

Appendices Amendment Data Sheet

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| Title: Historic Preservation Administrator | Department/Location: Planning Office |
| Jurisdictional request: Non-Competitive | Salary:\$47,500 |
| <u>Position History/Information:</u> | |
| Date position established: 02/25/2019 | 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: City Planner/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 2019 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 01/23/2020 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