

Appendices Amendment Data Sheet

Title: Environmental Specialist(s) I	Department/Location: Parks & Recreation
Jurisdictional request: Non-Competitive	Salary:\$52,500
<u>Position History/Information:</u>	
Date position established: 12/18/2017	Newly created position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reclassification of existing position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If reclassification of existing position, provide original title/JC, and reason for reclassification:	
Position occupied: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Status: <input type="checkbox"/> Perm <input checked="" type="checkbox"/> Prov <input type="checkbox"/> Temp
Title/JC of immediate supervisor: Director of Parks and Recreation/Competitive	
Titles/JC of immediate subordinates (include # of employees supervised): None	
<u>Examination History:</u>	
Title: N/A	Date:
Type of Examination: <input type="checkbox"/> OC <input type="checkbox"/> Promotion <input type="checkbox"/> NCP	
Recruitment Difficulty: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide examination/recruitment information:	
<u>Justification:</u>	
This title was originally created to be a competitive class position. The exam was ordered in 2018 upon the position being filled by provisional appointment. To date, no exam has been created.	
<u>Justification for request/explanation of how the standards of CSL are met (attach additional sheets if necessary):</u>	
Examination was ordered on 05/17/2018 and no examination has been created for this title. Because this exam was ordered more than three years ago, we are requesting the title be placed in the non-competitive class permanently.	

Information To Be Submitted**Exempt; Unclassified; Non-Competitive (PI/C);****Dept/Division Head; Deputy Head; All upper-level positions**

- Complete and detailed approved duties statement (exempt) and/or adopted class specification (non-competitive)
- Organizational budget
- Organizational chart
- Employment Record(s) (if occupied) or statement of position vacancy
- Legislation or other action creating position
- Legislation or other action granting authority and/or assigning duties and responsibilities
- Justification
- Any other supporting information

Labor; Non-Competitive

- Adopted class specification
- Documented recruitment difficulty (if justification)
- Any other supporting documentation