



CONTACT INFORMATION

Requester: Dave FeldpauschTitle of Requester: EMS DirectorDept. Phone Number/Extension: 517-546-6220Date Requested: 3-5-24

POSITION INFORMATION

Position Title: Administrative SpecialistSupervisor: Amy Chapman

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): Beth Whiteson is TEMP. Butler.
Request to move her to a full time admin specialist

FUNDING INFORMATION

Base Annual Salary: 23.05 hr./47,944.00 yr.This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____Allocation (Required): Current: Org. 21065100 % 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 Dave FeldpauschDate 3-5-24

HR OFFICE ONLY

Job Class: 1074 Job Title: Administrative Specialist Grade/Step: NU 5 / 1FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 03.08.2024

BUDGET OFFICE ONLY

Position Control # 65100125 Org. 21065100Funds Available: Yes ☐ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐Comments: Requires BOC approval

Budget Reviewed: _____

Date: _____

Resolution #: _____

Board Authorized on Date: _____