



CONTACT INFORMATION

Requester: Jacob Sutton Title of Requester: Appraiser
Dept. Phone Number/Extension: 8778 Date Requested: 113020

POSITION INFORMATION

Position Title: Senior Appraiser Supervisor: Sue Bostwick

1. Is the purpose of this request to fill a position as a result of a **vacancy**? Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to **reclassify** a current position? Yes ☒ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☒

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: 40

Justification of request / change of position **(REQUIRED)**: When hired the position was for a Senior Appraiser.
Jacob did not have the educational requirements for the position (holding a MCAO (2)). Therefore he was hired at the Appraiser
position. He is currently a MAAO (3) and meets the qualifications for the position and is capable of doing the work.

FUNDING INFORMATION

Base Annual Salary: 52,272 yr./25.1307 hr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation **(Required)**: Current: Org. 10125700 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head _____ Date _____

HR OFFICE ONLY

Job Class: 6026 Job Title: Senior Appraiser Grade/Step: 8 S / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 12.01.2020

BUDGET OFFICE ONLY

Position Control # 25700106 Org. 10125700

Funds Available: Yes ☒ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐

Comments: requires BOC approval increasing position from .50 FTE to 1.0 FTE and eliminating 25700105 1.0 FTE

Budget Reviewed: tbettate Date: 12/1/2020

Resolution #: _____ Board Authorized on Date: _____