

Current - 2023

	Sr. Deputy Register of Deeds Emily Rosse Grade 4 - Step 7 <u>0.500 FTE</u> Non Union T2		Deputy Register of Deeds Mary Helfmann Grade 3 - Step 5 <u>1.00 FTE</u> Non Union T2	
Salary	\$	25,854	\$	45,344
FICA	\$	1,978	\$	3,469
Pension (Blended Rate)			\$	8,520
Pension DC Hybrid 3%			\$	1,360
NU Pension DC 8%				
Health			\$	12,464
Workers Comp	\$	72	\$	127
Longevity				
Life			\$	109
LTD			\$	125
STD			\$	349
RHC - Savings				
TOTAL COST	\$	27,905	\$	71,867
			\$	99,772

Proposed - 2023

	Sr. Deputy Register of Deeds Emily Rosse Grade 4 - Step 7 <u>1.00 FTE</u> Non Union 2022		Deputy Register of Deeds Mary Helfmann Grade 3 - Step 5 <u>0.525 FTE</u> Non Union T2	
Salary	\$	51,709	\$	23,806
FICA	\$	3,956	\$	1,821
Pension (Blended Rate)			\$	4,473
Pension DC Hybrid 3%			\$	714
NU Pension DC 8%	\$	4,137		
Health	\$	12,464		
Workers Comp	\$	145	\$	67
Longevity				
Life	\$	124		
LTD	\$	143		
STD	\$	398		
RHC - Savings				
TOTAL COST	\$	73,075	\$	30,881
			\$	103,956
GF Cost	\$	31,619	\$	(27,461)
Automation Cost	\$	13,551	\$	(13,526)
			\$	25
			Total Additional Cost	
			\$	4,184

Funding Org 10171100 / 25671100

Department Director Brandon Briefell Date 5/31/23

Fiscal Services _____ Date _____

Livingston County, Michigan

POSITION REQUEST/CHANGE FORM



CONTACT INFORMATION

Requester: Brandon Barefield

Title of Requester: Register of Deeds Chief Deputy

Dept. Phone Number/Extension: 517-546-0270 8833

Date Requested: 5/4/2023

POSITION INFORMATION

Position Title: Senior Deputy

Supervisor: Brandon Barefield

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: 20 To: 40

If so, name of current incumbent: EMILY ROSSE

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: 40

Justification of request / change of position (REQUIRED):

Emily will be moved from 20 hours part time position to 40 hours full time position.

FUNDING INFORMATION

Base Annual Salary: 24.86hr / 51,708.81yr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 10171100 % 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 _____

Date 5/4/23

HR OFFICE ONLY

Job Class: 1036 Job Title: Sr. Deputy Reg. of Deeds Grade/Step: NU4 / 7

FTE: 1.0 Employee Group: NU HR Reviewed: _____ Date: _____

BUDGET OFFICE ONLY

Position Control #: 26800105 Org. _____

Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☐

Comments: _____

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

Livingston County, Michigan

POSITION REQUEST/CHANGE FORM



CONTACT INFORMATION

Requester: Register of Deeds Title of Requester: Brandon Barefield
 Dept. Phone Number/Extension: 517-546-0270 8833 Date Requested: 5/4/2023

POSITION INFORMATION

Position Title: Deputy Supervisor: Brandon Barefield

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: 40 To: 21

If so, name of current incumbent: Mary Helfmann

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): Moving Mary from regular, full time, 40 hrs a week to a part time 21 hrs a week.

FUNDING INFORMATION

Base Annual Salary: 21.80 hr./27,206.40/yr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 10171100 % _____ 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 Brandon Barefield Date 5/4/23

HR OFFICE ONLY

Job Class: 1035 Job Title: Deputy Register of Deeds Grade/Step: NU3 / 5

FTE: 0.53 Employee Group: NU HR Reviewed: _____ Date: _____

BUDGET OFFICE ONLY

Position Control # 21599113 Org. _____

Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☐

Comments: _____

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____