

# REQUISITION REPORT

ER115440 BUILDING SYSTEMS TECH COORDIN STATUS A REQUESTED DATE: 12/05/2011  
 015NC01787 BLDG SYSTEM TECH COORDINATOR BOARD APPROVED DATE: \_\_\_\_\_  
 LOCATION: 015 MAINTENANCE CENTER FTE: 1.00000  
 FISCAL YR: 2011-12 EFFECTIVE YR: C  
 BARGAINING UNIT: NONCER  
 REASON CODE: 10 NEW POSITION REPLACING/AFFECTED EIN: \_\_\_\_\_

Start Date: 12/05/2011 Start Time: 08:00:00 M T W T H F  
 Permanent Assignment: ☒ End Time: 04:00:00 Days Per Week ☒ ☒ ☒ ☒ ☒  
 Temp End Date: \_\_\_\_\_ Fulltime: ☒ FTE: 1.00000 Weeks/Year: 52.00

## Job Description:

### Minimum Qualifications:

### Desirable Qualifications:

### Comments/Special Instructions:

AS LISTED IN P.D. NEW POSITION-BUDGET APPROVED BY THE SCHOOL BOARD ON MARCH 15, 2011

### Notes:

Budget Key Code	Object	PCN #	Percentage FTE	Approved Status:
1810015000	117000	015NC01787	100.00	U

### HUMAN RESOURCES USE ONLY

Empl ID:(EIN#) \_\_\_\_\_ NAME: \_\_\_\_\_  
 Date Offered: \_\_\_\_\_ Date Accepted: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Offer Type: ☐ Internal ☐ External ☐ LTS  
 Salary Index \_\_\_\_\_ Range: \_\_\_\_\_ Step: \_\_\_\_\_ Next Step Increase: \_\_\_\_\_  
 Vacation Time Accrual: \_\_\_\_\_ Sick Time Accrual: \_\_\_\_\_ Sick Bank: Oct \_\_\_\_\_ May \_\_\_\_\_  
 Eligibility: Benefits \_\_\_\_\_ Sick/Personal Leave \_\_\_\_\_ Holiday \_\_\_\_\_ Snow Day \_\_\_\_\_ Vacation \_\_\_\_\_  
 Probation: Yes: \_\_\_\_\_ No: \_\_\_\_\_ # of months \_\_\_\_\_  
 Notes: \_\_\_\_\_

HR Signature: 1/1/11 Date: 12/5/11  
 CERTIFIED USE ONLY:

Minnesota Licensure: \_\_\_\_\_ Degree: \_\_\_\_\_ No. of Credits: \_\_\_\_\_  
 Need to pay for provisional: Yes / No Variance Needed for Position: YES / NO Count as Tenure: YES / NO