Request Role Title:    Requested Effective Date:      Requested Working Title:    Department Budget Code:    Department Name:    Estimated Yearly Expenditure:    Estimated Hourly Rate:      Are hourly funds appropriated in current budget?    Yes:    No:       If no, is budget adjustment attached?    Yes:    No:       Does it require specialized skills/knowledge? (Familiarity Yes:    No:        Does this position perform routine or core business Yes:    No:        Does this position perform routine or core business Yes:    No:        Position Justification:    Yes:    No:        Position Justification:    Yes:    No:	A. Current Role Title (if applicable):				
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Budget Unit Director (If Different) Signature Date	Requestor Sign		nature	Date	
	Budget Unit Director (If Different) Sigr		nature	Date	

SECTION II – APPROVAL/DISAPPROVAL					
New Role Title:		Role Code:	Pay Band:		
New SOC Title:		SOC Code:	Info Tech Position:		
Class Title is Appropriate:					
New Position Number:		Effective Date:			
Funding is Available:	Budget Office		Date		