



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: Administrative Specialist 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 the attorneys and staff at the Public Defender's Office. Grant funded position.

FUNDING INFORMATION

Base Annual Salary: \$22.38/hr 46,550.40/yr. 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

HR OFFICE ONLY

Job Class: 1074 Job Title: Administrative Specialist Grade/Step: NU5 / 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: \_\_\_\_\_