



CONTACT INFORMATION

Requester: Greg Kellogg Title of Requester: Director
Dept. Phone Number/Extension: 517-540-7843 Date Requested: 6/30/2021

POSITION INFORMATION

Position Title: Driver - 19 hour Supervisor: Trisha Reed

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: Bob Heffron, Winston Gee, Gerald Baker

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: 19

Justification of request / change of position (**REQUIRED**): Reclassify three (3) vacant 19-hour G.3 Driver positions to the new G.2 non-CDL Driver position

FUNDING INFORMATION

Base Annual Salary: ^{15.9020 hr./15,876.3977 yr.} _____ This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: 85

Allocation (**Required**): Current: Org. 58853800 % 100 Proposed (If changing): Org. _____ % _____

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

REQUIRED APPROVALS

Trisha Reed 06/30/2021 Greg Kellogg 06/30/2021
Supervisor (if applicable) Date Department Head Date

HR OFFICE ONLY

Job Class: 2029 Job Title: Driver Non-CDL Grade/Step: NU2 / 1

FTE: 0.48 Employee Group: NU HR Reviewed: Amy Hill Date: 06/30/2021

BUDGET OFFICE ONLY

Position Control # 53800132, 53800135, 53800151 Org. 58853800

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

Comments: requires BOC approval

Budget Reviewed: [Signature] Date: 6/30/21

Resolution #: _____ Board Authorized on Date: _____