

**Managing a Lean, Efficient and Effective Government Work Force  
Summary Report for**

**Name of agency**  
**Agency Code:**

**General information:**

Current date \_\_\_\_\_ Agency position level (from current Appropriation Act) \_\_\_\_\_

Total number of currently filled positions \_\_\_\_\_ Total number of filled positions on July 1, 1998 \_\_\_\_\_

**Hiring information:**

Job Classification Number	Job Title	Number of Funded Positions in Job Class	Number of Filled Positions in Job Class	Number of Positions to be Advertised	Why Position(s) Needs to be Filled

\_\_\_\_\_ **Date** \_\_\_\_\_ **Agency Head Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_ **Signature of Cabinet Secretary**