HRD-1 07/2002

POSITION ACTION FORM

1. Department/Division/Branch/Section/Unit

2. Position No.

3. Auth Job Code
4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)

5. Pseudo No.

6. Curr Job Code
7. Current Class Title
8. Legal Authority

9. Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)

10. "I certify that I have reviewed the duties and responsibilities assigned to this position."

Signature of Incumbent Date

Name of Incumbent

11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."

Signature of Supervisor Date

Supervisor's Position No.

12. Type of Action

- [ ] New/Vacant for Replaced Pos. No.
- [ ] Reallocation [ ] Redescription
- [ ] Delegated B Action (MODA)
- [ ] Abolish Position
- [ ] Eff Date
- [ ] Extension Eff Date
- [ ] NTE Date
- [ ] Temporary Reallocation Initial NTE Date
- [ ] Change Characteristics TR NTE Date

13. Position Characteristics

a. Type of Position

- [ ] Civil Service
- [ ] Exempt

b. Basis for Exemption

- From HRS, 76-16 (_ _ _ _)
- To HRS, 76-16 (_ _ _ _)

c. Supporting Legal Authority

14. Location/Other Characteristics

a. Org Code

b. Geographic Location Code

c. Island

d. [ ] Shift

e. [ ] Job Share, w/Pos. No.

f. [ ] Shortage & Group

g. [ ] Selective Certification

h. [ ] Consent Decree/mandated Action

(Please Specify)

15. Date Recvd in Personnel Office

16. Appropriation

<table>
<thead>
<tr>
<th>From</th>
<th>MOF</th>
<th>UAG</th>
<th>%</th>
<th>Funded</th>
<th>Effective Date</th>
</tr>
</thead>
</table>

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

18. Department/Division/Branch/Section/Unit

19. Effective Date

20. Auth Job Code
21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)

22. Effective Date

23. Curr Job Code
24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)

25. Effective Date

26. Employing Department Action [ ] Approved [ ] Disapproved

27. Human Resources Development Action [ ] Approved [ ] Disapproved

Signature of Department Head Date

Director of Human Resources Development Date