

Livingston County, Michigan

Position Request

CONTACT INFORMATION

Requester: David J. ReaderTitle of Requester: Prosecuting AttorneyDept. Phone Number/Extension: 517-546-1850Date Requested: August 2, 2021

POSITION INFORMATION

Position Title: Administrative AideSupervisor: David J. Reader

1. Is the purpose of this request to fill a position as a result of a vacancy?

Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to reclassify a current position?

Yes ☐ No ☒

3. Is the purpose of this request to change the scheduled hours of an existing position?

Yes ☐ No ☒

From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position?

Yes ☐ No ☒

If so, Current Department: _____

Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: 40Justification of request / change of position (REQUIRED): To accommodate the growing time constraintsfor processing digital evidence as many police agencies go to body cam video. Time is required to make additional copies of video for defense counsel as well as redaction of body cam footage.

FUNDING INFORMATION

Base Annual Salary: 17.0944/hr 35,550.00 yr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____Allocation (Required): Current: Org. 10126700 % 100 Proposed (If changing): Org. _____ % _____Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____

Date _____

Department Head [Signature]Date 8-2-2021

HR OFFICE ONLY

Job Class: 1070 Job Title: Administrative Aide Grade/Step: 3, 1
FTE: 1.0 Employee Group: NU HR Reviewed: [Signature] Date: 8/2/2021

BUDGET OFFICE ONLY

Position Control # 26700119 Org. 10126700Funds Available: Yes ☒ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐Comments: requires BOC approval

Estimated 2021 cost \$13,331 assuming 9/13 start date

Budget Reviewed: [Signature]

Date: _____

Resolution #: _____

Board Authorized on Date: _____