

MEMORANDUM

DATE: August 20, 2026

TO: Alpena County Personnel Committee

FROM: Nicki Janish, Director of the Home Improvement Program and Office of Public Conservator

SUBJECT: Reduction in Hours for Program Assistant Position

MESSAGE: I came before you last July when filling the vacancy for the Program Assistant position in the Office of Public Conservator and Home Improvement Program asking that said position be increased from a full-time 30-hour per week position to 40 hours per week in order to draw more quality candidates and help with employee retention. The budget supported it and the request was approved.

Olivia Becerra has been a valuable employee for a year now and just returned from a maternity leave following the birth of her second child. She is happy with her employment and talks about longevity with the County and these departments. She has requested, however, a reduction in her schedule for an indefinite period of time at least while her children are at the age that they require childcare. I fully support this request.

Olivia has proven to be dependable, dedicated and an overall asset in the Office of Public Conservator and the Home Improvement Program. As a matter of fact, she's the exact employee that I had envisioned being the perfect fit back when this position was only 30 hours per week to start with.

At this time, I'm seeking your approval to make another change to the Program Assistant position, reducing it to 32 hours per week, or four days per week at eight hours per day. Under the County's Personnel Policy, a 32-hour per week employee is still classified as a full-time employee and is eligible for all County benefits contained within. The Program Assistant position is an hourly union position, and approval of this request will also be subject to approval by the union.

Financially, this request only reduces the expenditures in both departments. That reduction will be recognized during what remains of 2026, along with all of 2027 and beyond. There is no plan at this time to return it to a 40-hour per week position. If and when such a request is made, I will revisit that topic with this committee.

Respectfully Submitted,

