



CONTACT INFORMATION

Requester: Karen Groenhout Title of Requester: Public Defender
Dept. Phone Number/Extension: 517-540-8929 Date Requested: 06/01/23

POSITION INFORMATION

Position Title: Assistant Public Defender 1 Supervisor: Chief Public Defender

1. Is the purpose of this request to fill a position as a result of a vacancy? Yes [] No [x]
If so, name of person last holding this position: _____

2. Is the purpose of this request to reclassify a current position? Yes [] No [x]

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes [] No [x] From: _____ To: _____
If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes [] No [x]
If so, Current Department: _____ Proposed Department: _____

Position Type: Regular [x] Term/Grant [] Temp. [] Unpaid [] Special []

Position Status: Full Time (30+) [x] Part-Time (21-29) [] Part-Time (20 or Less) [] Number of hours per week: _____

Justification of request / change of position (REQUIRED): To support and help cover cases for critical stage hearings. Grant funded position.

FUNDING INFORMATION

Base Annual Salary: \$84,274.61 yr. 40.52/hr. This position is funded in whole or in part by a grant: Yes [x] No [] % Funded: 100

Allocation (Required): Current: Org. 26028000 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund [] Enterprise Fund [] Special Revenue Fund [x] Internal Service Fund []

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head Karen E. Groenhout 6/1/23 Date _____

HR OFFICE ONLY

Job Class: 6094 Job Title: Assistant Public Defender I Grade/Step: N12S / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.01.2023

BUDGET OFFICE ONLY

Position Control # _____ Org. 26028000

Funds Available: Yes [] No [] Object Code: 704000 [x] 706000 [] 706001 []

Comments: Requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____