

RESOLUTION

NO: 2020-12-299

LIVINGSTON COUNTY

DATE: December 14, 2020

Resolution Approving the Reorganization of the Emergency Medical Services Department – Emergency Medical Services

WHEREAS, the EMS Director has evaluated the organizational structure of the EMS Department and wishes to make changes to that structure; and

WHEREAS, the EMS Department has an increased need for a Billing Specialist and a decreased need for an Administrative Specialist; and

WHEREAS, the Administrative Specialist and the Billing Specialist positions have previously been evaluated by Municipal Consulting Services, LLC., who classified the positions at Grade 5 and Grade 4, respectively; and

WHEREAS, the intent of the EMS Director is to reduce the existing full time Administrative Specialist position to part time and to add an additional part time Billing Specialist.

WHEREAS, the proposed changes to the organizational structure will not impact the FTE of the department and result in a decrease in the budgeted expenses of the department.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reorganization of the Emergency Medical Services Department changing the current full time Administrative Specialist position to part time, and adding a part time Billing Specialist position as described in the position control chart below.

CURRENT		
Position #	Description	Grade
27500107	Administrative Specialist (full time)	5

PROPOSED		
Position #	Description	Grade
27500107	Administrative Specialist (PT 20 Hrs)	5
27500118	Billing Specialist (PT 20 Hrs)	4

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**MOVED:
SECONDED:
CARRIED:**