



SEP 11 2013

Request and Response to Fill Vacant Position
Human Resources

AUG 27 2013

PROGRAM COORD. I
Human Resources

Dept./ Division: DCS Position: Program Coordinator I
 Proposed: Full-time Permanent Prior incumbent: Kate Budd
 Date vacant: August 22, 2013 Salary range: 816 \$4,358 - \$6,156 mo
 Proposed recruitment: Internal Promotion/Transfer

Funding source and percent:	Document Recording Surcharge	64%
	Community Services Block Grant	11%
	Human Service Fund	9%
	Emergency Solutions Grant	11%
	Consolidated Homeless Grant	5%

Expected funding duration: No end date

Working title: CHAD Program Coordinator

Primary duties/functions: COMMUNITY HOUSING AND DEVELOPMENT

Project manager for housing/homeless projects funded from above sources. Coordinate with WA State Dept. of Commerce and HUD to develop scope of work for contracts, monitor agencies receiving funds, and prepare reports for funders.

If this position is not filled immediately, how will the work of the position be accomplished?

The work of one FTE will have to be distributed between existing program coordinators who are currently working at capacity.

Quantitative & qualitative consequences and impacts of not filling position:

Project management will slow, including meeting federal/state requirements for monitoring and reimbursing non-profits for work performed. Grants could be at risk of being reduced if funds are not spent in a timely manner.

Other considerations:

Another unit employee will retire at the end of September. Position funded with federal and state grants, and document recording fees.

Dept. Head:	<u>Vanessa Gaston</u>		
Signature		Date	<u>8/26/13</u>

Budget office comments: No CF impact.

Budget office signature:
Date: 9/20/13

Review Committee: PER EMAIL

Recommended Approved Denied Delayed until _____

Review comments: _____

Review signature _____ Date _____

- ROUTING
- 1) ORIGINAL TO BUDGET OFFICE FOR SIGNATURE
 - 2) SIGNED ORIGINAL TO LESLIE HARRINGTON SMITH IN HUMAN RESOURCES

*2 returns
1 hire*