Georgia Department of Human Resources

Request for Position Action

Division/Unit/Office Requesting Action:	
Department ID Number:	**Mail Drop ID :** [County DFCS, this is the Project No., if unknown, contact Budget]
Contact Name:	**Phone #:**

Requested Action: (check all that apply)

- ☐ Promotion ☐ Lateral Job Change ☐ Position Level Reduction ☐ Activate Position
- ☐ Involuntary Demotion ☐ Voluntary Demotion ☐ Disciplinary Demotion ☐ Inactivate Position
- ☐ New Position* ☐ Grade or Job Change (use for **VACANT** positions ONLY)
- ☐ Dept # Change L (**From:** **To:**)
- ☐ County OR Zip Change L (**From:** **To:**)
- ☐ Mail Drop ID Change L (**From:** **To:**)

Effective Date: (JDA must receive action at least 3 weeks prior to this date)	**Position Number:** *New positions will be assigned a number by the system
ZIP CODE of Position - Actual Location of Employee	**County Name & Code**:

IS THIS POSITION VACANT ☐ **YES** ☐ **NO** L **If NO, you Must complete the following Employee Data**

Employee Name:	**Employee ID Number:**	**Employee SSN:**	**Current Monthly Salary:**
		Percentage (%) Change:	**New Monthly Salary:**

CHANGE IN EXISTING POSITION:

Current Job Title:	**Current Job No.**	**Pay Grade**
New/Requested Job Title:	**New Job No.**	**Pay Grade**

CREATE A NEW POSITION (See Requirement)*: **CONTROL NUMBER:**

***TO ESTABLISH a New Position, PLEASE CALL** OHRM Job Development & Analysis Section @ **404-656-6763** to receive a Control Number **PRIOR** to mailing any documentation. Allocations **cannot** be processed **without** this control #.

Requested Job Title:	**Job No.**	**Pay Grade**

NOTE: With the **EXCEPTION** of the following jobs:

SSCM (#14203) **SSCM Associate (#14212)** **Nurse I/S (#71113)** **Food Service Employee I (#50301)**
Housekeeper (#30901) **HST (#70833)** **Laundry Worker (#31302)** **SSCM Specialist (#14204)**
SSCM Adv. (14205)

PLEASE SUBMIT a **Job Description** with the appropriate responsibilities highlighted and/or initialed **OR** a **PMF** stating the position=s specific responsibilities. A current **Organization Chart** which clearly displays the requested position should also be attached.

COMMENTS:

Date:

Submitted By: (Please Print)

Approved By: Date: