STANDARD FORM 1
STATE OF HAWAII
REV.9/98

Clear All Fields

POSITION ACTION FORM

Department	Position No

Class Code	Title

1. Type of Action

- ❑ Establish new position — Additional/Identical to: _____
- ❑ Abolish position — Vicing for: _____
- ❑ Fill position
- ❑ Redescribe/Reallocate
- ❑ Change characteristics
- ❑ Other

2. Duration

❑ Permanent ❑ Temporary

3. Employment Status

❑ Filled ❑ Vacant

4. Type of Position

- ❑ Civil Service
- ❑ Exempt — Basis for exemption _____

5. Budgeted

❑ Yes ❑ No

6. Source of Funds (MOF)

- ❑ A – General
- ❑ B – Special
- ❑ N – Federal
- ❑ T – Trust
- ❑ C – CIP
- ❑ U – Inter-dept Transfer
- ❑ W – Revolving
- ❑ X – Other

7. Appropriation

FROM Code	%	TO Code	%	EFF. DATE

8. Characteristics

	FROM	TO	EFF.DATE
Curr Class Code			
Auth Class Code			
Bargaining Unit			
Org Code			
PS Org Code			
Progr ID & Org			
Island			
RIF Geo Code			
Auth FTE			
Curr FTE			
Temp/Perm			
Temp NTE date			
Other			

9. Pseudo No. _____

10. Legal Authority _____

11. Method of Payment

❑ Salaried ❑ Hourly ❑ Daily/Meeting

12. Special Characteristics (check if applicable)

- ❑ Shift
- ❑ Shortage & Group _____
- ❑ Selective Certification
- ❑ Job Share, with Pos No. _____

13. Mandated Action (check if applicable)

- ❑ Felix ❑ Spears ❑ HSH
- ❑ Other (specify) _____

14. Date Rec'd in Personnel Office _____

EMPLOYING DEPARTMENT ACTION ❑ Approved ❑ Disapproved

Date _____ Signature of Department Head _____

BUDGET AND FINANCE ACTION

❑ Approved
❑ Disapproved

Date _____ Director, Budget and Finance _____

HUMAN RESOURCES DEVELOPMENT ACTION ❑ Approved ❑ Disapproved

Date _____ Director, Human Resources Development _____