

# Livingston County, Michigan

## POSITION REQUEST/CHANGE FORM



### CONTACT INFORMATION

Requester: Deborah Shaw Title of Requester: Juvenile & Probate Court Administrator  
 Dept. Phone Number/Extension: 7739 Date Requested: 6/18/2025

### POSITION INFORMATION

Position Title: Deputy Juvenile Register/Recorder Supervisor: Erin Ostwald

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)**: Due to legislative changes and assessment of time spent on Child Care Fund duties, new percentages will be effective 10/1/2025 and used for 2026 Budgeting

### FUNDING INFORMATION

Base Annual Salary: \$50,441.46 This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 25%

Allocation **(Required)**: Current: Org. 10128400 — 75% Proposed (If changing): Org. 10128400 — 90%  
29266200 — 25% 29266200 — 10%

Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

### REQUIRED APPROVALS

Supervisor (if applicable) \_\_\_\_\_ Date \_\_\_\_\_  
 Department Head Deborah Shaw Date 6/18/2025

### HR OFFICE ONLY

Job Class: 1057 Job Title: Deputy Juv Register/ Court Recorder Grade/Step: CT6 / 1

FTE: 1.0 Employee Group: CTS HR Reviewed: Amy Hill Date: 06.18.2025

### BUDGET OFFICE ONLY

Position Control # 14900206 Org. 10128400 / 29266200

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

Comments: Requires BOC approval

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

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

# Livingston County, Michigan

## POSITION REQUEST/CHANGE FORM



### CONTACT INFORMATION

Requester: Deborah Shaw

Title of Requester: Juvenile & Probate Court Administrator

Dept. Phone Number/Extension: 7739

Date Requested: 6/18/2025

### POSITION INFORMATION

Position Title: Juvenile Court Clerk

Supervisor: Erin Ostwald

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)**: Due to legislative changes and assessment of time spent on Child Care Fund duties, new percentages will be effective 10/1/2025 and used for 2026 Budgeting

### FUNDING INFORMATION

Base Annual Salary: \$44,023.38 This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 25%

Allocation **(Required)**: Current: Org. 10128400 ~~29266200~~ 75% Proposed (If changing): Org. 10128400 ~~29266200~~ 50%

Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

### REQUIRED APPROVALS

Supervisor (if applicable) \_\_\_\_\_ Date \_\_\_\_\_ Department Head Deborah Shaw Date 6/18/2025

### HR OFFICE ONLY

Job Class: 1045 Job Title: Court Clerk Grade/Step: CT3 / 2

FTE: 1.0 Employee Group: CTS HR Reviewed: Amy Hill Date: 06.18.2025

### BUDGET OFFICE ONLY

Position Control # 14900207 Org. 10128400 / 29266200

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

Comments: Requires BOC approval

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

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



# Livingston County, Michigan

## POSITION REQUEST/CHANGE FORM



### CONTACT INFORMATION

Requester: Deborah Shaw Title of Requester: Juvenile & Probate Court Administrator  
 Dept. Phone Number/Extension: 7739 Date Requested: 6/18/2025

### POSITION INFORMATION

Position Title: Court Financial Officer Supervisor: Kayla Grant

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)**: Due to legislative changes and assessment of  
time spent on Child Care Fund duties, new percentages will be effective 10/1/2025 and used for 2026 Budgeting

### FUNDING INFORMATION

Base Annual Salary: \$94,851.282 This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 15%

Allocation **(Required)**: Current: Org. 10128100 85% Proposed (If changing): Org. 10128100 90%  
29266200 15% 29266200 10%

Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

### REQUIRED APPROVALS

Supervisor (if applicable) \_\_\_\_\_ Date \_\_\_\_\_ Department Head Kayla Grant Date 6/18/2025

### HR OFFICE ONLY

Job Class: 7004 Job Title: Court Financial Officer Grade/Step: N12S / 3

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.18.2025

### BUDGET OFFICE ONLY

Position Control # 16800107 Org. 10128100 / 29266200

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

Comments: Requires BOC approval

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

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