

**Office of State Budget and Management
Establish New, Receipt-Supported Positions**

(G.S. 143-34.1)

Agency: NC Wildlife Resources Commission

Division: Division of Information Technology

Budget Code: 24350

Center Title: Information Technology

Center Number: 2113

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

Proposed Classification: Processing Assistant V

Proposed Salary Grade: 61

Salary Range: \$25,427 - \$39,228

Proposed Effective Date: 10 / 01 / 06

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u> <small>(max + fringe)</small>
Total Budget	\$ 2,531,280.00	\$ 48,884.00
Receipts	<u>2,531,280.00</u>	<u>48,884.00</u>
Appropriation	\$ 0.00	\$ 0.00

Funding Source(s): CRFL Transaction Fees

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

With the increase in staff and the 100% increase in transaction volumes as a result of the Coastal Recreational Fishing License implementation, the IT group needs a dedicated Administrative Assistant. This position will handle all administrative issues for the division, including purchasing, asset inventory, and interactions with vendors and ITS staff. The position will also interact with internal and external customers and handle low-level support tasks for all IT areas of responsibility.

Statutory Reference for Request

North Carolina Wildlife Resources Commission is charged by General Statute 113-132 with the management, regulation, protection, and conservation of wildlife resources, and inland fisheries in North Carolina.

Tommy Clark
Presentation to be made by

Finance Director
Title

Richard B. Hamilton
Agency Head Signature

David McCray
State Budget Officer Signature

OK
doc
9/8/06