



CONTACT INFORMATION

Requester: Michelle LaRose Title of Requester: Deputy Drain Commissioner
Dept. Phone Number/Extension: 517-375-9611 Date Requested: 8/11/2021

POSITION INFORMATION

Position Title: Assistant Wastewater Operator Supervisor: Michelle LaRose

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)**: _____

Requesting to add one FTE to the Drain Commissioner staff in the form of an Assistant
Wastewater Operator.

FUNDING INFORMATION

Base Annual Salary: 21.2365/hr ^{44,172/yr.} This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation **(Required)**: Current: Org. 10127500 % 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 Michelle LaRose Date 8/11/2021

HR OFFICE ONLY

Job Class: 2043 Job Title: Assistant Wastewater Operator Grade/Step: 6 / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 08/11/2021

BUDGET OFFICE ONLY

Position Control # 27500124 Org. 10127500

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

Comments: Requires BOC approval. Utilizing vacancy savings for 2021. Will need to be added to the 2022 budget.
Wages offset by charges to drain system.

Budget Reviewed: tbettate Date: _____

Resolution #: _____ Board Authorized on Date: _____