



CONTACT INFORMATION

Requester: Deborah Shaw

Title of Requester: Juvenile & Probate Court Administrator

Dept. Phone Number/Extension: 7739

Date Requested: 6/18/2025

POSITION INFORMATION

Position Title: Juvenile Register

Supervisor: Deborah Shaw

1. Is the purpose of this request to fill a position as a result of a vacancy? Yes [] No [x]

If so, name of person last holding this position: _____

2. Is the purpose of this request to reclassify a current position? Yes [x] No []

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes [] No [x] From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes [] No [x]

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular [x] Term/Grant [] Temp. [] Unpaid [] Special []

Position Status: Full Time (30+) [x] Part-Time (21-29) [] Part-Time (20 or Less) [] Number of hours per week: _____

Justification of request / change of position (REQUIRED): MGT completed an assessment of this position and recommended a reclassification from NU grade 7 to NU grade 8. Erin Ostwald is currently in this position.

FUNDING INFORMATION

Base Annual Salary: 35.81 hr. / \$74,485 yr. This position is funded in whole or in part by a grant: Yes [x] No [] % Funded: 10%

Allocation (Required): Current: Org. 10128400 - 90% 29266200 - 10% Proposed (If changing): Org. 10128400 - 20% 29266200 - 80%

Position will be funded by: General Fund [x] Enterprise Fund [] Special Revenue Fund [x] Internal Service Fund []

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head: Deborah Shaw Date: 6/18/2025

HR OFFICE ONLY

Job Class: 6016 Job Title: Juvenile Court Register Grade/Step: NU 8H / 6

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.18.2025

BUDGET OFFICE ONLY

Position Control # 14900103 Org. _____

Funds Available: Yes [] No [] Object Code: 704000 [] 706000 [] 706001 []

Comments: _____

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

REVISED 2026 ALLOCATION

OTSWALD, ERIN	ACCT/PROJECT STRING	ALLOCATION
	CCF-INT 662CCJUV20-INTJUVSER-SALARIES-SALARY	20%
	CCF-RTA 207 662CCJUV20-RTACC-SALARIES-RTA SALARY	0%
	10128400 704000	80%
CCF-NONINT-JUV CRT	10128400 704000 RTA	0%
	RTA GRANT	0%
	CENTRAL	0%
	TOTAL	100%

CURRENT 2025 ALLOCATION

OTSWALD, ERIN	ACCT/PROJECT STRING	ALLOCATION
	CCF-INT 662CCJUV20-INTJUVSER-SALARIES-SALARY	10%
	CCF-RTA 207 662CCJUV20-RTACC-SALARIES-RTA SALARY	0%
	10128400 704000	90%
CCF-NONINT-JUV CRT	10128400 704000 RTA	0%
	RTA GRANT	0%
	CENTRAL	0%
	TOTAL	100%