

RESOLUTION

NO: 2020-12-305

LIVINGSTON COUNTY

DATE: December 23, 2020

Resolution Authorizing the Reorganization of the Public Defender's Office

WHEREAS, the Public Defender has evaluated the organizational structure of the Public Defender's Office and wishes to make changes to that structure; and

WHEREAS, the Public Defender's Office, when formed, was anticipated to need two Administrative Aides and one Administrative Specialist; and

WHEREAS, the Public Defender's Office is currently operating with three administrative staff all working within the job description of Administrative Specialist; and

WHEREAS, the two positions of Administrative Aide should be reclassified to Administrative Specialists; and

WHEREAS, the Administrative Specialist position has previously been evaluated by Municipal Consulting Services, LLC., who classified the positions at Grade 5; and

WHEREAS, the intent of the Public Defender is to consider potential promotion of both Administrative Aides (Grade 3) to Administrative Specialists (Grade 5) ; and

WHEREAS, the funds for the proposed changes to the organizational structure of the Public Defender's Office are accounted for in the current budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reorganization of the Public Defender's Office changing the two Administrative Aide Positions to Administrative Specialist Positions as described in the position control chart below.

CURRENT:

Position #	Description	Status	Group	Grade	FTE
17290109	ADMIN AIDE	A	NU	3	1.00
17290110	ADMIN AIDE	A	NU	3	1.00

PROPOSED:

Position #	Description	Status	Group	Grade	FTE
17290109	ADMIN SPECIALIST	A	NU	5	1.00
17290110	ADMIN SPECIALIST	A	NU	5	1.00

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize any necessary supplemental appropriation to effectuate the above.

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MOVED:

SECONDED:

CARRIED: