



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 [X]

If so, name of person last holding this position:

2. Is the purpose of this request to reclassify a current position? Yes [X] No []

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes [] No [X] From: To:

If so, name of current incumbent:

4. Is the purpose of this request to transfer a current position? Yes [] No [X]

If so, Current Department: Proposed Department:

Position Type: Regular [X] Term/Grant [] Temp. [] Unpaid [] Special []

Position Status: Full Time (30+) [X] 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 [X] % Funded:

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

Position will be funded by: General Fund [X] 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 [X] No [] Object Code: 704000 [X] 706000 [] 706001 []

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

Budget Reviewed: [Signature] Date: 12/1/2020

Resolution #: Board Authorized on Date: