

# Human Resources Management POSITION ALLOCATION NOTICE

**Administrative Assistant II  
C09020  
PAN#: 2012-30**

**Date:** September 21, 2011  
**To:** Minnie Mouse  
**School or Division:** To be assigned  
**Subject:** Your request to audit the classification of

HRS Position Number: 004567  
Current Class Code: C09020  
Current Title: Administrative Assistant I

We have reviewed the position description and other documentation submitted in support of your request to audit the position identified above. Comparisons have been made with related positions; and as needed, discussions were held with the incumbent and/or supervisor. Based on our review and analysis, the position is to be:

( ) retained in its present classification.

(  ) allocated to the classification noted below, effective upon approval of the related budget documents.

New Class Code: C09019  
New Title: Administrative Assistant II  
Pay Grade: 9  
FLSA Status: Exempt

Please refer to the Position Allocation Notice Number (PAN#) listed above in any related budget actions or correspondence.

Nancy Bowles  
Compensation Manager  
Human Resources Management

***This Position Allocation Notice will be effective for the later of: a six month period from the date of this form, or September 1, 2012.***

Copy to Budget Office; Copy with Position Description to PD files/PAN File