



## New Position/Reclassification/Increase Request

Complete this form to request new or over hire positions; position reclassification to higher salary grade/salary increase not related to progression plan changes.

1. Department Number / Name <i>(required field)</i>	5810 / Hope United Survivor Network			
2. Type of Request - <i>Select From Drop-Down (required field)</i>	Reclassification			
3. Position Title <i>(required field)</i>	Shelter Support Services Liaison			
4. Position Number, or TBD <i>(required field)</i>	TBD			
5. Salary Grade, or TBD <i>(required field)</i>	111			
6. Effective Date <i>(required field)</i>	5/29/2024			
7. Funding Source <i>(required field)</i>	Federal		County	100%
% of Total Position Costs	State		Other	
8. Salary & Benefits Impact <i>(required field)</i>	FT (40 hrs)	PT (29 Hrs)	HT (19 Hrs)	LEO
Annual Salary Impact	\$ 32,965			
FICA/Medicare (7.65%)	\$ 2,522	\$ -	\$ -	\$ -
Retirement (12.88%) LEO (14.04%)	\$ 4,246	\$ -		\$ -
Health and Dental Insurance (\$14,775)	\$ 14,775			\$ -
401K (5%) FT, PT & LEO	\$ 1,648	\$ -		\$ -
<b>Subtotal</b>	<b>\$ 56,156</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
9. Operating Impact <i>(required if below will add to budget)</i>	Description			
Equipment Needed				\$ -
Training				\$ -
Uniform				
Gas				\$ -
Equipment Maintenance				\$ -
Other				\$ -
<b>Subtotal</b>				<b>\$ -</b>
10. Capital Impact <i>(required if Capital assets needed)</i>	Description			
Vehicle (Complete New Request)				\$ -
Other				\$ -
<b>Subtotal</b>				<b>\$ -</b>
11. Budgetary Process Type <i>(required field)</i>	<b>\$ 56,156</b>			
<b>SELECT FROM DROP-DOWN MENU OPTIONS --&gt;</b>	Mid- Fiscal Year Change - PROPER DOCUMENTATION MUST BE ATT			
Account # <i>(required If Transfer Needed)</i>				
12. BOC Resolution Number:	TBD			

13. **Justification:** Please provide performance measure data justifying additional positions. *This section must be completed.*  
 Reclass two part-time Relief Shelter Operator vacancies to one full-time Shelter Support Services Liaison. The creation of this position will allow for a county employee who can provide additional services not allowable by a temporary employee. As a county employee, they can assist with transportation needs, childcare, and shelter coverage needs. This position will seek a bilingual applicant that can assist in meeting the growing demands for Spanish speaking interpretation for survivors within the department.

	Approved	Denied	Signature	Date
14. Department Director Approval <i>(required)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Angie Arin</i>	5/6/2024
15. HR Approval	<input type="checkbox"/>	<input type="checkbox"/>		
16. Budget Approval	<input type="checkbox"/>	<input type="checkbox"/>		

- ☐ Request has been approved. Please complete a budget transfer, IF NEEDED, and submit to the Budget team. Also, please submit required staffing/PAF paperwork to Human Resources for processing.
- ☐ Request has been denied. To pursue additional recourse, issuing department is responsible for contacting Management.