



CONTACT INFORMATION

Requester: Lori A. Marran
Dept. Phone Number/Extension: 517 540-7735

Title of Requester: Deputy Friend of the Court
Date Requested: 5/21/2025

POSITION INFORMATION

Position Title: Support Enforcement Officer

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 8 to Grade 9. The title will NOT change and this position will still be known as: Support Enforcement Officer. Michael Yenshaw is currently in this spot.

FUNDING INFORMATION

35.7654 hr./74,392.03 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

Supervisor (if applicable)

Date

Melissa A. Scharrer 5/21/2025

Department Head

Date

HR OFFICE ONLY

Job Class: 7069 Job Title: Support Enforcement Officer Grade/Step: CT9 / 5

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

BUDGET OFFICE ONLY

Position Control # 14100202 Org. 21528900

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

Comments: requires Personnel Committee approval

Budget Reviewed: [Signature] Date: 5/21/25

Resolution #: _____

Board Authorized on Date: _____