



CONTACT INFORMATION

Requester: Sue Bostwick

Title of Requester: Director

Dept. Phone Number/Extension: 540-8778

Date Requested: 2-24-23

POSITION INFORMATION

Position Title: Deputy Director

Supervisor: Director

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): To get someone ready to assume the Director

position. To have adequate staff available to ensure the functions of the department

are met with above average standards.

FUNDING INFORMATION

Base Annual Salary: 92,108 x 90,595.21 This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 101257 % 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 _____ Sue Bostwick 2/24/23
Department Head _____ Date _____

HR OFFICE ONLY

Job Class: 7026 Job Title: Deputy Equalization Director Grade/Step: N13S / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 02/28/2023

BUDGET OFFICE ONLY

Position Control # 25700102 Org. 28625700

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

Comments: Requires BOR approval and Budget Amendment

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____