

POSITION ID FORM

To be completed by an authorized officer of the department to which the position(s) is (are) attached. Please note that the authority for approving the creation and/or abolishment of permanent positions remains with Cabinet. Exceptions to this include Civil Service temporary additional positions for up to 2 years that are processed through the Director of Human Resources and temporary Capital Works positions processed through the Secretary to the Cabinet. Industrial, Miscellaneous and Student positions are determined by the employing Head of Department but the Department of Human Resources must set up the position ID number to enable these employees to be paid. Please indicate the nature of the request with an X in the appropriate box.

PLEASE INCLUDE THE DEPARTMENT FAX NO.

EMPLOYING MINISTRY OR DEPARTMENT

CONSERVATIONS SERVICES

SETUP (A new position needs to be created)

HOME COST CENTRE 79030 OBJECT ACCOUNT 4260
IS THIS A PERMANENT POSITION? YES IF YES, SPECIFY CABINET CONCLUSION #
IS THIS A TEMPORARY ADDITIONAL/CAPITAL WORKS YES IF YES, ATTACH APPROVAL
IS THIS AN INDUSTRIAL, MISCELLANEOUS OR STUDENT POSITION? YES IF YES, SPECIFY Industrial
IS THIS A TEMPORARY SUPERNUMERARY TRAINEE POSITION? NO
POSITION TITLE Gardener NEGOTIATING BODY BIU
EFFECTIVE DATE 1/10/2012 END DATE
PAY GRADE RANGE ANNUAL SALARY \$27.47 per HR
STANDARD HOURS: PER DAY 7.5 PER WEEK 37.5 PER YEAR 1950

Change (Some information on an already existing position needs to be changed)

EXISTING HOME COST CENTRE NEW HOME COST CENTRE
EXISTING POSITION NUMBER
EXISTING OBJECT ACCOUNT NEW OBJECT ACCOUNT
EXISTING POSITION TITLE
NEW POSITION TITLE
SPECIFY ANY OTHER CHANGES

CLOSE (e.g. when approval for a temporary relief or additional position has ended)

ABOLISH (Cabinet has determined that a Position is to be abolished)

HOME COST CENTRE POSITION ID NUMBER
POSITION TITLE
DATE POSITION IS TO BE CLOSED
CABINET CONCLUSION # ABOLISHING POSITION

FREEZE (A position is to be frozen, e.g. for budgetary purposes)

REACTIVATE (e.g. students/industrials/miscellaneous)

HOME COST CENTRE POSITION ID NUMBER
POSITION TITLE
DATE POSITION IS TO BE FROZEN, VACANT or REACTIVATED
FROM THROUGH

COMPLETED BY DATE
APPROVED BY HEAD OF DEPARTMENT DATE 26/9/12

TO BE COMPLETED BY THE DEPARTMENT OF HUMAN RESOURCES
POSITION ID # ALLOCATED (If Applicable) 690100
ACTIONED BY DATE 28-Sep-12