

New Position Request Form

Date Requested: _____ Effective Date: _____

Requestor Name and Title: _____

Reason: _____

Position Number: _____ Position/Job Title: _____
HRIS Only REQUIRED - DO NOT LEAVE BLANK

Process Level Code: _____

Department Code: _____

Payroll Location: _____

Job Code and Description: _____

Location Code and Name: _____

Weekly Hours _____ Supervisor's Name: _____

Pay Frequency *Choose One*: _____ Salary Class: *Choose one* _____

Pay Plan (*Select One*): _____

Union Classification: _____ Exempt From Overtime? _____

Bargaining Unit _____ Benefit Eligible? _____

Schedule _____ Grade and Step _____ / _____

Please Check One: Regular Full Time Per Diem
 Regular Part Time (20-34 hours) Seasonal
 Regular Part Time (<20 hours) Temporary

EEO-4 Classification: _____ Does this EE Supervise other Employees? If Yes, please provide a list of their subordinates. _____

EEO-5 Classification: _____ CT State Assign: _____

Expense Account Information: _____ - _____ - _____

Activity: _____ - _____

HRIS PROCESSING INFORMATION

Date Processed _____

Notes: _____

INSTRUCTIONS

Please complete all sections highlighted in yellow. No positions can be created without Expense Account Information. Connecticut State Assignment Codes and Job Code information can be found on corresponding tabs below.

The EEO Information for the position is also required. EEO4 is for Civil Service Positions and EEO5 is for BOE positions.

EEO-4 Code

01 - Finance Admin/General Control
02 - Streets and Highways
03 - Public Welfare
04 - Police Protection
05 - Fire Protection
06 - Natural Resources/Park & Recreation
07 - Hospitals and Sanatoriums
08 - Health
09 - Housing
10 - Community Development
11 - Corrections
12 - Utilities & Transportation
13 - Sanitation & Sewage
14 - Employment Security
15 - Other
99 - Not Applicable

EEO-5 Code

1 - Office, Administrator & Manager
2 - Principals
3 - Assistant Principal, Teaching
4 - Assistant Principal, Non-Teaching
5 - Elementary Classroom Teachers
6 - Secondary Classroom Teachers
7 - Other Classroom Teachers
8 - Guidance
9 - Psychological
10 - Librarians/Audio-Visual Staff
11 - Consultants & Supervisors of Instruction
12 - Other Professional Staff
13 - Teachers Aide
14 - Technicians
15 - Clerical/Secretarial Staff
16 - Service Workers
17 - Skilled Crafts
18 - Laborers, Unskilled

Union Code

BC - Blue Collar
Fire - Fire
MAA - Management
NON - Non Civil Service
NONBOE - Non Board of Education
Nurses - Nurses
NURSUP - Nurse Supervisors
Police - Police
SAW - School Administrators of Waterbury
SCG - School Crossing Guards
SEIU1 - Classroom Assistants and Transportation
SEIU2 - Foodservice Workers, Lunchroom Aides, Library Page and Office Aides
SEIU3 - Secretarial and Clerical
SUB - Substitute Teachers
WC - White Collar
WTA - Waterbury Teachers Association

Connecticut State Assignment Codes (use for BOE Positions)

CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
001	Pre-K thru Grade 8	076	Secondary Principal	330	Earth Science
002	Pre-K thru Grade 6	077	General Supervisor-Secondary	340	General Science
003	Pre-K thru Grade 3	078	Principal - Combined School	345	Physical Science
004	Grades 1 thru 8	079	Special Supervisor	346	Life Science
005	Grades 1 thru 6	080	Administrative Assistant	347	Integrated Science
006	Grades 4 thru 8	80	Kindergarten-Pre-K	350	Driver Education
007	Academics Subjects	081	Superintendent of Schools	370	Psychology
008	Pre-K and Kindergarten	082	Vocational Technical Administr	380	Sociology
009	Bilingual	083	Special Administrative	410	Vocational Agriculture
010	Business, Grades 7 thru 12	085	School Business Administrator	420	Art
011	Licensed Practical Nurse	086	Director of Adult Ed (FT)	430	Health
013	Elementary, K - 6	087	Director of Adult Ed (PT)	440	Physical Education
015	English, Grades 7 thru 12	088	Teaching Non-Engl Speak Adults	450	Consumer Home Economics
016	English, Grades 7 thru 9	089	Marketing Ed Grade 7-12	460	Occupational Home Economics
017	Speech, Grades 7 thru 12	90	Bilingual Teacher	470	Technology Education
018	French, Grades 7 thru 12	090	Occ Subjects in Voc Tech Schl	480	Librarian
019	German, Grades 7 thru 12	091	Trade Related Sub Voc Tech Sch	483	Dance
020	Italian, Grades 7 thru 12	092	Intermd. Admin & Supervision	485	Theatre-Drama
021	Latin, Grades 7 thru 12	093	Superintendent of Schools	487	Video-Film
022	Russian, Grades 7 thru 12	094	Adult Education	490	Music
023	Spanish, Grades 7 thru 12	095	Ed Supervisor (State Dept)	491	Band
024	Other World Language	096	Reading Consultant K-8	492	Orchestra-Strings
025	History, Grades 7 thru 12	097	Reading & Lang Arts Consult	493	Chorus-Voice
026	History & SS, Grades 7 thru 12	098	Occ Sub in Compreh High School	510	External (GED) Program
027	Soc Studies, Grades 7 thru 12	99	Disability Retirement	512	High School Credit Program
028	History & SS, Grades 7 thru 9	100	Business	515	TESOL
029	Mathematics Grades 7 - 12	101	World Language Instructor-Elem	550	Partially Sighted
030	Biology, Grades 7 - 12	102	Remedial Read/Lang Grade 1-12	570	Deaf
031	Chemistry, Grades 7 thru 12	103	Health Occupations- Comp HS	600	Visually Impaired
032	Physics, Grades 7 thru 12	104	Co-Op Word Ed/Diverters Occup	610	Speech & Language Pathologist
033	Earth Science, Grades 7-12	105	Department Chairperson	620	Media Specialist
034	General Science, Grades 7-12	106	High School Credit Diploma Pro	630	Remedial Reading
035	Driver Education	107	External Diploma Prog Noncredi	631	Remedial Mathematics
036	Core Curriculum	108	Health Occ in Compreh High Sch	651	Specific Learning Disabled
037	Psychology Grades 7 thru 12	109	Health Occ in Voc Tech School	652	Socially-Emntlly Hndcpdd
038	Sociology Grades 7 thru 12	110	Unique Subject Area Endorse	653	Mentally-Intllctly Hndcpdd
039	Secondary Subject	111	TESOL	654	Physcly Orthopdy Hndicppd
040	Agriculture, Pre-K - Grade 12	112	Integrated Early Child Birth-K	655	Other Handicapped
041	Voc Agriculture Grades 7-12	113	Integrated Early Child Nursy-3	656	Gifted and Talented
042	Art, Pre-K thru Grade 12	130	CWE-Diversified Occupations	680	School Counselor
043	Health, Pre-K thru Grade 12	150	English-Language Arts	690	Psychological Examiner
044	Phys Ed Pre-K thru Grade 12	160	Developmental Reading	700	School Psychologist
045	Home Economics Pre-K thru 12	165	Comp Sp Ed K thru 12	710	School Social Worker
046	Voc Home Economics Pre-K - 12	180	French	720	School Nurse-Teacher
047	Tech Ed, PreK-12	190	German	730	Dental Hygienist Teacher
048	Librarian, Grades 7 thru 12	200	Italian	820	Voc School Administrator
049	Music, Pre-K thru Grade 12	210	Latin	821	Voc-Tech Education
050	Special Subject	215	English Middle School	860	Adult Education
051	Mentally Handicapped, G 1-12	220	Russian	890	Marketing & Distribution
052	Mentally Handicapped, G 7-12	226	History & Soc Stud Middle Schl	900	Trade & Industrial
053	Physically Handicapped 1-12	229	Mathematics, Middle School	902	Bilingual Elementary Education
054	Physically Handicapped 7-12	230	Biology, Middle School	910	Bilingual Business Ed 7-12
055	Partially signed Pre-K thru 12	230	Spanish	915	Bilingual English Grades 7-12
056	Partially signed Grade 7- 12	231	Chemistry Middle School	920	Educational Administration
057	Hearing Impaired Pre-K - 12	232	Physics, Middle School	926	Bilingual History & SS 7-12
058	Deaf, Grades 7 thru 12	233	Earth Science, Middle School	930	Bilingual Biology Grade 7-12
059	Blind, Pre-K thru 12	234	General Science, Middle School	931	Bilingual Chemistry Grade 7-12
060	Blind, Grades 7 thru 12	235	Integrated Science Middle Schl	932	Bilingual Physics Grade 7-12
061	Speech & Language Pathologist	240	Other Language	933	Bilingual Earth Science 7-12
062	School Library - Media Special	241	American History	934	Bilingual General Science 7-12
063	Spec Teach Reading 1-8	262	Anthropology	942	Bilingual Art Pre-K-12
064	Spec Teach Reading 7-12	263	Economics	943	Bilingual Health, Pre-K-12
065	Comp Spec Ed Pre-K - 12	264	Geography	944	Bilingual Phys Ed, Pre-K-12
066	Guidance Counselor-Elementary	265	Comp Sp Ed Grade 1-12	945	Bilingual Home Econom Pre-K-12
067	Guidance Counselor-Secondary	265	Government-Law	947	Bilingual Tech Ed Pre-K-12
068	Guidance Counselor	266	Social Studies	949	Bilingual Music Pre-K-12
069	Psychological Examiner	267	World History	966	Bilingual English Middle Schl
070	School Psychologist	290	Mathematics	967	Bilingual Hist & SS Middle Sch
071	School Social Worker	295	Computer Education	968	Bilingual Math - Middle School
072	School Nurse - Teacher	300	Biology	969	Bilingual Biology Middle Schl
074	Elementary Principal	310	Chemistry	970	Bilingual Chemistry/Middle Schl
075	General Supervisor-Elementary	320	Physics	971	Bilingual Physics, Middle Schl

B100		Administrative (Non-Certified)	
Dept #	Department Name		
0890	School Business Office		
0891	Educational Grants Admin.		
0892	BOE Human Resource		
0893	BOE IT		
0894	Family Intake Center		
0895	Transportation		
0896	General Administration		
0897	Payroll		
0898	Summer School Programs		
B110		District Wide Programs	
Dept #	Department Name		
0870	DW - Adult Education		
8751	DW - Athletic Programs		
8752	DW - Bilingual Programs		
8753	DW - Computer Programs		
8754	DW - Foreign Language Program		
8755	DW - Gifted Programs		
8756	DW - Grant Administration		
8757	DW - Language Art Programs		
8758	DW - Library and Media Progra		
8759	DW - Life Management Programs		
8760	DW - Math Programs		
8761	DW - Music Programs		
8762	DW - Operations		
8763	DW - PhysEd Programs		
8764	DW - Reading Programs		
8765	DW - Recreations & Play Progr		
8766	DW - Science Programs		
8767	DW - Social Studies Programs		
8768	DW - Summer School Programs		
8769	DW - Technical Ed Programs		
8770	DW - Tutoring Programs		
8771	DW - Visual Arts Programs		
8772	DW - Vocational Ed Programs		
8773	DW -Curriculum Instr Admin.		
8774	DW - Guidance		
8775	DW - Substitutes		
B120		Educational Grants	
Dept #	Department Name		
0999	Educational Grants		
B130		Elementary Schools	
Dept #	Department Name		
0803	Barnard School		
0804	Brooklyn School		
0805	Bucks Hill School		
0806	Bunker Hill School		
0827	Carrington School		
0807	Chase School		
0809	Driggs School		
0811	Generali School		
0826	Gilmartin School		
0813	Hopeville School		
0814	Kingsbury School		
0815	Maloney School		

0828	Regan School
0830	Rotella School
0820	Sprague School
0821	Tinker School
0822	Walsh School
0823	Washington School
0808	Wendall Cross School
0824	Woodrow Wilson School
B140	Food Service
Dept #	Department Name
0899	Food Service
B150	High Schools
Dept #	Department Name
0834	Arts Magnet School HS
0862	Crosby School
0864	Kennedy School
0843	State Street School
0863	Wilby School
B160	Middle Schools
Dept #	Department Name
0853	Arts Magnet School MS
0852	North End School
0850	Wallace School
0851	West Side School
B170	School Inspectors
Dept #	Department Name
0901	Custodial
0902	Skilled Maintenance
B180	Special Education
Dept #	Department Name
8849	SE - General Admin
8850	SE - Instruction
8851	SE - Speech
8852	SE - School Psychology
8853	SE - Social Work
8854	SE - Guidance
8855	SE - Pre K
8856	SE - Paraprofessionals
C100	Audit
Dept #	Department Name
0100	Audit
C110	Boards and Commissions
Dept #	Department Name
0103	Aldermen
0104	BOE Commision
0122	Sheriff
C120	Budget
Dept #	Department Name
0219	Budget

C130	City Clerk
Dept #	Department Name
0110	City Clerk
C140	City Planning
Dept #	Department Name
0147	City Planning
C150	Corporate Counsel
Dept #	Department Name
0107	Legal Department
C160	Finance
Dept #	Department Name
0201	Finance Acct&FinanceReport
0204	Assessment
0207	Tax Dept
0210	Purchasing
0216	Finance Grants Managements
0218	Payroll
C170	Fire Department
Dept #	Department Name
0300	Fire Commission
0310	Administration
0313	Automotive Repair
0314	Emergency Management
0315	Emergency Reporting
0316	Emergency Services
0317	Facility Management
0318	Fire Prevention
0319	Instruction & Trainin
C180	Health Department
Dept #	Department Name
0601	Administration
0602	Asthma Programs
0603	BioTerrorism Programs
0604	Environmental Health Programs
0605	Healthy Choices Programs
0606	HIV/AIDS Programs
0610	Immunization Programs
0615	Injury Prevention
0620	Lead Programs
0625	Other Grants
0630	Per Capita Grant
0635	Public Health Nursing
0640	STD Programs
0645	WIC Programs
C190	Human Resources
Dept #	Department Name
0116	Human Resources
0117	Benefits
0118	HRIS/Payroll Project

C200	Inspection
Dept #	Department Name
0504	Department of Inspections
C210	Information Technology
Dept #	Department Name
0220	Mgmt/Administration
0222	Technical
0223	Clerical
C220	Library
Dept #	Department Name
0700	Administration
0710	Children
0715	Circulation
0730	Maintenance
0735	Reference
0740	Technical
C230	Mayor's Office
Dept #	Department Name
0101	Mayor's Office
C240	Pension
Dept #	Department Name
1019	Pension - Education (WXY)
1025	Pension - Fire (WXY)
1030	Pension - General Gov. (WXY)
1040	Pension - Police (WXY)
1045	Pension - WPC (WXY)
1050	Pension - Water (WXY)
C250	Police Department
Dept #	Department Name
0301	AB-Extra Duty
0303	AB-Information Technology
0305	AB-Internal Affairs Division
0307	AB-Office Chief of Police
0309	AB-Parking Division
0311	AB-Property & Evidence
0313	AB-Quartermaster
0315	AB-Records Division
0316	AB-Facilities/Fleet Maint.
0317	AB-Training
0320	CB-Detective Division
0322	CB-Forensic Laboratory
0323	CB-Juvenile Division
0325	CB-Vice Division
0327	CB-Victim Services
0330	PB-Animal Control Division
0332	PB-Communications Div.
0334	PB-Community Relations
0336	PB-Patrol Division
C260	Public Works

Dept #	Department Name
0400	Office of Director
0401	Administration/Business
0404	Engineering
0407	Parks
0411	Central Vehicle Maintenance
0440	Refuse
0441	Refuse - Mark Lane Facility
0442	Public Buildings
0443	Streets & Highways
0450	Leisure Services
0470	Golf Course - East Mountain
0480	Golf Course - Western Hills
C270	Registrars
Dept #	Department Name
0119	Registrars
C280	Town Clerk
Dept #	Department Name
0113	Town Clerk
0136	Mail room
0137	Vital Statistic
0138	Photo Stats
C290	Water Department
Dept #	Department Name
4501	Admin & General Operations
4504	Pump Stations
4507	Water Treatment Operations
4510	Transm & Distrib Operations
4513	Customer Accounts
4519	Source of Supply
C300	Water Pollution Control
Dept #	Department Name
4001	Administration
4004	Sewer Operations
4007	Pump Operations
4010	Plant Operations
4013	Lab Operations
4016	SEDA Operations