

Livingston County, Michigan

POSITION REQUEST/CHANGE FORM



CONTACT INFORMATION

Requester: Karen E. Groenhout Title of Requester: Public Defender
 Dept. Phone Number/Extension: 517-540-8929 Date Requested: 12/6/21

POSITION INFORMATION

Position Title: Assistant Public Defender II Supervisor: Karen E. Groenhout

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: _____

Justification of request / change of position (REQUIRED): We have had two attorneys leave their contracts and have approximately 125 felony cases to cover. The attorney in turn can work on the Specialty Court teams and thereby save the County General Fund dollars.

FUNDING INFORMATION

Base Annual Salary: \$80,342 yr./38.6259 hr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100

Allocation (Required): Current: Org. 26017200 % 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 Karen E. Groenhout Date 12/06/21

HR OFFICE ONLY

Job Class: 6095 Job Title: Assistant Public Defender II Grade/Step: 13 S / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 12/06/2021

BUDGET OFFICE ONLY

Position Control # _____ Org. _____

Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☐

Comments: NOT CURRENTLY IN BUDGET. REQUIRES BOARD AUTHORIZATION.

Budget Reviewed: tdettate Date: 12/7/21

Resolution #: _____ Board Authorized on Date: _____