



CONTACT INFORMATION

Requester: Kelly Costa Title of Requester: Executive Assistant
Dept. Phone Number/Extension: 7922 Date Requested: 4/24/2025

POSITION INFORMATION

Position Title: Central Records Specialist x4 Supervisor: Darcy MacMillan

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): to reclassify Central Records Specialist position to Grade 4 as recommended by MGT

FUNDING INFORMATION

Base Annual Salary: \$22.09/hr \$22,973.60 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 Specialist Grade/Step: NU4 / 1

FTE: 0.50 Employee Group: NU HR Reviewed: Date: 04.24.2025

BUDGET OFFICE ONLY

Position Control # 30100109/ 30100112/ 30100114/ 30100116 Org. 10130100

Funds 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: _____