



City of Duluth Job Action Form

COST ALLOCATION					
Fund	Dept	Division	Cost Center	Object #	%

Date: _____

Submitted By: _____

Supervisor Name/Phone: _____

Job Title: _____

Pay Range: _____ Hours/Week: _____

Department: _____

Division: _____

Division Unit: _____

Desired Start Date: _____

Position Status:

- Full-Time Union
- Part-Time Union
- Seasonal Union
- Non-Union

Appointment Type:

- Regular
- Provisional
- Seasonal
- Substitute
- Elected Official
- Charter Appointment
- Grant-Funded Temporary

Bargaining Unit:

- Basic
- Confidential
- Fire
- LELS
- Police
- Supervisory
- None (NREP)

Action:

- New Hire
 - Rehire
 - Promote
 - Demote
 - Other _____
- Attach Documentation to:**
- Reclassify
 - Exercise Bumping Rights

Vacancy Reason:

- New Position
- Separation from Employment
- Leave of Absence (LOA)
- Military LOA
- Promotion
- Demotion
- Transfer
- Other _____

This vacant _____ position was filled by _____
(Job Title) (Name of former/current incumbent)

For Human Resources Use Only		PERA Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name: _____		NW #: _____	Social Security #: _____
Address: _____		City, State, Zip: _____	
Home Phone: _____		Cell Phone: _____	Birth Date: _____
Marital Status: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/> W		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Citizen: <input type="checkbox"/> Y <input type="checkbox"/> N
		Veteran: <input type="checkbox"/> Y <input type="checkbox"/> N	Race: _____
Job #: _____		Score: _____	Tax Status: _____
		Effective Date: _____	

Approval

Human Resources Review

Budget Manager

Division Manager

Chief Administrative Officer

Department Director

Human Resources Manager

For Budget/HR Use Only	<input type="checkbox"/> Manager	<input type="checkbox"/> Elected Official	<input type="checkbox"/> Appointed	Job Class: _____	WC Code: _____	Approved FTE: _____
Description: _____				Department: _____		
Benefit Group: _____				Pay Group: _____		
EEOC Category: _____				EEOC Function: _____		

Distribution: Payroll _____ NW _____ Access _____ New Hire _____ JAF # _____

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? Explain why the options were not adopted.

4. How does filling this position complement your staffing vision?

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

6. Additional Comments: