

**HRD – 1
INSTRUCTIONS
FOR
CIVIL SERVICE
POSITIONS**

December 1, 2003

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**Instructions for Completing the Position Action Form
For Civil Service Positions
(Revised 12/01/03)**

The Position Action Form (HRD-1) is used to:

- Transmit position descriptions;
- Request classification actions and other position management actions; and/or
- Change position characteristics previously reported on civil service positions.

Complete each section in accordance with the instructions below.

ESTABLISHMENT OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
1 (REQUIRED)	Department/Division/Branch/Section/ Unit	Enter the Department/Division/ Branch/Section/Unit descriptions.
2 (REQUIRED)	Position No. NOTE: Departmental Personnel Office staff please make sure that the position number assigned by the HRMS system is entered on the form before sending to Employee Classification and Compensation Division (ECCD).	If known, enter the position number assigned by the HRMS system. Otherwise, leave blank.
3	Auth Job Code	Leave blank.
4 (REQUIRED)	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Enter " NEW " for new civil service position.
5	Pseudo No.	If the position is on B&F's BJ or BT tables, enter the pseudo number (if applicable). Otherwise, leave blank.
6-7	<ul style="list-style-type: none"> • Curr Job Code • Current Class Title 	Leave blank.
8	Legal Authority	Enter the legal authority for the establishment of the position (if applicable).
9 (REQUIRED)	Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Program enters the job code, class title, pay range, BU, BU exclusion code(s) (if applicable) that they're requesting.
10	Incumbent's Certification Section	Leave blank.

ESTABLISHMENT OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
11 (REQUIRED)	Management's Certification Section	<p>Certification by Supervisor:</p> <ul style="list-style-type: none"> • Supervisor signs and dates the certification statement. • Enter the supervisor's position number in the Supervisor's Position No. blank. <p>Certification by Division Chief:</p> <ul style="list-style-type: none"> • Division Chief signs and dates the certification statement.
12 (REQUIRED)	Type of Action	<p>Check the New/Vicing for _____ box.</p> <p>If the position is being established as a vicing position, enter the position number of the position it's vicing for.</p> <p>If the position is replacing an abolished position, enter the abolished position number in the Replaced Pos. No. blank.</p>
13a (REQUIRED)	Type of Position	Check the Civil Service box.
13b (REQUIRED)	Duration	<p>If the position is permanent, check the Permanent box.</p> <p>If the position is temporary:</p> <ul style="list-style-type: none"> • Check the Temporary box. • Enter the not-to-exceed date in the Initial NTE Date blank.
13c (REQUIRED)	Budgeted	<p>If the position is on B&F's BJ or BT tables, check the Yes box.</p> <p>If the position is not on B&F's BJ or BT tables, check the No box.</p>
13d (REQUIRED)	Authorized FTE	<p>If the position is on B&F's BJ or BT tables, enter the FTE assigned to the position in the To blank.</p> <p>If the position is not on B&F's BJ or BT tables or the position is on B&F's BJ or BT tables and doesn't have an FTE count, enter 0.000 in the To blank.</p>
13e (REQUIRED)	Current FTE	Enter the current FTE of the position in the To blank.

ESTABLISHMENT OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
13f (REQUIRED)	Employment Status	Check the Vacant box.
14a (REQUIRED)	Org Code	Enter the 10-digit SOH org code.
14b (REQUIRED)	Geographic Location Code	Enter the appropriate geographic location code.
14c (REQUIRED)	Island	Enter the appropriate island code or name.
14d	Shift	If the position is assigned to work on a shift, check the Shift box. Otherwise, leave blank.
14e	FTE Job Share, w/Pos. No.	If the position is sharing a position count with another position, check the box and enter the position number of the "other" position. Otherwise, leave blank.
14f	Shortage & Group	If the position is in a shortage category, check the box and enter the shortage code. Otherwise, leave blank.
14g	Selective Certification	If the position has a selective certification requirement on it, check the box and indicate the type(s). Otherwise, leave blank.
14h	Consent Decree/Mandated Action	If the position is established as a result of a consent decree/mandated action, check the box and enter the name of the consent decree or court order. Otherwise, leave blank.
15 (REQUIRED)	Date Recvd in Personnel Office	Enter the date the form or the request was received in the personnel office for action.

ESTABLISHMENT OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
16 (REQUIRED)	Appropriation	Enter the position's Program Budget ID, Means of Financing Code (MOF), Uniform Accounting Code (UAC), Percentage, and indication of whether or not the position is funded on B&F's BJ or BT table. (If the appropriation line shows the position is funded on B&F's BJ or BT table, enter "Y" for yes in the funded block. If it is not, enter "N" for no.) Leave the Effective Date block blank.
17	Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) TO BE COMPLETED BY PERSONNEL OFFICE ONLY.	If the classification action is not delegated, enter the recommended job code, class title, pay range, BU, BU exclusion code(s) (if applicable). If the classification action is delegated, leave blank.
18-19	<ul style="list-style-type: none"> • Department/Division/Branch/Section/Unit • Effective Date 	Leave blank.
20 (REQUIRED if the classification action is delegated.)	Auth Job Code	If the classification action is delegated, enter the authorized job code for the position. If the classification action is not delegated, leave blank.
21 (REQUIRED if the classification action is delegated.)	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	If the classification action is delegated, enter the class title, pay range, BU, and BU exclusion code(s) (if applicable). If the classification action is not delegated, leave blank.
22 (REQUIRED if the classification action is delegated.)	Effective Date	If the classification action is delegated, enter the effective date for the establishment of the position. If the classification action is not delegated, leave blank.

ESTABLISHMENT OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
23	Curr Job Code	<p>If the classification action is delegated and the Curr Job Code of the position is different from the Auth Job Code (Field #20), enter the Curr Job Code.</p> <p>Note: If the Curr Job Code is different from the Auth Job Code (Field #20), the position may have been reallocated for recruitment (RFR) purposes down to a lower level. If this is the case, the Reallocation for Recruitment box in Field #12, Type of Action should also be checked.</p> <p>If the classification action is not delegated, leave blank.</p>
24	Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	<p>Complete only if you entered a job code in Field #23.</p> <p>Otherwise, leave blank.</p>
25	Effective Date	<p>Complete only if you entered a job code in Field #23 and the effective date of the current level is different from the effective date of the authorized level (Field #22).</p> <p>Otherwise, leave blank.</p>
26 (REQUIRED)	Employing Department Action Section	<ul style="list-style-type: none"> • Check the Approved or Disapproved box as appropriate. • Department Head or designee signs and dates the Employing Department Action section. <p>If you checked the Disapproved box, do not proceed to Field #27.</p>

ESTABLISHMENT OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
27 (REQUIRED if the classification action is delegated.)	Human Resources Development Action Section	<p>If the classification action is delegated:</p> <ul style="list-style-type: none"> • Check the Approved box. • Department Head or designee signs and dates the Human Resources Development Action section on behalf of HRD's Director. <p>If the classification action is not delegated, leave blank.</p>

ESTABLISHMENT OF CIVIL SERVICE POSITIONS					
Documents Submitted to Employee Classification and Compensation Division					
Description of Actions	HRD 256 (BU Issue)	Copies of HRD-1	Narrative (Position Description)	Classifier's Report	Other Supporting Documents
Delegated Classification Action without BU Issue	N/A	1 pink	1	1	1 (if applicable)
Delegated Classification Action Combined with Non-Delegated Actions (e.g., BU Exclusion)	2	1 pink	1	1	1 (if applicable)
Non-Delegated Classification Action without BU Issue	N/A	1 Pink 1 White	1	1	1 (if applicable)
Non-Delegated Classification Action Combined with Other Non-Delegated Actions (e.g., BU Exclusion)	2	1 Pink 1 White	1	1	1 (if applicable)

REDESCRIPTION/REALLOCATION OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
1 (REQUIRED)	Department/Division/Branch/Section/Unit	Enter the Department/Division/Branch/Section/Unit descriptions.
2 (REQUIRED)	Position No.	Enter the position number.
3 (REQUIRED)	Auth Job Code	Enter the job code for the authorized level of the position.
4 (REQUIRED)	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Enter the authorized class title, pay range, BU, and BU exclusion code(s) (if applicable).
5	Pseudo No.	Leave blank.
6 (REQUIRED)	Curr Job Code	Enter the job code for the current level of the position.
7 (REQUIRED)	Current Class Title	Enter the current class title.
8	Legal Authority	Leave blank unless reporting a change. Note: If you are reporting a change in this field, see instructions for Changing Characteristics of Civil Service Positions.
9 (REQUIRED)	Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (as applicable)	Enter the job code, class title, pay range, BU, and BU exclusion code(s) requested by the program.
10	Incumbent's Certification Section	If the position is filled: <ul style="list-style-type: none"> • Incumbent signs and dates the certification statement. • Type or print the incumbent's name on the blank below the incumbent's signature. If the position is vacant, enter "VACANT" on the signature line.
11	Management's Certification Section	Certification by Supervisor: <ul style="list-style-type: none"> • Supervisor signs and dates the certification statement. • Enter the supervisor's position number in the Supervisor's Position No. blank. Certification by Division Chief: <ul style="list-style-type: none"> • Division Chief signs and dates the certification statement.

REDESCRIPTION/REALLOCATION OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
12 (REQUIRED)	Type of Action	<p>If the position is being redescribed, check the Reallocation or Redescription box.</p> <ul style="list-style-type: none"> • Check the Reallocation box if there was a change in the authorized level of the position. • Check the Redescription box if the position was redescribed but there was no change in the authorized level. <p>If the position is being reallocated for recruitment purposes, check the Reallocation for Recruitment box.</p> <p>If the position is being temporarily reallocated (initially):</p> <ul style="list-style-type: none"> • Check the Temporary Reallocation box. • Check the Initial box. • Enter the temporary reallocation not-to-exceed date in the TR NTE Date blank.
13a (REQUIRED)	Type of Position	Check the Civil Service box.
13b (REQUIRED)	Duration	<p>Check the Permanent or Temporary box as appropriate.</p> <p>Do not complete the Initial NTE Date field unless the position is being converted from Permanent to Temporary.</p> <p>Note: If you are reporting a change in this field, see instructions for Changing Characteristics of Civil Service Positions.</p>
13c (REQUIRED)	Budgeted	<p>Check the Yes or No box as appropriate.</p> <p>If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.</p>

REDESCRIPTION/REALLOCATION OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
13d (REQUIRED)	Authorized FTE	<p>If reporting a change in the authorized FTE of the position, complete the From and To blanks.</p> <p>If there is no change to the authorized FTE of the position, enter the position's authorized FTE in the To blank.</p> <p>Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.</p>
13e (REQUIRED)	Current FTE	<p>If reporting a change in the current FTE of the position, complete the From and To blanks.</p> <p>If there is no change to the current FTE of the position, enter the current FTE of the position in the To blank.</p> <p>Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.</p>
13f (REQUIRED)	Employment Status	Check the Filled or Vacant box as appropriate.
14a-14h	Location/Other Characteristics <ul style="list-style-type: none"> • Org Code • Geographic Location Code • Island • Shift • FTE Job Share, w/Pos. No. • Shortage & Group • Selective Certification • Consent Decree/Mandated Action 	<p>Leave blank unless reporting changes to the Location/Other characteristics of the position.</p> <p>Note: If you are reporting changes to any of the Location/Other Characteristics fields, refer to instructions for Changing Characteristics of Civil Service Positions.</p>
15 (REQUIRED)	Date Recvd in Personnel Office	Enter the date the form or the request was received in the Personnel Office for action.

REDESCRIPTION/REALLOCATION OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
16	Appropriation	<p>Leave blank unless reporting a change to one of the fields in the Appropriation section.</p> <p>Note: If the position is multi-funded, enter the data on all fields, but enter effective date only once.</p>
17	<p>Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)</p> <p>TO BE COMPLETED BY PERSONNEL OFFICE ONLY.</p>	<p>If the classification action is not delegated, enter the recommended job code, class title, pay range, BU and BU exclusion code(s) (if applicable).</p> <p>If the classification action is delegated, leave blank.</p>
18-19	<ul style="list-style-type: none"> • Department/Division/Branch/Section/Unit • Effective Date 	<p>Leave blank unless reporting a change to the Department/Division/Branch/Section/Unit descriptions.</p> <p>Note: If you are reporting changes in these fields, refer to instructions for Changing Characteristics of Civil Service Positions.</p>
20 (REQUIRED if the classification action is delegated.)	Auth Job Code	<p>If the classification action is delegated, enter the job code for the authorized level of the position.</p> <p>Note: Enter only if position description package is submitted (except for temporary reallocations). Do not enter job code for Temporary Reallocation actions in this block. A temporary reallocation action changes only the current level of a position.</p> <p>If the classification action is not delegated, leave blank.</p>
21 (REQUIRED if the classification action is delegated.)	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	<p>Complete only if you entered a job code in Field #20.</p> <p>Otherwise, leave blank.</p>

REDESCRIPTION/REALLOCATION OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
22 (REQUIRED if the classification action is delegated.)	Effective Date	Complete only if you entered a job code in Field #20. Otherwise, leave blank.
23	Curr Job Code	<ul style="list-style-type: none"> • If the Curr Job Code is different from the Approved Auth Job Code (Field #20), enter the Curr Job Code. • If you are processing a temporary reallocation, enter the job code for the temporary reallocation in the Curr Job Code field. Otherwise, leave blank
24	Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Complete only if you entered a job code in Field #23. Otherwise, leave blank
25	Effective Date	Complete only if you entered a job code in Field #23. Otherwise, leave blank
26 (REQUIRED)	Employing Department Action	<ul style="list-style-type: none"> • Check the Approved or Disapproved box as appropriate. • Department Head or designee signs and dates the Employing Department Action section. If you checked the Disapproved box, do not proceed to Field #27.
27 (REQUIRED if the classification action is delegated.)	Human Resources Development Action	<p>If the classification action is delegated:</p> <ul style="list-style-type: none"> • Check the Approved or Disapproved box as appropriate. • Department Head or designee signs and dates the Human Resources Development Action section on behalf of HRD's Director. If the action is not delegated, leave blank.

REDESCRIPTION/REALLOCATION OF CIVIL SERVICE POSITIONS
Documents Submitted to Employee Classification and Compensation Division

Description of Actions	HRD 256 (BU Issue)	Copies of HRD-1	Narrative (Position Description)	Classifier's Report	Other Supporting Documents
Delegated Classification Action without BU Issue	N/A	1 pink	1	1	1 (if applicable)
Delegated Classification Action Combined with Non-Delegated Actions (e.g., BU Exclusion)	2	1 pink	1	1	1 (if applicable)
Non-Delegated Classification Action without BU Issue	N/A	1 Pink 1 White	1	1	1 (if applicable)
Non-Delegated Classification Action Combined with Other Non-Delegated Actions (e.g., BU Exclusion)	2	1 Pink 1 White	1	1	1 (if applicable)

REALLOCATION FOR RECRUITMENT (FKA “JOINT MEMO” OR “MODA”)		
Field #	Description	Action
1 (REQUIRED)	Department/Division/Branch/Section/Unit	Enter the Department/Division/Branch/Section/Unit descriptions.
2 (REQUIRED)	Position No.	Enter the position number.
3 (REQUIRED)	Auth Job Code	Enter the job code for the authorized level of the position.
4 (REQUIRED)	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Enter the authorized class title, pay range, BU, and BU exclusion codes(s) (if applicable).
5	Pseudo No.	Leave blank.
6 (REQUIRED)	Curr Job Code	Enter the job code for the current level of the position.
7 (REQUIRED)	Current Class Title	Enter the current class title.
8	Legal Authority	Leave blank unless reporting a change. Note: If you are reporting a change in this field, see instructions for Changing Characteristics of Civil Service Positions.
9	Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (as applicable)	Not required.
10	Incumbent’s Certification Section	Not required
11 (OPTIONAL)	Management’s Certification Section	Certification by Supervisor: <ul style="list-style-type: none"> Supervisor signs and dates the certification statement. Enter the supervisor’s position number in the Supervisor’s Position No. blank. Certification by Division Chief: <ul style="list-style-type: none"> Division Chief signs and dates the certification statement.
12 (REQUIRED)	Type of Action	Check the Reallocation for Recruitment box.
13a (REQUIRED)	Type of Position	Check the Civil Service box.
13b (REQUIRED)	Duration	Check the Permanent or Temporary box as appropriate. Do not complete the Initial NTE Date field unless the position is being converted from Permanent to Temporary.

REALLOCATION FOR RECRUITMENT (FKA "JOINT MEMO" OR "MODA")		
Field #	Description	Action
		Note: If you are reporting a change in this field, see instructions for Changing Characteristics of Civil Service Positions.
13c (REQUIRED)	Budgeted	Check Yes or No box as appropriate. If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.
13d (REQUIRED)	Authorized FTE	If reporting a change in the authorized FTE of the position, complete the From and To blanks. If there is no change to the authorized FTE of the position, enter the position's authorized FTE in the To blank. Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.
13e (REQUIRED)	Current FTE	If reporting a change in the current FTE of the position, complete the From and To blanks. If there is no change to the current FTE of the position, enter the current FTE of the position in the To blank. Note: If you reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.
13f (REQUIRED)	Employment Status	Check the Filled or Vacant box as appropriate.
14a -14h	Location/Other Characteristics <ul style="list-style-type: none"> • Org Code • Geographic Location Code • Island • Shift • FTE Job Share, w/Pos. No. • Shortage & Group • Selective Certification • Consent Decree/Mandated Action 	Leave blank unless reporting changes to the Location/Other characteristics of the position. Note: If you are reporting changes to any of the Location/Other Characteristics fields, refer to instructions for Changing Characteristics of Civil Service Positions.
15 (REQUIRED)	Date Recvd in Personnel Office	Enter the date the form or the request was received in the Personnel Office for action.

REALLOCATION FOR RECRUITMENT (FKA "JOINT MEMO" OR "MODA")		
Field #	Description	Action
16	Appropriation	<p>Leave blank unless reporting a change to one of the fields in the Appropriation section.</p> <p>Note: If the position is multi-funded, enter the data on all fields, but enter effective date only once.</p>
17	Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Leave blank.
18-19	<ul style="list-style-type: none"> Department/Division/Branch/Section/Unit Effective Date 	<p>Leave blank unless reporting a change to the Department/Division/Branch/Section/Unit descriptions.</p> <p>Note: If you are reporting changes in these fields, refer to instructions for Changing Characteristics of Civil Service Positions.</p>
20	Auth Job Code	<p>Leave blank unless two actions are taken at the same time such as:</p> <ul style="list-style-type: none"> When the position is being established <u>and</u> Reallocated for Recruitment; or When the position is being redescribed <u>and</u> Reallocated for Recruitment.
21	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Complete only if you entered a job code in Field #20.
22	Effective Date	Complete only if you entered a job code in Field #20.
23	Curr Job Code	Enter the job code for the current level of the position.
24	Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Enter the current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)
25	Effective Date	Enter the effective date of the action.
26 (REQUIRED)	Employing Department Action	<ul style="list-style-type: none"> Check the Approved or Disapproved box as appropriate. Department Head or designee signs and dates the Employing Department Action section. <p>If you checked the Disapproved box, do</p>

REALLOCATION FOR RECRUITMENT (FKA "JOINT MEMO" OR "MODA")		
Field #	Description	Action
		not proceed to Field #27.
27 (REQUIRED)	Human Resources Development Action	<ul style="list-style-type: none"> • Check the Approved or Disapproved box as appropriate. Department Head or designee signs and dates the Human Resources Development Action section on behalf of HRD's Director.

SEND ONE WHITE COPY OF FORM HRD-1 TO EMPLOYEE CLASSIFICATION AND COMPENSATION DIVISION

CHANGING CHARACTERISTICS OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
1 (REQUIRED)	Department/Division/Branch/Section/Unit	Enter the Department/Division/Branch/Section/Unit descriptions.
2 (REQUIRED)	Position No.	Enter the position number.
3 (REQUIRED)	Auth Job Code	Enter the job code for the authorized level of the position.
4 (REQUIRED)	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Enter the authorized class title, pay range, BU, BU exclusion code(s) (if applicable).
5	Pseudo No.	Leave blank.
6-7 (REQUIRED)	<ul style="list-style-type: none"> • Curr Job Code • Current Class Title 	Enter the current job code and class title of the position.
8	Legal Authority	<p>Leave blank unless reporting a change.</p> <p>Examples of changes made to position characteristics which require citation of a legal authority:</p> <ul style="list-style-type: none"> • Conversion of Position-- Temporary to Permanent • Increase in Authorized FTE from another position • Conversion of Position—Exempt to Civil Service
9-11	<ul style="list-style-type: none"> • Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Incumbent's Certification Section • Management's Certification Section 	<p>Leave blank, unless this action is combined with a redescription.</p> <p>Note: Refer to instructions for Redescription/Reallocation of Civil Service Positions.)</p>
12 (REQUIRED)	Type of Action	<ul style="list-style-type: none"> • Check the Change Characteristics box. • Enter the effective date of the characteristic change(s) in the Eff Date blank.
13a (REQUIRED)	Type of Position	Check the Civil Service box.
13b (REQUIRED)	Duration	<p>Check the Permanent or Temporary box as appropriate.</p> <p>Do not complete the Initial NTE Date field unless the position is being converted from Permanent to Temporary.</p>

CHANGING CHARACTERISTICS OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
13c (REQUIRED)	Budgeted	Check the Yes or No box as appropriate.
13d (REQUIRED)	Authorized FTE	If reporting a change in the authorized FTE of the position, complete the From and To blanks. If there is no change to the authorized FTE of the position, enter the position's authorized FTE in the To blank.
13e (REQUIRED)	Current FTE	If reporting a change in the current FTE of the position, complete the From and To blanks. If there is no change to the current FTE of the position, enter the current FTE of the position in the To blank.
13f (REQUIRED)	Employment Status	Check the Filled or Vacant box as appropriate.
14a-14h	Location/Other Characteristics <ul style="list-style-type: none"> • Org Code • Geographic Location Code • Island • Shift • FTE Share, w/Pos. No. • Shortage & Group • Selective Certification • Consent Decree/Mandated Action 	Leave blank unless reporting changes to the Location/Other Characteristics of the position.
15 (REQUIRED)	Date Recvd in Personnel Office	Enter the date the form or the request was received in the Personnel Office for action.
16	Appropriation	Leave blank unless reporting a change to one of the fields in the Appropriation section. Note: If the position is multi-funded, enter the data on all fields, but enter effective date only once.
17	Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Leave blank, unless this action is combined with a redescription. Note: Refer to instructions for Redescription/Reallocation of Civil Service Positions.

CHANGING CHARACTERISTICS OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
18-19	<ul style="list-style-type: none"> • Department/Division/Branch/Section/Unit • Effective Date 	Leave blank unless reporting a change to the Department/Division/Branch/Section/Unit descriptions.
20-25	<ul style="list-style-type: none"> • Auth Job Code • Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Effective Date • Curr Job Code • Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Effective Date 	Leave blank, unless this action is combined with a redescription. Note: Refer to instructions for Redescription/Reallocation of Civil Service Positions.)
26 (REQUIRED)	Employing Department Action	<ul style="list-style-type: none"> • Check the Approved or Disapproved box as appropriate. • Department Head or designee signs and dates the Employing Department Action section. If you checked the Disapproved box, do not proceed to item #27.
27 (REQUIRED)	Human Resources Development Action	<ul style="list-style-type: none"> • Check the Approved box as appropriate. • Department Head or designee signs and dates the Human Resources Development Action section on behalf of HRD's Director.

SEND ONE WHITE COPY OF FORM HRD-1 TO EMPLOYEE CLASSIFICATION AND COMPENSATION DIVISION

EXTENSION OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
1 (REQUIRED)	Department/Division/Branch/Section/ Unit	Enter the Department/Division/ Branch/Section/Unit descriptions.
2 (REQUIRED)	Position No.	Enter the position number.
3 (REQUIRED)	Auth Job Code	Enter the job code for the authorized level of the position.
4 (REQUIRED)	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Enter the Authorized Class Title, Pay Range, BU, BU Exclusion Code(s) (if applicable).
5	Pseudo No.	Leave blank.
6-7 (REQUIRED)	<ul style="list-style-type: none"> • Curr Job Code • Current Class Title 	Enter the current job code and class title of the position.
8	Legal Authority	Leave blank unless reporting a change. Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.
9-11	<ul style="list-style-type: none"> • Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Incumbent's Certification Section • Management's Certification Section 	Leave blank, unless this action is combined with a redescription. Note: Refer to instructions for Redescription/Reallocation of Civil Service Positions.)
12 (REQUIRED)	Type of Action	<ul style="list-style-type: none"> • Check the Extension box. • Enter the effective date of the extension in the Eff Date blank. • Enter the not-to-exceed (NTE) date in the NTE Date blank.
13a (REQUIRED)	Type of Position	Check the Civil Service box.
13b (REQUIRED)	Duration	Check the Permanent or Temporary box as appropriate. Do not complete the Initial NTE Date field. Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.

EXTENSION OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
13c (REQUIRED)	Budgeted	<p>Check the Yes or No box as appropriate.</p> <p>Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.</p>
13d (REQUIRED)	Authorized FTE	<p>If reporting a change in the authorized FTE of the position, complete the From and To blanks.</p> <p>If there is no change to the authorized FTE of the position, enter the position's authorized FTE in the To blank.</p> <p>Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.</p>
13e (REQUIRED)	Current FTE	<p>If reporting a change in the current FTE of the position, complete the From and To blanks.</p> <p>If there is no change to the current FTE of the position, enter the current FTE of the position in the To blank.</p> <p>Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.</p>
13f (REQUIRED)	Employment Status	<p>Check the Filled or Vacant box as appropriate.</p>
14a-14h	Location/Other Characteristics <ul style="list-style-type: none"> • Org Code • Geographic Location Code • Island • Shift • FTE Share, w/Pos. No. • Shortage & Group • Selective Certification • Consent Decree/Mandated Action 	<p>Leave blank unless reporting changes to the Location/Other characteristics of the position.</p> <p>Note: If you are reporting changes to any of the Location/Other Characteristics fields, refer to instructions for Changing Characteristics of Civil Service Positions.</p>

EXTENSION OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
15 (REQUIRED)	Date Recvd in Personnel Office	Enter the date the form or the request was received in the Personnel Office for action.
16	Appropriation	Leave blank unless reporting a change to one of the fields in the Appropriation section. Note: If the position is multi-funded, enter the data on all fields, but enter effective date only once.
17	Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Leave blank, unless this action is combined with a redescription. Note: Refer to instructions for Redescription/Reallocation of Civil Service Positions.)
18-19	<ul style="list-style-type: none"> • Department/Division/Branch/Section/Unit • Effective Date 	Leave blank unless reporting a change to the Department/Division/Branch/Section/Unit descriptions. Note: If you are reporting changes in these fields, refer to instructions for Changing Characteristics of Civil Service Positions.
20-25	<ul style="list-style-type: none"> • Auth Job Code • Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Effective Date • Curr Job Code • Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Effective Date 	Leave blank, unless this action is combined with a redescription. Note: Refer to instructions for Redescription/Reallocation of Civil Service Positions.)
26 (REQUIRED)	Employing Department Action	<ul style="list-style-type: none"> • Check the Approved or Disapproved box as appropriate. • Department Head or designee signs and dates the Employing Department Action section. If you checked the Disapproved box, do not proceed to item #27.

EXTENSION OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
27 (REQUIRED)	Human Resources Development Action	<ul style="list-style-type: none"> • Check the Approved box. • Department Head or designee signs and dates the Human Resources Development Action section on behalf of HRD's Director.

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ABOLISHMENT OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
1 (REQUIRED)	Department/Division/Branch/Section/ Unit	Enter the Department description.
2 (REQUIRED)	Position No.	Enter the position number.
3 (REQUIRED)	Auth Job Code	Enter the job code for the authorized level of the position.
4 (REQUIRED)	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Enter the authorized class title, BU and BU exclusion code(s).
5-11	<ul style="list-style-type: none"> • Pseudo No. • Curr Job Code • Current Class Title • Legal Authority • Requested Job Code, Class Title, Pay Range, Pay Rate, BU, BU Exclusion Code(s) (if applicable) • Incumbent's Certification • Management's Certification 	Leave blank.
12 (REQUIRED)	Type of Action	<ul style="list-style-type: none"> • Check the Abolish Position box. • Enter the effective date of abolishment in the Eff Date blank (First day of inactivity).
13a-14h	Position Characteristics <ul style="list-style-type: none"> • Type of Position • Duration • Budgeted • Authorized FTE • Current FTE • Employment Status Location/Other Characteristics <ul style="list-style-type: none"> • Org Code • Geographic Location Code • Island • Shift • FTE Share, w/Pos. No. • Shortage & Group • Selective Certification • Consent Decree/Mandated Action 	Leave blank.
15 (REQUIRED)	Date Recvd in Personnel Office	Enter the date the form or request was received in the personnel office for action.

ABOLISHMENT OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
16-25	<ul style="list-style-type: none"> • Appropriation • Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Department/Division, Branch/Section/Unit • Effective Date • Auth Job Code, Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Effective Date • Curr Job Code, Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Effective Date 	Leave blank.
26 (REQUIRED)	Employing Department Action	<ul style="list-style-type: none"> • Check the Approved box. • Department Head or designee signs and dates the Employing Department Action section.
27 (REQUIRED)	Human Resources Development Action	<ul style="list-style-type: none"> • Check the Approved box. • Department Head or designee signs and dates the Human Resources Development Action section on behalf of HRD's Director.

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