

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

Agency: Dept of Public Instruction **Division:** School Support Division

-

Budget Code: 13510 **Center Title:** Financial & Business Services Area **Center Number:** 1300

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

Proposed Classification: Program Assistant V **Proposed Salary Grade:** 61

Salary Range: \$24,101 - \$35,412 **Proposed Effective Date:** 05 /01 /06

Number of Positions: 1

	<u>Center Authorized Budget</u> <u>As of 2/28/06</u>	<u>Current Request (includes</u> <u>salary & benefits)</u>
Total Budget	\$ 11,292,422	\$ 44,284
Receipts	<u>4,623,718</u>	<u>44,284</u>
Appropriation	\$ 6,668,704	\$ 0

Funding Source(s): Insurance Receipts

Justification for Position (including description of duties and responsibilities): The proposed position will support the Insurance Section in the School Support Division at DPI. Specific duties include assisting LEAs in unemployment claims handling and year-end billings; assisting the section chief of the Insurance Section as required; and assisting the LEA and community college property fund in issuance of policies and underwriting. The position will work with the Employment Security Commission website in the filing of unemployment on-line claims. This task is currently being performed by a contractor.

Philip Price

Presentation to be made by

Agency Head Signature

Associate Supt Financial & Business Services
Title

State Budget Officer Signature