



CONTACT INFORMATION

Requester: Kevin Eggleston Title of Requester: Director of Facility Services
Dept. Phone Number/Extension: 546-6491 Date Requested: 1/27/23

POSITION INFORMATION

Position Title: Maintenance Mechanic Supervisor: Kevin Eggleston

1. Is the purpose of this request to fill a position as a result of a vacancy? Yes [checked] No [ ]
If so, name of person last holding this position: Tim Griswold

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

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes [checked] No [ ] From: 30 To: 40
If so, name of current incumbent: Tim Griswold

4. Is the purpose of this request to transfer a current position? Yes [ ] No [checked]
If so, Current Department: Proposed Department:

Position Type: Regular [checked] Term/Grant [ ] Temp. [ ] Unpaid [ ] Special [checked]

Position Status: Full Time (30+) [checked] Part-Time (21-29) [ ] Part-Time (20 or Less) [ ] Number of hours per week:

Justification of request / change of position (REQUIRED): To change a 30hr/week full-time position to a standard 40hr/week position. Tim is retiring 3/2/23

FUNDING INFORMATION

Base Annual Salary: \$20.82/hr 43,305.60 yr. This position is funded in whole or in part by a grant: Yes [ ] No [checked] % Funded:

Allocation (Required): Current: Org. 63126500 % 100 Proposed (If changing): Org. %

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

REQUIRED APPROVALS

Supervisor (if applicable) Date Department Head [Signature] Date 1/27/23

HR OFFICE ONLY

Job Class: 2005 Job Title: Maintenance Mechanic FS Grade/Step: NU4 / 1

FTE: 1.0 Employee Group: NU HR Reviewed: [Signature] Date: 01/27/2023

BUDGET OFFICE ONLY

Position Control # 26500104 Org. 63126500

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

Comments: may require budget amendment if all positions staffed all year requires BOC approval

Budget Reviewed: [Signature] Date: 1/27/23

Resolution #: Board Authorized on Date: