



LIVINGSTON COUNTY, MICHIGAN
PUBLIC DEFENDER'S OFFICE

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Phone (517) 540-8745

Memorandum

To: Livingston County Board of Commissioners
From: Karen Groenhout, Livingston County Public Defender
Date: November 10, 2020
Re: Resolution Authorizing the Reorganization of the Public Defender's Office

The Livingston County Public Defender's Office has been operational approximately one year. At the time of the original organization of the office the administrative needs and duties were unknown. Since that time, the job duties have been divided amongst the administrative staff and it is clear that the two positions that were originally classified as Administrative Aide positions are actually carrying out the duties of an Administrative Specialist. Based upon the division of duties and the skill level needed to fulfil these duties, the Public Defender's Office would like to change its structure from having two Administrative Aides and one Administrative Specialist Position to having all three administrative positions classified as Administrative Specialists. This change was built into our request for grant funding through the Michigan Indigent Defense Commission and was approved in the annual grant. Further, the change in salary was included in the 2021 Public Defender's budget request to Livingston County.

Thank you in advance for your consideration. If you have any questions regarding this matter, please feel free to contact me directly.