

AGENDA ITEM FOR ADMINISTRATIVE MEETING () Discussion only
(X) Action

FROM (DEPT/ DIVISION): CARE

SUBJECT: Creation of New Position

<p>Background: CARE has expanded with additional staff and is in need of additional support. A new administrative aide position is requested for the program. The position will include fiscal responsibilities, monitoring CARE budget, and overall organizational support. The funding will come from the CARE budget as well as a portion from the JRI Grant through UCCC.</p>	<p>Requested Action: Request approval for an additional 1.0 FTE Administrative Aide Range 14 position in support of the CARE Program effective February 1, 2022.</p>
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ATTACHMENTS:

Date: (1-11-2022) Submitted By: Jenni Galloway

*****For Internal Use Only*****

Checkoffs:

- () Dept. Heard (copy)
- (x) Human Resources (copy)
- (x) Fiscal
- (x) Legal (copy)
- () (Other - List:)

- To be notified of Meeting:
Jenni Galloway
- Needed at Meeting:
Jenni Galloway

Scheduled for meeting on: January 19, 2022

Action taken:

Follow-up: