

Municipal Consulting Services LLC

January 8, 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 Pre-Trial Specialist – Community Corrections 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 submitted job description containing a summary of job duties.
- Spoke with the CCAB Manager/Community Corrections Specialist to gain additional perspective on the positional duties.
- 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 PRE-TRIAL SPECIALIST – COMMUNITY CORRECTIONS

The Pre-Trial Specialist is a new position within Community Correction with the responsibility for evaluating and recommending appropriate bond conditions to the Court. The position will have responsibility for interviewing defendants charged with crimes, reviewing background information concerning defendants and utilizing an assessment tool to conclude on a risk level to recommend to the Court. The position will also have responsibility for monitoring conditions of bonds and reporting related violations. Duties will also extend to records management for all program participants. Summarily, the position incumbent will play a key process role in the appropriate reduction in institutional incarceration.

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 1,445 for the Pre-Trial Specialist – Community Corrections. The point total would place the position in grade 5 of the County's 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