

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing The Reorganization of District Court

WHEREAS, the District Court has evaluated the operational needs by division and wishes to make changes to align those needs; and

WHEREAS, with respect to the Criminal Division, it was determined that workflow and overall operations of the division was better served by the reclassification of the Lead Deputy Criminal Clerk to a Deputy Criminal Clerk. This position will be reclassified permanently to a Union Grade 3; and

WHEREAS, with respect to the Civil Division, a caseload analysis revealed that the combination of two part-time Deputy Civil Clerk positions into one full-time Deputy Civil Clerk position would result in workflow efficiencies and improved case management. For the current budget year, this position will be staffed at no more than 30 hours and will remain at a Union Grade 3; and

WHEREAS, with respect to the Probation Division, a review of the Deputy District Court Clerk-Probation Secretary job description revealed that an update was necessary to more adequately align the essential job functions of both the position and division. Job duties relating to jury management were removed and additional post-sentence clerical support and administrative tasks were included. Human Resources was consulted and it was agreed that these changes did not significantly alter the position so as to require an independent evaluation of the position. This position will remain at a Union Grade 4 and be retitled to Probation Coordinator; and

WHEREAS, with respect to District Court Administration, the Personnel Committee authorized a reclassification of the Deputy District Court Clerk-Office Technician to Chief Deputy Clerk on June 9, 2021. This position will now serve as a high level, non-supervisory administrative position functioning as a support liaison between the District Court Administrator and Division Leaders. This position was reclassified to a Union Grade 6; and

WHEREAS, this reorganization does not require a budget amendment for 2021 and future years will be within the appropriated budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizing the reorganization of the District Court by reclassifying the Lead Deputy Criminal Clerk to Deputy Criminal Clerk, combining two part-time Deputy Civil Clerk positions to create one full-time Deputy Civil Clerk, updating the Deputy Clerk-Probation Secretary job description and retitling to Probation Coordinator, and reclassifying the Deputy District Court Clerk-Office Technician to Chief Deputy Clerk as illustrated in the position control chart below:

CURRENT:				PROPOSED:			
Position#	Job Description	Grade	FTE	Position#	Job Description	Grade	FTE
13600216	Lead Deputy Crim Clerk	4	1.000	13600216	Deputy Crim Clerk	3	1.000
13600225	Deputy Civil Clerk	3	0.50	13600225	Deputy Civil Clerk	3	1.000
13600228	Deputy Civil Clerk	3	0.50	Eliminate	Deputy Civil Clerk	3	0.50
13600221	Dep Clerk/Prob Secretary	4	1.000	13600221	Probation Coordinator	4	1.000
13600218	Deputy Clerk-Office Tech	4	1.000	13600218	Chief Deputy Clerk	6	1.000

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MOVED:

SECONDED:

CARRIED: