

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Modification of the Part-Time Administrative Aide Position in the Family Support Division to a Full-Time Administrative Aide Position

WHEREAS, the Family Support Division brings cases in the circuit court against non-custodial parents to obtain orders establishing paternity and child support for Livingston County families; and

WHEREAS, the work performed by the Family Support Division is a function of Title IV-D of the Social Security Act as implemented by the State through the Office of Child Support (OCS); and

WHEREAS, the litigation initiated by the Family Support Division is brought in accordance with federally mandated time frames, requiring that the office promptly process referrals from OCS and adjudicate court cases; and

WHEREAS, the Family Support Division has historically been staffed at 2.5 FTE, but since October, 2020, the part-time administrative aide position has been vacant; and

WHEREAS, the proposed modification will permit the Family Support Division to hire and retain an employee to fill this essential position, bringing the office to an optimum operational staffing level; and

WHEREAS, the Family Support Division is a IV-D program, thus 66% of the cost for the position is reimbursed by the State.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the modification of the Part-Time Administrative Aide Position in the Family Support Division to a Full-Time Position at Grade 3 as illustrated in the Position Control chart below:

CURRENT:

Position #	Description	Status	Group	Grade	FTE
26717103	ADMINISTRATIVE AIDE	A	NU	3	0.50

PROPOSED:

Position #	Description	Status	Group	Grade	FTE
26717103	ADMINISTRATIVE AIDE	A	NU	3	0.75

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

#

#

#

MOVED:

SECONDED:

CARRIED: