

Space Planning Estimate Personnel Area Calculations

Space Planning Form #1

Division/Section _____

Director _____ Phone _____ E-Mail _____

Project Contact _____ Phone _____ E-Mail _____

Personnel Areas

STAFF POSITIONS	POSTION	COUNT
	<i>Current</i>	<i>Future</i>
Administrative (Director/Assistant Director, etc.)		
Manager		
Supervisor		
Professional		
Junior Level Professional		
Technical		
Clerical		
Field Employee, Trades, Utilities Operations, Maintenance, other non-professional services, Miscellaneous.		
Other		
<i>Totals</i>		

- List, on a separate sheet, each authorized staff position and person filling that position. Indicate staff positions that are authorized but currently vacant. Indicate projections for cumulative number at move-in and a future date.

- Indicate personnel in your section that perform duties and are filling position classifications that require compliance with the Health Insurance Portability and Accountability Act (HIPAA) privacy issues.