



## 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 2 (2 positions) Supervisor: Chief Public Defender

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)**: To expand the staff to cover an anticipated additional 450 felony cases. Grant funded position.

## FUNDING INFORMATION

Base Annual Salary: \$90,595.21 yr. 43.56/hr. This position is funded in whole or in part by a grant: Yes ☒ 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 ☒ Internal Service Fund ☐

## REQUIRED APPROVALS

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

## HR OFFICE ONLY

Job Class: 6095 Job Title: Assistant Public Defender II Grade/Step: N13S / 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 ☒ 706000 ☐ 706001 ☐

Comments: Requires BOC approval

Budget Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_

Resolution #: \_\_\_\_\_ Board Authorized on Date: \_\_\_\_\_