



CONTACT INFORMATION

Requester: Melissa Scharrer Title of Requester: Friend of the Court
Dept. Phone Number/Extension: x7713 Date Requested: 2/13/2023

POSITION INFORMATION

Position Title: FOC Conciliator Supervisor: Melissa Scharrer

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: _____

* Justification of request / change of position (REQUIRED): Kathy Oemke currently is in this position as a PPT, 20 hours or less. Diane Valente was hired as a temporary PT to assist when Ms. Oemke was unable. This has worked well and I am asking that Ms. Valente's status be changed to irregular part-time to continue in this role.

FUNDING INFORMATION

Base Annual Salary: \$37.87/hr. 37,809.40/yr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 66%

Allocation (Required): Current: Org. 21528900 % 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 Melissa Scharrer Date 2/13/2023

HR OFFICE ONLY

Job Class: 7029 Job Title: Conciliator - FOC Grade/Step: N11H / 1

FTE: 0.48 Employee Group: NU HR Reviewed: Amy Hill Date: 03.15.2023

BUDGET OFFICE ONLY

Position Control # 14100106 Org. 21528900

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

Comments: requires BOC approval to allow for a pooled position

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____