

OFFICE OF STATE BUDGET AND MANAGEMENT

Establish New Receipt-Supported Positions

(G.S. 143-34.1)

Agency: Department of Correction
Division: Division of Prisons

Budget Code: 24500
Center Title: Transition Training YR 7
Center Number: 2190

****Position Information****

Proposed Classification: Processing Assistant V
Proposed Salary Grade: 61
Salary Range: \$ 24,101-37,183
Proposed Effective Date: 05/01/06

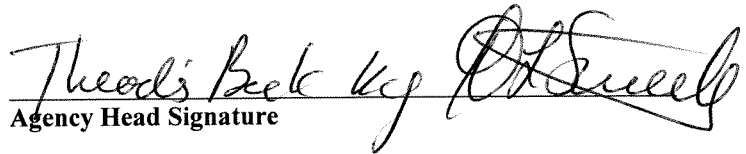
	Center Authorized Budget	Current Request
Total Budget	\$ 639,427	\$ 31,336
Receipts	\$ 639,427	\$ 31,336
Appropriation	\$ -0-	\$ -0-

Funding Source(s): 100 percent federal funding from the U.S. Department of Education-Grants to States for Workplace and Community Transition Training for Incarcerated Youth Offenders

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


This time-limited position will serve as the processing/administrative assistant to the program manager. Due to the growth of the Youth Offender Program, there is a need for a full-time processing/administrative assistant. This position will verify and process the contractual employees' timesheets, process all E-Procurement requests for the program, prepare and submit all travel requests, manage all programmatic data and fiscal records and perform other administrative duties as assigned by the program manager.

Statutory Reference for Request:
G.S. 143-34.1



Agency Head Signature

Presentation to be made by:
Tracy Little, Deputy Secretary



State Budget Officer Signature

SKW
4/7/06