

Agency: \_\_\_\_\_ Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Person Completing Report: \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_

**ALLOCATION OF NEW POSITIONS: CLASSIFIED SERVICE**

Date of  
Allocation

Position Allocated  
To JFD, Code

Reason for Action

**Instructions:**

- 1) List all new classified positions established during the reporting period.
- 2) Reason For Action: Provide a brief statement describing why the action was taken.