

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

NC Agency/Department: Health and Human Services

Division:

Public Health

DPH Section: Epidemiology

DPH Branch/Unit:

HIV/STD Branch

Budget Code: 14430

Center Title: Comprehensive STD Prevention Systems (CSPS) Grant

Center Number: 1461-4608-NB

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

Proposed Classification: Program Assistant IV

Proposed Salary Grade: 59

Salary Range: \$19,626 - \$30,839

Proposed Effective Date: February 1, 2004

Number of Positions: 1.00

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$1,878,199	\$33,527
Receipts	<u>1,878,199</u>	<u>33,527</u>
Appropriation	\$0	\$0

Funding Source(s): Centers for Disease Control (CDC) Comprehensive STD Prevention Systems Grant

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

This position will provide administrative support to the Robeson Satellite Office of the HIV/STD Prevention and Care Branch. This office was established due to Robeson County being one of the highest STD morbidity areas in North Carolina and the nation. This office and the administrative support provided by the requested position are essential to addressing the disease intervention needs of the area effectively. This employee will provide administrative support to four Disease Intervention Specialists who are stationed at the satellite office. Support will include word processing, filing, receptionist and related secretarial duties.

Statutory Reference for Request, if any:

Allyn Guffey

Name of Presenter

Allyn E. Guffey

Agency Head Signature

Director, DHHS Div. of Budget & Analysis

Title

State Budget Officer Signature