

# City of Duluth - Job Action Form

COST ALLOCATION					
Fund	Dept	Division	Cost Center	Object #	%

Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Job Title: \_\_\_\_\_

Pay Range: \_\_\_\_\_ Hours/Week: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Division Unit: \_\_\_\_\_

Desired Start: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

1. **Position Status:**     Full-Time Union     Part-Time Union
2. **Appointment Type:**     Regular     Provisional     Substitute     Charter Appointment     Elected Official
3. **Bargaining Unit:**     Basic     Supervisory     Confidential     Legislative & Executive     LELS     Fire     Police
4. **Action:**     New Hire     Promote     Reclassify     Return from LOA     Demote     Rehire     Transfer  
 Other Action:
5. **Vacancy Reason:**     New Position     Promotion     Leave of Absence     Retirement     Resignation     Military LOA     Demotion     Other Reason/Comments: \_\_\_\_\_  
Attach Documentation for:     Bumping Rights Exercised     Reclassification

6. If position is not new, list name and job title of incumbent: \_\_\_\_\_

**For Human Resources Use Only:**

Name: \_\_\_\_\_ NW #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Marital Status:  S    M    D    W    Gender:  M    F    Citizen:  Y    N    Veteran:  Y    N    Race: \_\_\_\_\_

JTN: \_\_\_\_\_ SC#: \_\_\_\_\_ Tax Status: \_\_\_\_\_ Effective Date: \_\_\_\_\_

**Approval:**

\_\_\_\_\_  
Peggy Spehar, Budget Office

\_\_\_\_\_  
Division Manager

\_\_\_\_\_  
David Montgomery, Chief Administrative Officer

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Kim Hall, Human Resources Manager

## Position Justification

1. Is the position budgeted for the current year?  Yes  No

2. Are you within your salary budgets for the current year?  Yes  No

3. What options have you explored to complete the work without this position?

4. Why were the options not possible?

5. What is your timing for hiring this position; can it be delayed until later in the year if necessary?

6. Additional Comments:

