

# Municipal Consulting Services LLC

December 18, 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 classification analyses for three positions in the Livingston County Courts, including the following:

- Juvenile and Probate Court Administrator
- Circuit Court Administrator
- District Court Administrator.

The above positions have resulted from a reorganization of the Court's administrative structure. In completing the classification analyses for these positions I have performed the following tasks:

- Reviewed job-related information including the job description information organized and submitted by the Chief Circuit Court Judge.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the three classifications utilizing the accumulated understanding of the positions, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for each classification.

The results of the classification analyses for the three positions are included in the attached Table A. Each 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 COURT'S REORGANIZATION**

Livingston County Courts has eliminated the Trial Court Administrator position and returned to an organizational structure that features three senior administrative leaders that report to the judiciary. Each is discussed separately below.

#### **BACKGROUND FOR THE JUVENILE AND PROBATE COURT ADMINISTRATOR**

The Juvenile and Probate Court Administrator position represents a new division of administrative responsibility for the Courts. This new position will have responsibility for managing and coordinating the administrative functions of the Juvenile Division of the Circuit Court as well as the Probate Court, including fiscal and personnel management. The assignment of these responsibilities ensures the most effective coordination of these court functions as well as the appropriate span of control for the Administrator. The Juvenile and Probate Court Administrator will work in cooperation with the Circuit Court Administrator in coordinating the Family/Juvenile Court responsibilities of each administrator.

#### **BACKGROUND FOR THE CIRCUIT COURT ADMINISTRATOR**

Prior to the Court's adoption of the Trial Court Administrator template, the Circuit Court Administrator position was responsible for both Circuit Court administration as well as the Juvenile Division. Under the new organization, responsibility for Circuit Court administration and management will be retained as will duties related to the Family Court. The administrative functions of Family Court and the Juvenile Division are interrelated and will be divided and managed cooperatively between the Circuit Court Administrator and Juvenile and Probate Court Administrator.

#### **BACKGROUND FOR THE DISTRICT COURT ADMINISTRATOR**

Prior to the Court's adoption of the Trial Court Administrator template, the District Court Administrator position had full responsibility for District Court administration and operations under the direction of the judiciary. This model will once again be operational.

#### **POINT FACTOR ANALYSIS AND RESULTS FOR THE THREE COURT ADMINISTRATOR POSITIONS**

I have evaluated the three positions 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 the following point totals:

- Juvenile and Probate Court Administrator: 2,515 points for a grade 13 placement
- Circuit Court Administrator: 2,590 points for a grade 13 placement
- District Court Administrator: 2,525 points for a grade 13 placement.

\* \* \* \* \*

We have appreciated the opportunity to assist Livingston County in these important classification analyses. 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,

A handwritten signature in black ink, appearing to read "Mark Nottley". The signature is fluid and cursive, with the first name "Mark" and last name "Nottley" clearly distinguishable.

Mark W. Nottley, Principal  
Municipal Consulting Services LLC