

RESOLUTION

NO: 2021-02-022

LIVINGSTON COUNTY

DATE: February 8, 2021

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## Resolution Authorizing the Reorganization of the Veteran Services Department

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

**WHEREAS,** the Veteran Services Department normally operates with 6.44 FTEs; and

**WHEREAS,** the Veteran Services Department is currently operating with 5.44 FTEs with the goal of full 6.44 FTE's by summer; and

**WHEREAS,** the Veteran Services Director is requesting the conversion of the position of "Benefits Counselor" and "Lead Benefits Counselor" to two FTE's of "Benefits Counselor I, II & III – Claims", and "Benefits Counselor II & III – Relief"; and

**WHEREAS,** the Veteran Counselor I, II & III positions have previously been evaluated by Municipal Consulting Services, LLC.; and

**WHEREAS,** the intent of the Veteran Services Director is to consider potential promotion of the Administrative Specialist (Grade 5) to Veteran counselor (Grade 5) in the future upon completion of training and achievement of the necessary skills and knowledge and to provide future succession planning; and

**WHEREAS,** the proposed changes to the organizational structure will be an initial savings from the original positions.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the reorganization of the Veteran Services Department changing the currently vacant "Lead Veteran Benefits Counselor" position (Grade 7) and "Veteran Benefits Counselor" (Grade 6) to a Veteran Counselor position with a career ladder opportunity starting at Grade 5, with the potential growth to a grade 7.

### CURRENT

NUMBER	DESCRIPTON	GRADE	FTE
68200103	LEAD VETERAN COUNSELOR	7	1.0
68200104	VETERAN COUNSELOR	6	1.0
68200105	VETERAN COUNSELOR	6	1.0

### PROPOSED

NUMBER	DESCRIPTON	GRADE	FTE
68200103	VETERAN COUNSELOR - CLAIMS I	5	1.0
68200104	VETERAN COUNSELOR - CLAIMS II	6	1.0
68200105	VETERAN COUNSELOR - RELIEF III	7	1.0

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**MOVED:**  
**SECONDED:**  
**CARRIED:**