



## 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 Manager/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 Franklin Joseph Bridgman is in this position.

## FUNDING INFORMATION

Base Annual Salary: 89,406.94 This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_

Allocation (Required): Current: Org. 10126200 % 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 \_\_\_\_\_  
Department Head Elizabeth Hundley Date 6/10/2025

## HR OFFICE ONLY

Job Class: 6004 Job Title: Elections Manager/Deputy Clerk Grade/Step: N12S / 1  
FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.12.2025

## BUDGET OFFICE ONLY

Position Control # 21500101 Org. 10126200

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: \_\_\_\_\_