

**ADMINISTRATIVE OFFICE OF THE COURTS  
HUMAN RESOURCE ACTION TRACKING SHEET**

*cc: Employee Personnel File & AOC Recruitment File*

<b>CLASSIFICATION TITLE:</b>			
<b>TOOL#: 21800-</b>		<b>PERM #:</b>	<b>LOCATION:</b>
<b>POSITION STATUS:</b>		<b>PERM General Fund % <u>  100  </u></b>	<b>TERM Fund <u>          </u> % <u>          </u></b>
<b>PAY RANGE</b>	<b>Min - Max: \$ - \$  100% Compa:\$</b>	<b>TASK PROFILE #:</b>	<b>TASK PROFILE #:</b>
<b>RECRUITMENT DATES:</b>			
<b>PAY RANGE ADVERTISED:</b>			
<b>TARGET PAY RATE/RANGE ADVERTISED:</b>			
<b>NEWSPAPER AD REQUESTED:</b>			
<b>MAGISTRATE DIV/WEA DIR APPROVAL TO RECRUIT:    Yes    No</b>			
<b>CANDIDATE INFORMATION</b>			
<b>Is the candidate a family member, domestic partner or household member of any Judicial Branch Employee or Judge:    Yes    No</b>			
<u>Select one:</u>	<b>NEW HIRE</b>	<b>PROMOTION</b>	<b>LATERAL TRANSFER</b>
<b>NAME:</b>		<b>SS or Employee ID #:</b>	
<b>Current Job Classification:</b>		<b>Current TOOL #: (If applicable.)</b>	
<b>Current Hourly Rate: \$</b>			
<b>PROPOSED HOURLY RATE: \$</b>		<b>COMPA RATIO: %</b>	
<b>% Increase:</b>		<b>Effective Date:</b>	
<b>FINAL AOC APPROVALS</b>			
	<b>Hourly Rate</b>	<b>Signature</b>	
<b>HR DIRECTOR (Recommendation)</b>			
<b>Budgeted Amount (Last incumbents hrly rate.):</b>			
<b>BUDGET DIRECTOR</b>			
<b>MAGISTRATE DIVISION DIRECTOR</b>			
<b>WEA or AOC DIRECTOR, If applicable.</b>			

**FINAL HOURLY RATE APPROVED:**  
**COMPA RATIO:**
