

**RESOLUTION**

**NO: 2018-03-050**

**LIVINGSTON COUNTY**

**DATE: March 19, 2018**

**Resolution Authorizing the Reorganization of the Human Resources Department – Human Resources**

- WHEREAS,** the Human Resources/Labor Relations Director has evaluated the organizational structure of the Human Resources Department and wishes to make changes to that structure; and
- WHEREAS,** the vacancy of the Payroll Clerk allows the opportunity to restructure the position to serve as a dual role supporting the payroll and human resources functions within the department, this new position will be titled the Human Resources Specialist; and
- WHEREAS,** the Human Resources Specialist position has been evaluated by Municipal Consulting Services, LLC., who recommended the position be classified at Grade 5 and the Personnel Committee approved that grade level at its February 21, 2018 meeting; and
- WHEREAS,** the position of Human Resources Coordinator will have a change in duties to serve a more strategic role within the Human Resources department under this reorganization and will be retitled Human Resources Generalist with no change to the pay grade; and
- WHEREAS,** as part of the reorganization, the position of Administrative Specialist will be changed to an Administrative Aide; and
- WHEREAS,** funding for the new position of Human Resources Specialist is available in the current budget as part of the overall department reorganization.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the department reorganization changing the Payroll Clerk position to the Human Resources Specialist position at Grade 5, and changing the Administrative Specialist position to an Administrative Aide position as described in the position control chart below.

CURRENT				PROPOSED			
Position #	Description	Grade	FTE	Position #	Description	Grade	FTE
<a href="#">27000101</a>	HR/LABOR RELATIONS DIRECTOR	15	1	<a href="#">27000101</a>	HR/LABOR RELATIONS DIRECTOR	15	1
<a href="#">27000102</a>	HUMAN RESOURCES COOR	9	1	<a href="#">27000102</a>	HUMAN RESOURCES GENERALIST	9	1
<a href="#">27000103</a>	BENEFITS SPECIALIST	9	1	<a href="#">27000103</a>	BENEFITS SPECIALIST	9	1
<a href="#">27000104</a>	SR PAYROLL CLERK	6	1	<a href="#">27000104</a>	SR PAYROLL CLERK	6	1
<a href="#">27000105</a>	PAYROLL CLERK	4	1	<a href="#">27000106</a>	HUMAN RESOURCES SPECIALIST	5	1
<a href="#">27000106</a>	ADMIN SPECIALIST	5	1	<a href="#">27000107</a>	ADMIN AIDE	3	1
			6				6

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes the appropriate Budget Amendment(s) to effectuate the above.

- MOVED:** # **Commissioner C. Griffith**
- SECONDED:** # **Commissioner G. Childs**
- CARRIED:** # **Roll Call Vote: (8): D. Parker, D. Dolan, W. Green, D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs; No (0); Absent: K. Lawrence**