

# *Municipal Consulting Services* LLC

January 13, 2022

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 District Court Coordinator 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 District Court Administrator.
- Spoke with the District Court Administrator 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 Courts existing pay grade structure.

## **BACKGROUND FOR THE POSITION OF DISTRICT COURT COORDINATOR**

The District Court is in the process of re-organizing clerical and administrative responsibilities. Among these changes, the District Court is creating a new position titled District Court Coordinator. While the position will not have supervisory responsibility, it will effectively serve as a high-level administrative position that function as an administrative conduit between the District Court Administrator and Division Leaders. The position will retain duties of a former Deputy District Court Clerk/Office Technician position related to high-level technology support and these duties will be further expanded to include additional technical support as well as back-up recorder responsibility, LEIN and other duties. Additional reporting requirements will also be

assigned as will responsibility for policies and procedures update. Essentially, the position will be responsible for both new duties as well as a myriad of responsibilities that were previously assigned elsewhere.

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 1,532 for the District Court Coordinator. The point total would place the position in grade 6 of the Livingston County Courts pay grade structure.

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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