



CONTACT INFORMATION

Requester: Kecia S. Williams Title of Requester: Director of 911
Dept. Phone Number/Extension: 517 540-7682 Date Requested: 12-12-24

POSITION INFORMATION

Position Title: Irregular Dispatcher Supervisor: Kecia S. Williams

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): Reorganization of current Irregular Dispatcher
position .6 FTE. to a .5 FTE resulting in a savings of \$16,000 a year. Darin Lerner is currently holding
this position.

FUNDING INFORMATION

Base Annual Salary: 25.52 hr./26,540.80 yr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 26132500 % 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 Kecia S. Williams Date 12-12-24

HR OFFICE ONLY

Job Class: 6012 Job Title: Dispatcher - Irregular Grade/Step: NU6 / 1
FTE: 0.50 Employee Group: NU HR Reviewed: Amy Hill Date: 12.16.2024

BUDGET OFFICE ONLY

Position Control # 32500144 Org. 26132500

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

Comments: Requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____