

HR Review - Anticipated New Position(s)

Fiscal Year 2024 - 2025

Department

Budget Unit

*Submitted by
Dept Head*

Date

Tentative Classification(s)

Class Title

of Positions

Section/Function

Supervised by

Reason for new position (select from list)

*Who can we contact for more information
on proposed new position?*

*Briefly explain anticipated duties/role/functions of new position(s) and why needed.
(qualitative/quantitative metrics, org charts, attachments are welcome)*

**Please send completed form to
HRclassification@sjgov.org no later than January 15, 2024**