

RESOLUTION

NO: 2018-03-038

LIVINGSTON COUNTY

DATE: March 5, 2018

**Resolution to Reorganize Clerical Positions in the Family Support Division of the Prosecutor’s Office**

**WHEREAS,** the Administrative Specialist has requested to phase her retirement by reducing her working hours from 40 hours (full time) to 21 hours (part time) starting March 2, 2018; and

**WHEREAS,** the Administrative Specialist has indicated her retirement date would occur by May 1, 2018; and

**WHEREAS,** the Family Support Division wishes to support this transition to retirement request for this employee who has nearly fifteen (15) years of service; and

**WHEREAS,** the phased retirement presents an opportunity for succession planning for this critical clerical role in the Prosecutor’s office; and

**WHEREAS,** the hiring of an Administrative Specialist (Grade 5) to train and provide backfill during the phased retirement would be beneficial to the Prosecutor’s office operations during this period; and

**WHEREAS,** the reduction of hours & benefits from the Administrative Specialist combined with the reduced new hire costs for the incoming Administrative Specialist will cover the cost of this transition period.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Prosecutor’s office to reduce the hours of the existing Administrative Specialist from 40 hours to 21 hours with the agreement from the employee that she will retire from employment with the County by May 1, 2018.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorize the Prosecutor’s office to backfill the Family Support Division Administrative Specialist with a full-time 40-hour employee until May 1, 2018.

**BE IT FINALLY RESOLVED** that the Board of Commissioners authorize any budget amendment to effectuate the above.

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**MOVED:** Commissioner Childs  
**SECONDED:** Commissioner Griffith  
**CARRIED:** 7-0-2