



## CONTACT INFORMATION

Requester: Elizabeth Hundley Title of Requester: Clerk  
Dept. Phone Number/Extension: x 8752 Date Requested: 6/10/2025

## POSITION INFORMATION

Position Title: Elections Specialist/Deputy Clerk Supervisor: Elizabeth Hundley

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): MGT's recommended grade placement for this  
job position following a reclassification request. Currently Joseph Takacs is in this position.

## FUNDING INFORMATION

Base Annual Salary: 30.88 hr./64,230.40 yr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_

Allocation (Required): Current: Org. 10121500 % 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 \_\_\_\_\_

Elizabeth Hundley 6/10/2025  
Department Head Date

## HR OFFICE ONLY

Job Class: 1044 Job Title: Election Specialist/Deputy Clerk Grade/Step: NU8H / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.12.2025

## BUDGET OFFICE ONLY

Position Control # 21500103 Org. 10121500

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

Comments: Funds not available within budget. Requesting additional funds.

Requires Personnel Committee approval.

Budget Reviewed: 1502 Date: 6/13/25

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