

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: North Carolina Community College System Office

Division: Economic and Workforce Development

Budget Code: 1680

Center Title: Biotechnology Office

Center Number: 15001540

***** Position Information *****

Proposed Classification: Program Assistant V **Proposed Salary Grade:** 61

Salary Range: \$22, 251 - \$33,562 **Proposed Effective Date:** 01 / 01 / 04

Number of Positions: 1

	<u>Center Authorized Budget for</u> <u>Fy 03-04</u>	<u>Current Request -</u> <u>Annualized</u>
Total Budget	\$2,735,356 *	\$40,584 **
Receipts	\$2,735,356 *	\$40,584 **
Appropriation	\$ 0	\$ 0

* The Center Authorized Budget field is inclusive of the Current Request field.

** Current Request field represents position salary (\$33,562) and fringe benefits (\$7,022).

Funding Source(s): The Golden Leaf Foundation

Justification for Position (including description of duties and responsibilities):

The North Carolina Community College System (NCCCS) is requesting approval to establish six full-time positions. The NCCCS was awarded a grant from the Golden Leaf Foundation Board of Directors to establish a Biotechnology Office within the Community College System as part of our efforts to expand the biotechnology industry in North Carolina. The Biotechnology Office will coordinate our BioNetwork System which includes the development of five Community College Functional Skill Centers; management of innovation activities and equipment funds; participation in economic development recruitment strategies and activities; occupation of a shared-use facility; and development of web-based communications.

The positions will be established as subject to the state personnel act (SPA) and will be time-limited in accordance with grant funding. The total amount of grant funding is \$8,700,000 for a period of 36 months, beginning August 7, 2003.

Administrative Assistant: This position will report to the BioNetwork Director and will coordinate all administrative support for the BioNetwork. The position will also assist with collecting and compiling data for a variety of reports, providing staff assistance to the Director, and planning and organizing meetings and conferences.

The North Carolina Community College System has been delegated the authority from the Office of State Personnel to establish positions in this classification. A copy of our delegated authority agreement is attached.

Statutory Reference for Request

H. Martin Lancaster

Presentation to be made by

System President

Title

H. Martin Lancaster

Agency Head Signature

David McCoy

State Budget Officer Signature