



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 ☒

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 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 ☒ 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: 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 ☒ 706000 ☐ 706001 ☐

Comments: Requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____