



CONTACT INFORMATION

Requester: Matt Bolang Title of Requester: Health Officer
Dept. Phone Number/Extension: 517-522-6805 Date Requested: 3-19-24

POSITION INFORMATION

Position Title: School Liaison Coordinator Supervisor: Lindsay Kalberer

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: Michelle Steele (term 02.23.2024)

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

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes [checked] No [] From: 29 To: 40
If so, name of current incumbent: vacant

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 []

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): This position would replace the current Hearing and Vision Coordinator and is responsible for the execution of all programs that interact with or provide oversight with schools in the county and may also coordinate the work of other clerical staff and provides leadership and guidance to other staff members.

FUNDING INFORMATION

Base Annual Salary: \$29.98/Hr This position is funded in whole or in part by a grant: Yes [checked] No [] % Funded: 100

Allocation (Required): Current: Org. 22160100 % 100 Proposed (if changing): Org. %

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

REQUIRED APPROVALS

Supervisor (if applicable) [Signature] 3-19-24 Date Department Head [Signature] 3/19/24 Date

HR OFFICE ONLY

Job Class: 6040 Job Title: School Liaison Coordinator Grade/Step: NU8H / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 03.21.2024

BUDGET OFFICE ONLY

Position Control # 60100115 [checked] Org. 22160100

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

Comments: Requires BOC approval

Budget Reviewed: Date:

Resolution #: Board Authorized on Date: