



## CONTACT INFORMATION

Requester: Jim Rowell Title of Requester: Building Department Director  
Dept. Phone Number/Extension: 6724 Date Requested: 5/6/2025

## POSITION INFORMATION

Position Title: Administrative Specialist Supervisor: Jim Rowell

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: 40 To: 32

If so, name of current incumbent: Jennifer Bee

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)**: Permit activity and revenue are down.

This employee has volunteered to reduce her hours

## FUNDING INFORMATION


\$30.0766/hr. Base Annual Salary: \$49,379-62,566 This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_

Allocation **(Required)**: Current: Org. 37100-70400 % 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 \_\_\_\_\_

 Jim Rowell 5/7/2025  
Department Head \_\_\_\_\_ Date \_\_\_\_\_

## HR OFFICE ONLY

Job Class: 1074 Job Title: Administrative Specialist Grade/Step: NU5 / 9

FTE: 0.80 Employee Group: NU HR Reviewed: Amy Hill Date: 05.14.2025

## BUDGET OFFICE ONLY

Position Control # 37100115 Org. 54937100

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

Comments: reduce hours of authorized position from 40 to 32

Budget Reviewed: 15002 Date: 5/15/25

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