



CONTACT INFORMATION

Requester: Dave Feldpausch Title of Requester: EMS Director
Dept. Phone Number/Extension: 517-546-6220 Date Requested: 3-5-24

POSITION INFORMATION

Position Title: Administrative Specialist Supervisor: Amy Chapman

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 []

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes [x] No [] From: 20 To: 40
If so, name of current incumbent: Diane Szerlag

4. Is the purpose of this request to transfer a current position? Yes [] No []
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): Request to move part time admin specialist to full time admin specialist.

FUNDING INFORMATION

24.4522 hr./50,860.57 yr. Base Annual Salary: _____ This position is funded in whole or in part by a grant: Yes [] No [x] % Funded: _____

Allocation (Required): Current: Org. 21065100 % 100 Proposed (If changing): Org. _____ % _____

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

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head Dave Feldpausch Date 3-5-24

HR OFFICE ONLY

Job Class: 1074 Job Title: Administrative Specialist Grade/Step: NU 5 / 3

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 03.08.2024

BUDGET OFFICE ONLY

Position Control # 65100117 Org. 21065100

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

Comments: Requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____