

RECLASSIFICATION REQUEST

The following documents must be included with this request: current job description, proposed job description, current ORG chart and proposed ORG chart.

Position Number 0958	Department/Office ITS
Current Position Title IT Office Spec III	Proposed Position Title Office Administrator
Current Pay Grade B.19	Proposed Pay Grade B.22
Current Salary \$33,856.70	Proposed Salary \$38,394.67
Total Percent Increase 13.4%	Total \$ Increase \$4,537.97

LIST ADDITIONAL DUTIES/RESPONSIBILITIES/STAFF

Added duties and responsibilities include:

coordination of help desk tickets (assignment, monitoring, follow-up)
coordination of installation of hardware and software (scheduling, follow-up)
monitoring and receipt of orders
provides level 1 technical assistance
produces reports and analyzes metrics
updates and manages inventory

LIST OTHER SIGNIFICANT INFORMATION THAT SUPPORTS THIS REQUEST

The duties and responsibilities of this position are consistent with the Office Administrator title and grade.

HR USE ONLY

HR Recommended Title Office Administrator	HR Recommended Pay Grade B.22
HR Recommended Salary \$38,394.67	Department(s) with Similar Positions Various
Does this Cause Inequity? No	Budget Source Unallocated