



## CONTACT INFORMATION

Requester: Lori A. Marran Title of Requester: Deputy Friend of the Court  
Dept. Phone Number/Extension: 517 540-7735 Date Requested: 5/21/2025

## POSITION INFORMATION

Position Title: Chief Account Clerk Supervisor: Melissa A. Scharrer

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): This is an appeal of the MGT wage study.

Position will be upgraded from Grade 6 to Grade 7, with the title changing to: Chief Account & Procurement Specialist. Currently Jonathan Shannon is in this spot.

## FUNDING INFORMATION

31.1574 hr./64,807.39 yr.  
Base Annual Salary: \_\_\_\_\_ This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_

Allocation (Required): Current: Org. 21528900 % 100 Proposed (If changing): Org. \_\_\_\_\_ % \_\_\_\_\_

Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

## REQUIRED APPROVALS

Lori A. Marran 5/21/2025 Melissa A. Scharrer 5/21/2025  
Supervisor (if applicable) Date Department Head Date

## HR OFFICE ONLY

Job Class: 1061 Job Title: Chief Account & Procurement Specialist Grade/Step: CT7 / 7

FTE: 1.0 Employee Group: CTS HR Reviewed: Amy Hill Date: 05.21.2025

## BUDGET OFFICE ONLY

Position Control # 14100221 Org. 21528900

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

Comments: requires Personnel Committee approval

Budget Reviewed: 1502 Date: 5/21/25

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