



CONTACT INFORMATION

Requester: Jason Pless Title of Requester: Undersheriff
Dept. Phone Number/Extension: 7911 Date Requested: 6/7/2023

POSITION INFORMATION

Position Title: Data Analyst Supervisor: Kelly Costa

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:

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 [x] No [] From: 28.0 To: 40.0

If so, name of current incumbent: Violet Lynn Green

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): employee will retain current duties and tasks will be enhanced per Resolution in order to provide operational stability within Central Records as well as consistent coverage of daily operations.

FUNDING INFORMATION

Base Annual Salary: 25.94 hr./53,955.20 yr. This position is funded in whole or in part by a grant: Yes [] No [x] % Funded:

Allocation (Required): Current: Org. 10130100 % 100 Proposed (If changing): Org. %

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

REQUIRED APPROVALS

Supervisor (if applicable) Date Department Head Date 6/7/2023

HR OFFICE ONLY

Job Class: 4016 Job Title: Data Analyst Grade/Step: NU5 / 6

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.08.2023

BUDGET OFFICE ONLY

Position Control # 30100121 [x] Org. 10130100 [x]

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

Comments: Requires BOC approval

Budget Reviewed: Date:

Resolution #: Board Authorized on Date: