

**HIGHER EDUCATION
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION Black River Technical College

DATE 06/04/2015

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
Q123C/Administrative Assistant		C115

I HEREBY CERTIFY THAT:

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

Julie Edington	06/04/2015	Dr. Eric Turner	06/04/2015
<u>INST PER REPRESENTATIVE</u>	<u>DATE</u>	<u>INST PRESIDENT/CHANCELLOR</u>	<u>DATE</u>

OFFICE OF PERSONNEL MANAGEMENT - RECOMMENDATION

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
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LEGISLATIVE COUNCIL/JBC REVIEW DATE

FAVORABLE UNFAVORABLE

POSITION DESCRIPTION

(1) % of TIME AND WORK PERFORMED

NOTE: Indicate % of time for each example of work, single space within each example of work and double space between examples.

- 20% Prepares correspondence for the President
- 20% Serves as Assistant Secretary to the Board of Trustees
- 20% Assists with special events
- 15% Maintains and coordinates events for the college Development Center.
- 25% Acts as a liaison for the President.

(2) Name and title of your immediate supervisor:
Dr. Eric Turner, President

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":
None

(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.

65%	Computer
15%	Copy Machine
10%	Fax Machine
10%	Calculator

(5) Basic Qualifications

Education, general:	Formal Education Equivalent of a Bachelor's Degree in general business or formal education equivalent of a high school diploma with one year of college course work in general business
Education, special or professional:	
Experience, length in years and kind:	4 years' experience in performing research activities and/or information analysis.
Licenses, certificates, or registration	
Special knowledge, abilities and skills:	Knowledge of research and analysis techniques and methods, ability to research and analyze information, and ability to develop, interpret, and apply policies and procedures.
Physical Requirements	

NARATIVE JUSTIFICATION

This position would be used for the Administrative Assistant to the President. This is a full time position that serves the President, the Board of Trustees, the BRTC foundation Board of Trustees, and the President's Cabinet in various capacities. With the approval of this new position, the current position being used for the Administrative Assistant to the President(Administrative Specialist III, Grade C112) will be used for advancement of a long time BRTC employee in our Law Enforcement Training Academy who currently is at aC109(Administrative Specialist II) level.