

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: DHHS Division: Medical Assistance

Budget Code: 14445 Center Title: DMA Director's Office

Center
Number: 1101111199

***** Position Information *****

Proposed Classification: Administrative Assistant II Proposed Salary Grade: 65

Salary Range: \$24,761 - \$39,789 Proposed Effective Date: 01/01/04

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 15,06,912	\$ 43,484
Receipts	<u>9,015,038</u>	<u>21,742</u>
Appropriation	6,051,874	\$ 21,742

Funding Source(s): The Administrative Assistant II position is to be funded 50% by the Medicaid Administrative Federal Grant. The remaining 50% will be funded by program funds (fund 1310).

Justification for Position (including description of duties and responsibilities):

The Administrative Assistant II position shall reside in the Division of Medical Assistance Director's Office. This position will support the Director and Deputy Director of the Division of Medical Assistance in day-to-day operations of the Division. Responsibilities will include, but not be limited to, coordinating projects and requests for information, scheduling, and responding to letters and callers.

Statutory Reference for Request

Lanier M. Cansler
Presentation to be made by

Lanier M. Cansler
Agency Head Signature

Deputy Secretary, DHHS
Title

State Budget Officer Signature