



# DIVISION OF PERSONNEL HIRING FREEZE - PERSONNEL REQUISITION FORM

1. No. of Position(s) to be Filled: <b>1</b>		2. Document Processing No: <b>0010-2009</b>		3. Processing Date: <b>4/16/2009</b>	
4. Department/Agency: <b>Property &amp; Procurement</b>		5. Division <b>3236</b>	Unit	6. Job Title: <b>Coordinator, Property &amp; Warehouse Services</b>	
7. Salary Grade: <b>US 26</b>	8. Salary Range: <b>35,140 - 42,013</b>	9. Classification: <b>X Classified Exempt Temporary Part Time Program Per Diem</b>		10. Rate of Pay: <b>\$ 16.89 Hour 16.89 \$ Year \$ Period</b>	11. District: <b>X St. Thomas St. Croix St. John</b>
12. Date Needed:		13. Nature of Action: <b>x Delete/Create Filling Vacancy New Position</b>		14. If New Position, Attach Job Specification	
15. FUNDING SOURCE:		A. COST CTR: <b>GE3203</b>	FUND #: <b>115</b>	LOW ORG: <b>3236</b>	
		B. COST CTR:	FUND #:	LOW ORG:	
16. New/Vacant Budget Control No:	17. Salary:	18. Budget Control No for Deletion	19. Low Org	20. Salary:	21. Position Title for Deletion:
A. <b>3205820</b>	<b>\$ 35,140</b>	<b>P3205440</b>	<b>3236</b>	<b>\$ 20,545</b>	<b>Receiving Officer</b>
B.	<b>\$</b>			<b>\$</b>	
22. CRITICAL NEED STATEMENT:					
A.	Date position became vacant:	Name of last incumbent?	How did position become vacant? Deces/Dismiss Resignation      Prom/Trans Retirement		Is this position critical to: (Check one) Public Safety Essential Service      Public Health Revenue Generation
Reason for the urgency to fill and/or consequences of not filling vacancy: Under the general supervision of the Director of Central Stores and the Chief of Central Stores, and employee in this class performs highly administrative work in executing the functions and demands of the Government's Central Warehouse. Employee must ensure coordination in the delivery and exportation of goods from and to various other government departments and agencies.					
Add'l funding of \$14,595 will derive from P3201020					
B.	Date position became vacant:	Name of last incumbent?	How did position become vacant? Deces/Dismiss Resignation      Prom/Trans Retirement		Is this position critical to: (Check one) Public Safety Essential Service      Public Health Revenue Generation
Reason for the urgency to fill and/or consequences of not filling vacancy:					
23. IF EXEMPT, INDICATE CRITERIA					
24. Comments (OMB's Use Only)					
25. Department Personnel Officer:		Date:	26. Department Fiscal Officer:		Date:
<i>Mona Lindquist</i> Mona Lindquist, Administrator		<b>4/17/09</b>	<i>Mona Lindquist</i> Mona Lindquist, Administrator		<b>4/17/09</b>
27. Department/Agency Head:		Date:	28. Director of Office of Management & Budget:		Date:
<i>Lynn A. Millin Maduro</i> Lynn A. Millin Maduro		<b>4/17/09</b>	<i>Robert S. Galt</i> Director		<b>4/17/09</b>
29. Director of Personnel:		Date:	30. Office of the Governor:		Date:
Director			Office of the Governor		

DIVISION OF PERSONNEL USE ONLY