



CONTACT INFORMATION

Requester: Dave Feldpausch
Dept. Phone Number/Extension: 517-546-6220

Title of Requester: EMS Director
Date Requested: 9/1/2021

POSITION INFORMATION

Position Title: Education Instructor Coordinator

Supervisor: Amy Chapman

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: N/A

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

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:

Justification of request / change of position (REQUIRED): new education position

FUNDING INFORMATION

Base Annual Salary: 25,696.2hr./53,448yr. This position is funded in whole or in part by a grant: Yes [ ] No [X] % Funded:

Allocation (Required): Current: Org. 21065100 % 100 Proposed (If changing): Org. %

Position will be funded by: General Fund [ ] Enterprise Fund [ ] Special Revenue Fund [X] Internal Service Fund [ ]

REQUIRED APPROVALS

Supervisor (if applicable) Date

Department Head Date 9/1/21

HR OFFICE ONLY

Job Class: 5028 Job Title: Education Inst Coordinator EMS Grade/Step: 8 S / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 09/01/2021

BUDGET OFFICE ONLY

Position Control # 65100121 Org. 21065100

Funds Available: Yes [X] No [ ] Object Code: 704000 [X] 706000 [ ] 706001 [ ]

Comments: Requires BOC approval. Utilizing vacancy savings for 2021. Will need to be added to the 2022 budget.

Budget Reviewed: Date:

Resolution #: Board Authorized on Date: