

Agency: _____ Reporting Period: _____ to _____

Appointing Authority: _____

Person Completing Report: _____ Telephone Number: () _____

**INITIAL ASSIGNMENT OF PAY GRADE AND ALLOCATION OF NEW POSITIONS:
UNCLASSIFIED SERVICE**

Date of
Allocation

Position Allocated
To Class, Code

Initial Assignment of
Annual Salary

Reason
for Action

Instructions:

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