

# MUNICIPAL CONSULTING SERVICES LLC

May 21, 2021

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 a classification analysis for the new position of Project Management Coordination Specialist - IT in the Livingston County organization. In completing the classification analysis for this position I have performed the following tasks:

- Reviewed job-related information including a job description containing a summary of job duties submitted by the Chief Information Officer.
- Spoke with the Chief Information Officer regarding particular duties and responsibilities.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the classification utilizing the accumulated understanding of the position, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the classification.

The results of the classification analysis for the position are included in the attached Table A. The position was 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 POSITION OF PROJECT MANAGEMENT COORDINATION SPECIALIST - IT**

The Project Management Coordination Specialist - IT classification will function as a business analyst for Information Technology in assisting with project definition, planning, coordination, tracking, reporting, meetings and oversight. 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.

The position will also assume responsibility for a wide assortment of administrative responsibilities associated with vendor interactions, accounts payable, file maintenance, parts and product status and damaged or warranted parts. In this sense, the position will have responsibility for both upfront and administrative procedural processes related to project management. More broadly, the position will serve as a resource for IT staff by assisting in customer service and related administrative tasks.

The results of the job evaluation for the position are summarized below.

### **POINT FACTOR ANALYSIS AND RESULTS**

As noted above, I have evaluated the 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 a point total of 2,027 for the Project Management Coordination Specialist - IT. The point total would place the position in grade 9 of the County's pay grade structure.

\* \* \* \* \*

We have appreciated the opportunity to assist Livingston County in this important classification analysis. 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