

MUNICIPAL CONSULTING SERVICES LLC

August 10, 2020

Ms. Jennifer Palmbos
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct classification analyses for developing career ladders for two job classifications in the Department of Veterans Affairs including the Veterans Benefits Counselor – Relief and the Veterans Benefits Counselor – Claims.

In completing the career ladder grade placements for these positions I have performed the following tasks:

- Reviewed job-related information including draft job descriptions submitted by the Veterans Affairs Director.
- Spoke with the Veterans Affairs Director to gain additional information concerning the duties of the positions.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the classifications utilizing the accumulated understanding of the positions, the pay structure and the job evaluation (point factor) plan.
- Developed recommended pay grade level for the classifications.

The results of the classification analyses for the positions are included in the attached Table A. The positions were evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County's existing pay grade structure.

BACKGROUND FOR THE POSITIONS OF VETERANS BENEFITS COUNSELOR - CLAIMS AND VETERANS BENEFITS COUNSELOR - RELIEF

Over time the Department of Veterans Affairs has used different specialty positions to manage the diversity of departmental duties including a specific court liaison assignment, a lead position and others. At present, the Veterans Services Committee has authorized a new alignment that

will consolidate job duties into two classifications. Each classification will have a career ladder that will be achieved through certifications and increased job complexity. The classifications include the positions of Veterans Benefits Counselor – Relief and Veterans Benefits Counselor – Claims.

The position of Veterans Benefits Counselor – Relief will now have two levels and the Veterans Benefits Counselor – Claims will have three; including an entry-level job that will be primarily clerical/administrative in nature with the opportunity to evolve into a certified Veterans Affairs Counselor.

In evaluating the positions, job descriptions were first developed. Using Roman numerals, I have distinguished between the different levels and evaluated each using the point factor system. Grades were then assigned to each of the five positions based on the point totals.

The results of the job evaluations for the positions are summarized below.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, we have evaluated each position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in the following point total and assigned grades.

	<u>POINTS</u>	<u>GRADE</u>
• Veterans Benefits Counselor II – Relief:	1,572	6
• Veterans Benefits Counselor III – Relief:	1,685	7
• Veterans Benefits Counselor I – Claims:	1,427	5
• Veterans Benefits Counselor II – Claims:	1,572	6
• Veterans Benefits Counselor III – Claims:	1,685	7

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We have appreciated the opportunity to assist Livingston County in these important classification analyses. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC