



CONTACT INFORMATION

Requester: Jim Rowell Title of Requester: Building Dept. Director
Dept. Phone Number/Extension: 6724 Date Requested: 4/24/2025

POSITION INFORMATION

Position Title: Office Manager -Building Supervisor: Dept. Director or Deputy Director

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)**: We currently have 6 Admin Specialists. We would like to make one an office manager. There will not be an increase in staff. The is a reclassification of one of the 6 existing positions. We will still have 6 staff at the front counter.

FUNDING INFORMATION

Base Annual Salary: \$28.07 or \$58,385 This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation **(Required)**: Current: Org. 37100-70400 % 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 _____ Jim Rowell _____ 4/24/2025
Department Head _____ Date _____

HR OFFICE ONLY

Job Class: 1214 Job Title: Office Manager Building Grade/Step: NU7 H / 5

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 04.24.2025

BUDGET OFFICE ONLY

Position Control # 37100114 Org. 54937100

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

Comments: requires Personnel Committee approval
utilizing vacancy savings from open PT Irregular Inspector position

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____