

**IONIA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR DISCUSSION/ACTION**

Request to fill Probation Compliance Officer Position  
May 23, 2017

**CONTACT:**

Cheryl Pinnow  
64A District Court  
101 W. Main Street  
Ionia, MI 48846  
616-527-5344

**DESCRIPTION:**

Requesting permission to fill the vacant District Court Probation Compliance Officer position.

**OTHER DEPARTMENTS/AGENCIES AFFECTED:**

All law enforcement agencies, miscellaneous probation departments, treatment providers, etc. The Compliance Officer/Collections Officer supervises non-reporting probationers and oversees 1,250 payment plans.

**FINANCIAL ANALYSIS:**

The Compliance Officer position would start at Grade 8, Step 1. This position has been included in the 2017 budget.

**LEGAL REVIEW:**

n/a

**DEADLINE:**

As soon as possible.

**SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):**

That the Ionia County Board of Commissioners authorize filling the position of District Court Probation Compliance Officer at Grade 8, Step 1.

**ADMINISTRATOR'S RECOMMENDATION:**

County Administrator recommends approval of this request.