

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of the Trial Court Administrator to Circuit Court Administrator – Circuit Court

WHEREAS, Livingston County Circuit Court has replaced the Trial Court Administrator position and returned to an organizational structure that features three senior administrative leaders that report to the judiciary; and

WHEREAS, the Circuit Court Administrator is responsible for managing and coordinating the administrative functions of the Circuit Court, including but not limited to the Family Division and the Juvenile Division of the Circuit Court, including fiscal and personnel management. Responsibilities include preparing, presenting, implementing and monitoring budgets for the Circuit Court and the Juvenile Division of the Circuit Court, developing and implementing programs and policies to improve court services, and maintaining compliance with statutes and court rules; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Circuit Court Administrator position be classified at the Non-Union Grade 13; and

WHEREAS, the position change results in over \$32,000 savings to the Courts budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Trial Court Administrator from Non-Union Grade 15 to Circuit Court Administrator at Non-Union Grade 13.

#

NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee, pursuant to Livingston County Board of Commissioner's policy.

MOVED:

SECONDED:

CARRIED: