



Permanent Employment Change Authorization (PEA)

(Not used for PBS-NC or SEAA)

Position Action: Complete Section A or B after consultation with System Office HR

Note: for assistance completing this form, contact your Business Point of Contact

A. Fill an Existing Position or Establish a New Position:

Check if Establishing a new Position OR Filling a Vacant Position. Position #: G0005009. Position Title: Budget Officer II. Current/Former Incumbent: Hunter Chen (former incumbent). Current Supervisor: Maxine Baxter. Department Name: Finance. Maximum Salary Requested: \$75,000. FTE: 1.00. Remote Work Eligibility: Onsite Only.

B. Request Salary Adjustment for Existing Position (use only for adjusting salary of current employees; not for hiring actions):

Position #: Employee: Increase/Decrease Type: Position Title: From Current Salary: To New Requested Salary:

Source of Funds for Action Above: For assistance contact your Business Point of Contact

Current (From) *Complete fields for all sources of funds for position*

Table with 6 columns: Fund, Source, Dept, Program/Project, Salary Budget, Split. Rows include 10170 61007 103900 and 10170 65055 103900. Total Position Salary: \$100,000 100%.

Proposed (To) *Complete fields for all sources of funds for position*

Table with 6 columns: Fund, Source, Dept, Program/Project, Salary Budget, Split. Row includes 10170 61007 103900. Total Position Salary: \$75,000 100%.

Are additional funds required for this action? Yes No

Chartfield for additional funds: Amount Needed:

Identify Source of Funds if One of the Below

Division Salary Reserves Central Approved Funding (URR Form) Vacant Position Position #:

For Grant/Project funding, provide: Start Date End Date

Any additional details on funding changes, if needed:

This action will be increasing salary reserves, no additional funds will be needed to fill the position.

For Grant/Project funding, provide: Start Date End Date

Narrative/Description/Explanation of Action:

Anticipated/Requested Start Date of Action (MM/DD/YYYY): 03/27/2023

This action is to re-purpose vacant Audit Manager position to a Budget Officer II and reduce the budgeted salary to \$75,000. The market range for this position is \$68,000 - \$83,600. Actual salary offered to the selected candidate will be based on their qualifications, education and experience, and internal equity not to exceed \$75,000.

Required Approvals:

Division SVP: Budget Officer: VP and Chief HR Officer: SVP, Finance & Budget or Designee: Date: Date: Date: Date: