



## CONTACT INFORMATION

Requester: Kelly CostaTitle of Requester: Executive AssistantDept. Phone Number/Extension: 7922Date Requested: 4/24/2025

## POSITION INFORMATION

Position Title: Central Records SpecialistSupervisor: Darcy MacMillan1. 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): to reclassify Central Records Specialist position to Grade 4 as recommended by MGT

## FUNDING INFORMATION

Base Annual Salary: \$22.09/hr \$45,947.20 yr.This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_Allocation (Required): Current: Org. 10130100 % 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 \_\_\_\_\_

Date \_\_\_\_\_

## HR OFFICE ONLY

Job Class: 1209 Job Title: Central Records SpecialistGrade/Step: NU4 / 1FTE: 1.0Employee Group: NUHR Reviewed: Amy HillDate: 04.24.2025

## BUDGET OFFICE ONLY

Position Control # 30100110Org. 10130100Funds Available: Yes ☒ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐Comments: requires Personnel Committee approval  
utilizing vacancy savings in 706001

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

Date: \_\_\_\_\_

Resolution #: \_\_\_\_\_

Board Authorized on Date: \_\_\_\_\_