ESTABLISHMENT OF CIVIL SERVICE POSITIONS

HRD-1 07/2002 (Rev. 12/1/03) POSITION ACTION FORM

1. Department/Division/Branch/Section/Unit	2. Position No.
Public Safety/CCC/OCC/Pers Ut	111483

Present

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.
	NEW	

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)

1.036, Clerk Typist II, SR08, BU03

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

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

signature 9/21/2000

Signature of Incumbent ___ Date ___   Signature of Supervisor ___ Date

Supervisor's Position No. 32724

Name of Incumbent

signature 9/21/2000

Signature of Division Chief ___ Date

Sample HRD-1 form *Submit pink HRD-1 form*

12. Type of Action

- [✓] New/Vicing for
- Replaced Pos. No. ___
- [ ] Reallocation [ ] Redescription
- [ ] Reallocation for Recruitment (RFR)
- [ ] Abolish Position
- Eff Date ___
- [ ] Extension
- Eff Date ___
- NTE Date ___
- [ ] Temporary Reallocation
- ([ ] Initial [ ] Ext. [ ] Term.)
- TR NTE Date ___
- [ ] Change Characteristics
- Eff Date ___

13. Position Characteristics

- a. Type of Position
  - [✓] Civil Service [ ] Exempt
  - Basis for Exemption From HRS, 76-16 ( ) ( )
  - To HRS, 76-16 ( ) ( )
  - Supporting Legal Authority ___
  - Exemption NTE Date ___
- b. Duration [ ] Permanent [ ] Temporary
  - Initial NTE Date 1/31/2001
- c. Budgeted [ ] Yes [✓] No
- d. Authorized FTE From ___ To 0.000
- e. Current FTE From ___ To 1.000
- f. Employment Status [ ] Filled [✓] Vacant

14. Location/Other Characteristics

- a. Org Code 3423010102
- b. Geographic Location Code 0203
- c. Island Oahu
- d. [ ] Shift
- e. [ ] FTE Share, w/Pos. No. ___
- f. [ ] Shortage & Group ___
- g. [ ] Selective Certification ___
- h. [ ] Consent Decree/Mandated Action ___

(Please Specify)

15. Date Recvd in Personnel Office 9/28/2000

16. Appropriation

Prgm Bud ID	MOF	UAC	%	Funded	Effective Date
PSD407EC	A	22G01007V521	100.000	N	

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

Approved (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
1.036	Clerk Typist II, SR08, BU03	10/4/2000

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

signature 10/4/2000

Signature of Department Head ___ Date

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

signature 10/4/2000

Director of Human Resources Development ___ Date

REDESCRIPTION/REALLOCATION OF CIVIL SERVICE POSITIONS

HRD-1 07/2002 (Rev. 12/01/03)   POSITION ACTION FORM

1. Department/Division/Branch/Section/Unit	2. Position No.
Public Safety/CCC/OCC/Pers Ut	111483

Present

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.
1.036	Clerk Typist II, SR08, BU03	

6. Curr Job Code	7. Current Class Title	8. Legal Authority
1.036	Clerk Tyist II	

9. Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)
1.007 Clerk III, SR08, BU03

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

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

Vacant
_____   _____
Signature of Incumbent   Date

signature   11/1/2000
_____   _____
Signature of Supervisor   Date

Supervisor's Position No. 32124

_____
Name of Incumbent

signature   11/11/2000
_____   _____
Signature of Division Chief   Date

12. Type of Action

- [ ] New/Vicing for _____
  - Replaced Pos. No. _____
- [✓] Reallocation   [ ] Redescription
- [ ] Reallocation for Recruitment (RFR)
- [ ] Abolish Position
  - Eff Date _____
- [ ] Extension
  - Eff Date _____
  - NTE Date _____
- [ ] Temporary Reallocation
  - [ ] Initial [ ] Ext. [ ] Term.
  - TR NTE Date _____
- [ ] Change Characteristics
  - Eff Date _____

13. Position Characteristics

a. Type of Position
- [✓] Civil Service   [ ] Exempt
- Basis for Exemption   From HRS, 76-16 ( ) ( )
- To HRS, 76-16 ( ) ( )
- Supporting Legal Authority _____
- Exemption NTE Date _____

b. Duration [ ] Permanent [✓] Temporary
- Initial NTE Date _____

c. Budgeted [ ] Yes [✓] No

d. Authorized FTE From _____ To 0.000

e. Current FTE From _____ To 1.000

f. Employment Status [ ] Filled [✓] Vacant

14. Location/Other Characteristics

a. Org Code _____
b. Geographic Location Code _____
c. Island _____
d. [ ] Shift _____
e. [ ] FTE Share, w/Pos. No. _____
f. [ ] Shortage & Group _____
g. [ ] Selective Certification _____
h. [ ] Consent Decree/Mandated Action

(Please Specify)

15. Date Recvd in Personnel Office 11/3/2000

16. Appropriation						
Prgm Bud ID	MOF	UAC		%	Funded	Effective Date

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

Approved (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
1.007	Clerk III, SR08, BU03	11/16/2000

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

signature   11/10/2000
_____   _____
Signature of Department Head   Date

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

signature   11/10/2000
_____   _____
Director of Human Resources Development   Date

REALLOCATION FOR RECRUITMENT (RFR)
(formerly known as "joint memo" or "MODA")

HRD-1 07/2002 (Rev. 12/01/03) POSITION ACTION FORM

1. Department/Division/Branch/Section/Unit **PSD/CCC/OCCC/Pers Ut**	2. Position No. **111483**

Present

3. Auth Job Code **1.007**	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) **Clerk III, SR08, BU03**	5. Pseudo No.

6. Curr Job Code **1.007**	7. Current Class Title **Clerk III**	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."

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

_____ _____
Signature of Incumbent   Date

_____ _____
Signature of Supervisor   Date

Supervisor's Position No.

_____
Name of Incumbent

_____ _____
Signature of Division Chief   Date

12. Type of Action

- [ ] New/Vicing for _____
  Replaced Pos. No. _____
- [ ] Reallocation [ ] Redescription
- [✓] Reallocation for Recruitment (RFR)
- [ ] Abolish Position
  Eff Date
- [ ] Extension
  Eff Date
  NTE Date
- [ ] Temporary Reallocation
  - [ ] Initial [ ] Ext. [ ] Term.
  TR NTE Date
- [ ] Change Characteristics
  Eff Date

13. Position Characteristics

a. Type of Position
- [✓] Civil Service [ ] Exempt
  Basis for Exemption From HRS, 76-16 ( ) ( )
  To HRS, 76-16 ( ) ( )
  Supporting Legal Authority _____
  Exemption NTE Date _____

b. Duration [ ] Permanent [✓] Temporary
  Initial NTE Date

c. Budgeted [ ] Yes [✓] No

d. Authorized FTE From ____ To **0.000**

e. Current FTE From ____ To **1.000**

f. Employment Status [ ] Filled [✓] Vacant

14. Location/Other Characteristics

a. Org Code _____
b. Geographic Location Code _____
c. Island _____
d. [ ] Shift
e. [ ] FTE Share, w/Pos. No. _____
f. [ ] Shortage & Group _____
g. [ ] Selective Certification
h. [ ] Consent Decree/Mandated Action

_____
(Please Specify)

15. Date Recvd in Personnel Office 11/30/2000

16. Appropriation						
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date	

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

Approved (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) NOTE: Items No. 20 - 22 reserved only for PD type of actions.	22. Effective Date

23. Curr Job Code **1.006**	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) **Clerk II, SR-06, BU:03**	25. Effective Date **12/1/2000**

26. Employing Department Action [✓] Approved [ ] Disapproved

signature 12/1/2000
Signature of Department Head   Date

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

signature 12/1/2000
Director of Human Resources Development   Date

CHANGING CHARACTERISTICS OF CIVIL SERVICE POSITIONS

HRD-1 07/2002 (Rev. 12/01/03)   POSITION ACTION FORM

1. Department/Division/Branch/Section/Unit		2. Position No.
PSD/CCC/OCCC/Pers Ut		111483

	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.
Present	1.007	Clerk III, SR08, BU03	
	6. Curr Job Code	7. Current Class Title	8. Legal Authority
	1.007	Clerk III	

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."

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

_____   _____
Signature of Incumbent   Date

_____   _____
Signature of Supervisor   Date

Supervisor's Position No. _____

_____   _____
Name of Incumbent

_____   _____
Signature of Division Chief   Date

12. Type of Action

- [ ] New/Vicing for _____
  Replaced Pos. No. _____
- [ ] Reallocation   [ ] Redescription
- [ ] Reallocation for Recruitment (RFR)
- [ ] Abolish Position
  Eff Date _____
- [ ] Extension
  Eff Date _____
  NTE Date _____
- [ ] Temporary Reallocation
  - [ ] Initial   [ ] Ext.   [ ] Term.
  TR NTE Date _____
- [x] Change Characteristics
  Eff Date   1/1/2001

13. Position Characteristics

a. Type of Position
  - [x] Civil Service   [ ] Exempt
  Basis for Exemption From HRS, 76-16 ( ) ( )
  To HRS, 76-16 ( ) ( )
  Supporting Legal Authority _____
  Exemption NTE Date _____

b. Duration [ ] Permanent [x] Temporary
  Initial NTE Date _____

c. Budgeted [ ] Yes [x] No

d. Authorized FTE   From _____   To 0.000

e. Current FTE   From _____   To 1.000

f. Employment Status [ ] Filled [x] Vacant

14. Location/Other Characteristics

a. Org Code   3423020100

b. Geographic Location Code   0207

c. Island _____

d. [ ] Shift _____

e. [ ] FTE Share, w/Pos. No. _____

f. [ ] Shortage & Group _____

g. [ ] Selective Certification _____

h. [ ] Consent Decree/Mandated Action _____

(Please Specify)

15. Date Recvd in Personnel Office   12/15/2000

16. Appropriation						
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date	

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
Approved (for PERS use only)	Public Safety/CCC/WCCC/Ofc Svcs Staff	1/1/2001
	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   [x] Approved   [ ] Disapproved

_____   _signature_   12/15/2000
Signature of Department Head   Date

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

_____   _signature_   12/15/2000
Director of Human Resources Development   Date

EXTENSION OF CIVIL SERVICE POSITIONS

HRD-1 07/2002 (Rev. 12/01/03)   POSITION ACTION FORM

Sample *Submit White HRD-1 form* (watermark)

1. Department/Division/Branch/Section/Unit	2. Position No.
Public Safety/CCC/WCCC/Ofc Svcs Staff	111483

Present

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.
1.007	Clerk III, SR08, BU03	

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

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."

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

_____   _____
Signature of Incumbent   Date

_____   _____
Signature of Supervisor   Date

Supervisor's Position No. _____

_____
Name of Incumbent

_____   _____
Signature of Division Chief   Date

12. Type of Action

- [ ] New/Vicing for _____
  Replaced Pos. No. _____
- [ ] Reallocation   [ ] Redescription
- [ ] Reallocation for Recruitment (RFR)
- [ ] Abolish Position
  Eff Date _____
- [✓] Extension
  Eff Date 2/1/2001
  NTE Date 6/30/2001
- [ ] Temporary Reallocation
  - [ ] Initial   [ ] Ext.   [ ] Term.
  TR NTE Date _____
- [ ] Change Characteristics
  Eff Date _____

13. Position Characteristics

a. Type of Position
  [✓] Civil Service   [ ] Exempt
  Basis for Exemption   From   HRS, 76-16 (   ) (   )
                        To   HRS, 76-16 (   ) (   )
  Supporting Legal Authority _____

  Exemption NTE Date _____

b. Duration   [ ] Permanent   [✓] Temporary
  Initial NTE Date _____

c. Budgeted   [ ] Yes   [✓] No
d. Authorized FTE   From _____   To 0.000
e. Current FTE   From _____   To 1.000
f. Employment Status   [✓] Filled   [ ] Vacant

14. Location/Other Characteristics

a. Org Code _____
b. Geographic Location Code _____
c. Island _____
d. [ ] Shift
e. [ ] FTE Share, w/Pos. No. _____
f. [ ] Shortage & Group _____
g. [ ] Selective Certification _____
h. [ ] Consent Decree/Mandated Action

(Please Specify)

15. Date Recvd in Personnel Office   12/30/2000

16. Appropriation

Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

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

Approved (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

signature   12/31/2000
Signature of Department Head   Date

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

signature   12/31/2000
Director of Human Resources Development   Date

ABOLISHMENT OF CIVIL SERVICE POSITIONS

HRD-1 07/2002 (Rev. 12/01/03)   POSITION ACTION FORM

1. Department/Division/Branch/Section/Unit	2. Position No.
Public Safety/CCC/WCCC/Ofc Svcs Staff	111483

Present

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.
1.007	Clerk III	

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."

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

_____   _____   Signature of Incumbent   Date

_____   _____   Signature of Supervisor   Date

Supervisor's Position No.

_____   Name of Incumbent

Signature of Division Chief   Date

Sample HRD-1 form
White Submit

12. Type of Action

- [ ] New/Vicing for _____
  - Replaced Pos. No. _____
- [ ] Reallocation   [ ] Redescription
- [ ] Reallocation for Recruitment (RFR)
- [x] Abolish Position
  - Eff Date 7/1/2001
- [ ] Extension
  - Eff Date _____
  - NTE Date _____
- [x] Temporary Reallocation
  - [ ] Initial [ ] Ext. [ ] Term.
  - TR NTE Date _____
- [ ] Change Characteristics
  - Eff Date _____

13. Position Characteristics

a. Type of Position
- [x] Civil Service   [ ] Exempt
- Basis for Exemption From HRS, 76-16 ( ) ( )
- To HRS, 76-16 ( ) ( )
- Supporting Legal Authority _____
- Exemption NTE Date _____

b. Duration [ ] Permanent [ ] Temporary
- Initial NTE Date _____

c. Budgeted [ ] Yes [ ] No

d. Authorized FTE From _____ To _____

e. Current FTE From _____ To _____

f. Employment Status [ ] Filled [x] Vacant

14. Location/Other Characteristics

a. Org Code _____
b. Geographic Location Code _____
c. Island _____
d. [ ] Shift _____
e. [ ] FTE Share, w/Pos. No. _____
f. [ ] Shortage & Group _____
g. [ ] Selective Certification _____
h. [ ] Consent Decree/Mandated Action _____

(Please Specify)

15. Date Recvd in Personnel Office   6/1/2001

16. Appropriation

Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

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

Approved (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   [x] Approved   [ ] Disapproved

signature   6/1/2001
Signature of Department Head   Date

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

signature   6/1/2001
Director of Human Resources Development   Date