

HUMAN RESOURCE DEPARTMENT

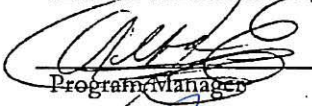


# STAFF REQUISITION

Position Title: Enrollment Specialist I Date: 08/18/22  
 Bilingual Position:  Yes  No If yes, language: Spanish  
 Eligible for Cell Phone Stipend?:  No  Yes Amount?  \$30-Occasional usage  \$50 - Heavy usage  
 Building Location?: Long Beach Desk Location: Long Beach  
 Keys & other items needed: Yes ECW?  Yes  No  
 Live Scan Needed?  Yes  No Work from Home:  Yes  No  
 Department: Enrollment Date Needed: ASAP  
 Exempt  Non-Exempt  
 New Position  Replacement: Victor Mejia  
 Reports To: Enrollment & Eligibility Manager Ext. No.: 128926  
 Hours Needed: 8-40 Hrs/wk From/To 8:00 - 5:00 AM/PM  
 Regular  Part-Time  Temporary (If Temporary, specify dates) From: \_\_\_\_\_ To: \_\_\_\_\_  
 Salary Grade: LS  
 Hiring Salary Range: \$ 46,490 - \$ 55,323 Budgeted Salary: \$ 46,509  
 Funding Source 1: 001-000-064-14 % Funded 100  
 Funding Source 2: \_\_\_\_\_ % Funded \_\_\_\_\_  
 Funding Source 3: \_\_\_\_\_ % Funded \_\_\_\_\_  
 Funding Source 4: \_\_\_\_\_ % Funded \_\_\_\_\_

**JOB DESCRIPTION** (Please attach the job description and check one of the boxes).

- The existing job description has been reviewed and no changes were needed.
- The attached job description is a revised one. **Email electronic version with track changes of job description to HR.**
- The attached job description reflects a newly created position. **Email electronic version of job description to HR.**

**APPROVAL SIGNATURES REQUIRED**

 Program Manager	<u>8/18/22</u> Date	<u>Madria Marshall</u> Director, Human Resources	<u>8/30/22</u> Date
 Department Head	<u>8/30/22</u> Date	 Chief Financial Officer	<u>8/30/22</u> Date

**FOR HUMAN RESOURCES DEPARTMENT USE ONLY**

Position Filled by: \_\_\_\_\_ Offer Date: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 New Hire  Promotion  Transfer  Rehire  Reclassification  Reinstatement  
 Source: \_\_\_\_\_