

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

**Resolution Authorizing the increase in hours for a Data Analyst from Part-Time to Full-Time and the Elimination of Part-Time Office Assistant- Sheriff**

**WHEREAS,** the Sheriff’s Office currently has a Data Analyst position that is part time at 28 hours per week; and

**WHEREAS,** the Data Analyst position along with retaining current duties will be enhanced to include criminal history open case management, assistance with accounts payable and accounts receivable, central records operations, submitting warrant requests and providing backup to FOIA specialist; and

**WHEREAS,** the enhancement of the Data Analyst position will provide operational stability and consistent coverage within central records; and

**WHEREAS,** vacant 0.50 FTE Office Assistant position 30100111 will be made permanently inactive.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the increase in hours for the Sheriff’s Office Data Analyst position from part time to full time.

**CURRENT:**

Position #	Description	Group	Grade	FTE	Status
30100121	DATA ANALYST	NU	5	0.70	A
30100111	OFFICE ASSISTANT	NU	2	0.50	A

**PROPOSED:**

Position #	Description	Group	Grade	FTE	Status
30100121	DATA ANALYST	NU	5	1.00	A
30100111	OFFICE ASSISTANT	NU	2	(0.50)	I

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes any necessary budget ammendment to effectuate the above.

# # #

**MOVED:  
SECONDED:  
CARRIED:**