



CONTACT INFORMATION

Requester: Karen Groenhout Title of Requester: Chief Public Defender
Dept. Phone Number/Extension: 517-540-8929 Date Requested: 08/10/23

POSITION INFORMATION

Position Title: Administrative Aide Supervisor: Laura Mitchell

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)**: The Public Defender's Office needs an administrative aide to answer the phones, greet clients, and perform light clerical duties. Currently, we have three administrative specialists who's positions are not conducive to these duties.

FUNDING INFORMATION

Base Annual Salary: 19.37/hr. 40,289.60/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 Groenhout Date 8/10/23

HR OFFICE ONLY

Job Class: 1070 Job Title: Administrative Aide Grade/Step: NU3 / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 08.10.2023

BUDGET OFFICE ONLY

Position Control # 17200119 Org. 26028000

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

Comments: Requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____