**Delegate Agency Human Resources Report**

***Due to DFSS the 7th of each Month***

**Name of Agency**  **Month/ Year Reporting**

**Completed by Page \_\_\_\_\_ of \_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF STAFF**  **TITLE OR POSITION**  **SALARY SOURCE(S)** | **TYPE OF PERSONNEL ACTION** | | **DATE**  **OF**  **PERSONNEL**  **ACTION** | **CRC**  **CLEARANCES**  **OBTAINED BEFORE HIRE** | **STAFF**  **MARKED**  **INACTIVE**  **IN COPA** | **STAFF**  **DEACTIVATED**  **FROM COPA/TSGOLD** | | **KEY POSITION APPROVED**  **BY POLICY COMMITTEE AND THE BOARD &**  **DATE OF APPROVAL** | | **COMMENTS** |
| **Policy Committee** | **Board** |
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| **# of volunteers** | **# of volunteers w/ CRCs** | | | **# of PD Trainings** | | **#of Board Trainings** | | | **#of Policy Committee Trainings** | |
|  |  | | |  | |  | | |  | |
| **Staff Vacancies** | | | | | | | | | | |
| **TITLE** | **LENGTH OF VACANCY** | **SITE AND CLASSROOM**  **OR**  **AGENCY LEVEL** | | | | | **PLAN TO HIRE/HIRING PROCESS STATUS** | | | |
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| **Are there any vacancies from the previous month’s report? Please explain:** | | | | | | | | | | |