

# Livingston County, Michigan

## POSITION REQUEST/CHANGE FORM



### CONTACT INFORMATION

Requester: Michelle LaRose Title of Requester: Deputy Drain Commissioner  
 Dept. Phone Number/Extension: 517-375-9611 Date Requested: 1/10/2022

### POSITION INFORMATION

Position Title: Engineering Surveyor Supervisor: Ken Recker

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)**: Creating new position (adding FTE) - pending approval by the County Board of Commissioners

### FUNDING INFORMATION

29.3963 hr./61,144 yr. 20,200.00 Base Annual Salary: 20,200.00 This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_

Allocation **(Required)**: Current: Org. 10127500 % 50 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 R. J. Smith Date 1/10/2022

### HR OFFICE ONLY

Job Class: 3007 Job Title: Engineering Surveyor Grade/Step: 9 H / 1  
 FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 01/12/2022

### BUDGET OFFICE ONLY

Position Control # \_\_\_\_\_ Org. 10127500

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

Comments: REQUIRES BOC APPROVAL. NOT INCLUDED IN 2022 BUDGET

Budget Reviewed: H. Battista Date: 1/12/22

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