

**TO: Workforce Investment Board
Executive Committee**

DATE: 2/3/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: GEAR-UP Project Variable Shift Typist Clerk III

PROPOSED MOTION(S): Information Only

DISCUSSION: The Department of Workforce Investment is currently negotiating a contract with Merced Union High School District to provide a Variable Shift Typist Clerk III to assist the GEAR-UP Project Coordinator. The Variable Shift Typist Clerk III will be an employee of the Department of Workforce Investment. Salary and benefits will be reimbursed through the contract with Merced Union High School District. Total cost in pay and benefits will not exceed \$33,600.

ATTACHMENT(S): None.