



CONTACT INFORMATION

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

POSITION INFORMATION

Position Title: Assistant FOIA Coordinator 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: 20

Justification of request / change of position **(REQUIRED)**: This is a request for a new position within the Clerk's office as part of the 2026 budget process. MGT has evaluated this position and has recommended a Grade 5 based on the non-union pay grade scale.

FUNDING INFORMATION

Base Annual Salary: _____ This position is funded in whole or in part by a grant: Yes ☐ No ☐ % Funded: _____

Allocation **(Required)**: Current: Org. _____ % _____ 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: _____ Job Title: _____ Grade/Step: NU5 / 1

FTE: .50 Employee Group: NU HR Reviewed: _____ Date: _____

BUDGET OFFICE ONLY

Position Control # _____ Org. 10121500

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

Comments: grade placement requires personnel committee approval. Addition of FTE requires BOC approval - requesting through annual budget process for 1/1/26

Budget Reviewed: [Signature] Date: 6/25/25

Resolution #: _____ Board Authorized on Date: _____