

Livingston County, Michigan

POSITION REQUEST/CHANGE FORM



CONTACT INFORMATION

Requester: Jeff Warder Title of Requester: Undersheriff
 Dept. Phone Number/Extension: 7911 Date Requested: 8/11/2021

POSITION INFORMATION

Position Title: Deputy - Field Services Supervisor: Lt. Mike Nast

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: Sheriff/Jail Svcs (351) Proposed Department: Sheriff Field Svcs (301)

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: 40

Justification of request / change of position (REQUIRED): Resolution to transfer one (1) FTE Jail Services Deputy position to one (1) FTE Field Services Deputy position to fulfill role of Liaison between LCSO and LESA.

FUNDING INFORMATION

Base Annual Salary: \$45,380 (21.8173/Hr) This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____
 Allocation (Required): Current: Org. 10135100 % 100 Proposed (If changing): Org. 10130100 % 100
 Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head Michael T. Murphy Date 8-11-21

HR OFFICE ONLY

Job Class: 4000 Job Title: Deputy Grade/Step: DEPS / 0
 FTE: 1.0 Employee Group: DEPS HR Reviewed: Amy Hill Date: 08/11/2021

BUDGET OFFICE ONLY

Position Control # 30100405 Org. 10130100
 Funds Available: Yes ☐ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐
 Comments: requires BOC approval
Estimated increase of \$1,154 May require budget amendment
 Budget Reviewed: Buttate Date: _____
 Resolution #: _____ Board Authorized on Date: _____

2021

Jail Services Deputy

Grade CO Start

Annual Cost

Non Union T2

\$ 41,731

\$ 3,192

\$ 6,815

\$ 835

\$ 12,977

\$ 117

\$ 100

2021

Field Services Deputy

Grade FS Start

Annual Cost

Non Union T2

\$ 45,380

\$ 3,472

\$ 7,411

\$ 908

\$ 12,977

\$ 127

\$ 109

2022

Field Services Deputy

Grade FS Start

Annual Cost

Non Union T2

\$ 46,401

\$ 3,550

\$ 10,538

\$ 1,392

\$ 13,616

\$ 130

\$ 111

TOTAL COST \$ 65,767

Annual Cost 2021

Annual Increase

Partial Year 3 mos.

\$ 75,738

Annual Cost 2022

Includes 2.25% COLA

\$ 70,383

\$ 4,616

1,154