



## CONTACT INFORMATION

Requester: Deborah Shaw  
Dept. Phone Number/Extension: 7739

Title of Requester: Juvenile & Probate Court Administrator  
Date Requested: 6/18/2024

## POSITION INFORMATION

Position Title: QualityDataandCollectionsSpecialist (new)

Supervisor: D. Shaw/H. McCray-Germain

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 ☐ (current EE is Julia Goeman)

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): legislative changes require a local quality assurance specialist to support the implementation of research-based practices.

This is a reclassification of position control number 14900205 from Reimbursement and Collections Clerk to Quality Data and Collections Specialist

## FUNDING INFORMATION

Base Annual Salary: 47,622 yr./22.8953 hr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: \_\_\_\_\_

Allocation (Required): Current: Org. see attached % \_\_\_\_\_ 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 \_\_\_\_\_

Deborah Shaw  
Department Head

6/18/2024  
Date

## HR OFFICE ONLY

Job Class: 2094 Job Title: Quality Data & Collections Specialist Grade/Step: CT5 / 4

FTE: 1.0 Employee Group: CTS HR Reviewed: Amy Hill Date: 06.18.2024

## BUDGET OFFICE ONLY

Position Control # 14900205 Org. 50% - 10128400 / 50% - 29266200

Funds Available: Yes ☐ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐

Comments: Requires BOC approval

Budget Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_

Resolution #: \_\_\_\_\_ Board Authorized on Date: \_\_\_\_\_