

Exhibit III - FY 2025 POSITION CHANGE**ACTION REQUESTED:**☒ RECLASSIFICATION☒ SALARY ADJUSTMENTDEPARTMENT **Mental Health**DIVISION **25000**CURRENT GRADE _____ **12E**PROPOSED GRADE _____ **6E**CURRENT CLASSIFICATION **25004508 - Building & Office Operations Manager**PROPOSED CLASSIFICATION/CHANGE **Executive Assistant**

ANNUAL SCHEDULED HOURS (required for calculation):

CURRENT **1950** PROPOSED **1950****RECLASSIFICATION/SALARY INCREASE - HOURLY SALARY****EMPLOYEE RECLASSIFIED:** **25004508 - Building & Office Operations Manager****CURRENT CLASSIFICATION**

		Rate of Pay			Rate of Pay	
REG	PT	\$0.00	REG	FT	\$38.85	\$75,752.00
SLEP	PT	\$0.00	SLEP	FT	\$0.00	\$0.00

PROPOSED CLASSIFICATION

REG	PT	\$0.00	REG	FT	\$28.21	\$55,000.00
SLEP	PT	\$0.00	SLEP	FT	\$0.00	\$0.00

ANNUAL IMPACT **-\$20,752.00****ADDITIONAL SALARY COSTS**

FICA		-\$1,587.53
IMRF		-\$1,271.58
IMRF SLEP		\$0.00

HEALTH CARE COSTS **\$0.00**ADDITIONAL COSTS (computer, phone, equipment, etc.): **\$0.00**TOTAL **-\$23,611.11**FUNDING SOURCE: **Sales Taxes**APPROPRIATE EXISTING SPACE FOR POSITION ☒ YES ☐ NO**COMMENTS/JUSTIFICATION:**

New position will replace current position. Health insurance and IT equipment have already been accounted for by current position.

DEPARTMENT HEAD SIGNATURE: _____ DATE: _____