



CONTACT INFORMATION

Requester: Daniel DuChene Title of Requester: Circuit Court Administrator
Dept. Phone Number/Extension: 7814 Date Requested: May 20, 2024

POSITION INFORMATION

Position Title: Lead Security Officer Supervisor: Chief Judge

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 [x] No []

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

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): Pay Grade Evaluation and Recommendation
Performed by MGT Steven Harvey currently in position.

FUNDING INFORMATION

Base Annual Salary: 63,814 yr./30.68 hr. This position is funded in whole or in part by a grant: Yes [] No [x] % Funded: _____

Allocation (Required): Current: Org. 10128100 % 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 [Signature] _____ Date: May 19, 2024

HR OFFICE ONLY

Job Class: 4015 Job Title: Lead Court Security Officer Grade/Step: NU7 / 5

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 05.20.2024

BUDGET OFFICE ONLY

Position Control # 16800110 Org. 10128100

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

Comments: Requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____