



## New Position Request Form

<b>Position Requested:</b>	Specialized Services Case Manager
<b>Position Requested By:</b>	Barbara Guillory
<b>Date of Request:</b>	August 1, 2023
<b>Submission for Board Meeting on:</b>	August 16, 2023
<b>Supporting Documentation Submitted:</b>	Job Description Position Rationale
<b>Requested Grade and Salary:</b>	Salary Grade 7NI, \$52,000 - \$56,000
<b>Salary Justification:</b>	At a salary grade 7NI, this will bring the position to a compa ratio of 1.05 - 1.13 of the mid-point of the salary grade range. This is based upon current market data. However, the position is slotted within the 2021 compensation structure. It is in line with Northwood's compensation philosophy for non-instructional staff.