



CONTACT INFORMATION

Requester: Matt BolangTitle of Requester: Health OfficerDept. Phone Number/Extension: 6870Date Requested: 5/21/25

POSITION INFORMATION

Position Title: Admin Specialist-HealthSupervisor: Lindsay Kalberer

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 to change the position currently held by Kathryn Kennedy from Admin Specialist to WIC Technician

FUNDING INFORMATION

Base Annual Salary: 29,196.00 hr. / 36,436.61 yr.
\$20.20/Hr This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100Allocation (Required): Current: Org. 22160100 % _____ 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 [Signature]Date 5/20/25

HR OFFICE ONLY

Job Class: 6041 Job Title: WIC Technician Grade/Step: NU5 / 8FTE: 0.60 Employee Group: NU HR Reviewed: Amy Hill Date: 05.22.2025

BUDGET OFFICE ONLY

Position Control # 60100108 Org. 22160100Funds Available: Yes ☒ No ☐ Object Code: 704000 ☐ 706000 ☒ 706001 ☐Comments: no cost changeBudget Reviewed: [Signature]Date: 5/22/25

Resolution #: _____

Board Authorized on Date: _____