

# RILEY COUNTY POSITION ACTION FORM

Department Health Dept Date 10/20/17 Job Title Child Care Surveyor I

<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Seasonal	<input checked="" type="checkbox"/> Grant Funded	<input type="checkbox"/> Pay Grade	<input type="checkbox"/> Start Date	<input checked="" type="checkbox"/> Non-Exempt
<input type="checkbox"/> Part Time	<input type="checkbox"/> Intern	<input type="checkbox"/> Temporary	<u>40</u> Hours per <input checked="" type="checkbox"/> Week <input type="checkbox"/> Month	<u>01/02/2018</u> End Date	<input type="checkbox"/> Exempt

### TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request	Non-Budgeted Position Request
<input type="checkbox"/> Request to hire replacement- same duties <input type="checkbox"/> Request to hire replacement- new duties 1. Name of former incumbent or current employee: <u>New position</u> 2. Effective date of promotion, transfer, termination, or change: 3. If requesting a change in budgeted hours, estimated change in cost per year: 4. Would the position require re-evaluation for classification and pay grade purposes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 5. Has this position been "On Hold?" <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, date placed "On Hold":	<input type="checkbox"/> Request to create a new position for current fiscal year only <input checked="" type="checkbox"/> Request for current non-budgeted position to be included in future annual budgets 1. Are there current budgeted funds available to pay for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Grant Funded 2. Requested hours per year: 3. Estimated cost per year (financial impact): 4. Would the position require evaluation for classification and pay grade purposes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 5. If applicable, what is the ending date for the position?: 6. Any special conditions regarding this position: <b>**approved within 2018 budget preparation</b>

1. Why is it necessary to fill this position or change its status? New position – addition of Geary Co case load

2. Is it possible to fill this position internally? If no, why not? No eligible staff

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: Bachelor's Degree or equivalent in early childhood, social work, psychology, or related area, and work experience in child development and adult education/training/consultation is required. Work or experience in enforcing laws or regulations related to children and families is preferred.

Additional comments: Use of personal vehicle is required.

Approval by: \_\_\_\_\_ Date: 10/23/17

Department Head: *[Signature]* 10/24/17

Personnel: \_\_\_\_\_

BOCC Chairman: \_\_\_\_\_

BOCC Member: \_\_\_\_\_

BOCC Member: \_\_\_\_\_

BOCC Member: \_\_\_\_\_