

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION):

PROGRAM: CDDP

SUBJECT: Temporary Office Assistant II

<p>Create a OAI position on a temporary basis to focus on the transition of current filing system to a paperless system, with a more efficient and effective manner of monitoring and keeping file retention current. The position would be focused on giving students whom participate in an intern program with the CDDP while in high school or community college an opportunity to work during college breaks for the CDDP to continue to gain skills and knowledge of the Intellectual/Developmental Disabilities field. This position is currently budgeted through June 30, 2019, with carry-over dollars from the 2013-2017 budgets.</p>	<p>(X) <u>ACTION REQUESTED:</u></p> <p>It is respectfully requested that the CDDP be allowed to create the position and to hire one temporary, OAI position to work during school breaks while funding is available, up to 129 hours a month and no more than 520 hours in a rolling 6 month period</p>
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ATTACHMENTS:

Date: (4.25.18)

Submitted By: (Kim Weissenfluh)

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

Checkoffs:

- () Exec. Asst.
- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () Other-List:

To be notified of Meeting:

Needed at Meeting:

PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

Scheduled for meeting on: May 2, 2018

Action taken:

Follow-up: