

RESOLUTION

NO: 2021-05-077

LIVINGSTON COUNTY

DATE: May 24, 2021

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**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

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**MOVED:**

**SECONDED:**

**CARRIED:**