

Authorized Personnel Headcount Revision

Department Name: _____

Credit Union

Dept. Fund and Number: 1000-1140-50000

Parent Committee Approval: _____

Addition or Deletion#	Status	Job Code	Job Title/ Salary Grade	Bi-Weekly Hrs.	Min	Mid	Max	Actual / Hiring Salary	Benefit Cost	Total Annual Cost
Addition	1010	1627	Credit Union Services Assistant / 109	75	\$37,279.27	\$49,702.40	\$62,131.01	60,450.00	21,157.50	81,607.50
					Min	Mid	Max			
					Min	Mid	Max			
					Min	Mid	Max			

Status:	
Full-Time:	1010
Part-Time:	1070
Temporary:	1040

Benefit Cost:	
Full-Time:	35%
Part-Time:	15%
Temporary:	8%

Reason for Changes: Operational need for an additional full-time position to assist and enhance dual control processes in the Credit Union. The new position was approved by the Credit Union Board on 4/30/2026. The existing part-time Credit Union Services Assistant position will be absorbed by this new full-time headcount.

Net Cost: 81,607.50
 OR
 Net Savings: _____

Signature on File

Department Head/Elected Official Authorization: _____

Human Resources Authorization: *Signature on File* _____