

LIVINGSTON COUNTY

DATE: July 21, 2021

Resolution Authorizing the Grade Placement of the Newly Created Project Management Coordination Specialist - [Information Technology]

WHEREAS, Livingston County Information Technology wishes to create a Project Management Coordination Specialist position that will function as a business analyst for Information Technology in assisting with project definition, planning, coordination, tracking, reporting, meetings and oversight; and

WHEREAS, the position will be assigned to particular projects and will assume the responsibility for realizing a successful process and outcome through quality control. The incumbent will provide day-to-day support with a focus on establishing and maintaining effective communication channels, facilitating a collaborative process, documenting project needs and attainment, ensuring compliance and providing feedback and project status reports to both stakeholders and the CIO.; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Project Management Coordination Specialist position be classified at the non-union Grade 9; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the grade placement of the newly created Project Management Coordination Specialist at the non-union Grade 9.

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NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee. The resolution to create the new position of Project Management Coordination Specialist will need Board approval under separate resolution.