

TO THE HONORABLE BOARD OF COMMISSIONERS of BERRIEN COUNTY, MICHIGAN: Your County Personnel and Human Services Committee respectfully recommends the adoption of the following:

RESOLUTION

WHEREAS, the Berrien County Friend of the Court performed a review of the position entitled Office Assistant; and

WHEREAS, the Friend of the Court, because of the workload demands, the needs of the office and the responsibilities, recommends the reclassification of one Office Assistant position to Administrative Secretary; and

WHEREAS, the proposed staffing change will allow the Friend of the Court to appropriately support the needs of the office; and

WHEREAS, the Berrien County Trial Court Administrator and Berrien County Trial Court Judicial Council concur with the proposed reclassification; and

WHEREAS, the Administration Committee, as the parent committee, has approved the complement change; and

WHEREAS, the Friend of the Court receives 2/3 reimbursement of the wage and fringe benefits of the proposed position through the Title IV-D Cooperate Reimbursement Program; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that effective with the date of this Resolution the following reclassification of one Office Assistant position to Administrative Secretary for the Friend of the Court office is approved:

DELETE PRESENT:
Office Assistant (1 FTE)
Non-Union, Grade 4

ADD NEW:
Administrative Secretary (1 FTE)
Non-Union, Grade 5

BE IT FURTHER RESOLVED that the funds necessary to implement this Resolution are contained in the Friend of the Court Department budget 2150 1410.

**Respectfully submitted,
BERRIEN COUNTY PERSONNEL AND HUMAN SERVICES COMMITTEE**

Robert P. Harrison, Chairperson

Michael J. Majerek, Vice Chairperson

Rayonte D. Bell

RESOLUTION APPROVED AS TO FORM	
Administration _____	Date _____
Comments Attached _____	
Corporate Council _____	Date _____
Comments Attached _____	