



## CONTACT INFORMATION

Requester: Eric GutenbergTitle of Requester: Assistant Prosecutor/Family SupDept. Phone Number/Extension: 517.548.1444Date Requested: 05/12/2021

## POSITION INFORMATION

Position Title: Administrative AideSupervisor: Eric Gutenberg1. 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: Aliya McKethern2. 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: 20 To: 30

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: \_\_\_\_\_Justification of request / change of position (**REQUIRED**): Need to increase increase  
work hours for position to bring office to optimum staffing level.

## FUNDING INFORMATION

Base Annual Salary: \$17,094/hr. 35,556/yr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 66Allocation (**Required**): Current: Org. 2382671 % 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 \_\_\_\_\_

Eric Gutenberg

Department Head

05/12/202

Date

## HR OFFICE ONLY

Job Class: 1070 Job Title: Administrative Aide Grade/Step: 3 / 1FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 05/12/2021

## BUDGET OFFICE ONLY

Position Control # 26717103 Org. 23826717Funds Available: Yes ☒ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐Comments: utilize vacancy savings**Requires BOC approval**

Budget Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_

Resolution #: \_\_\_\_\_ Board Authorized on Date: \_\_\_\_\_