

Municipal Consulting Services LLC

December 16, 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 Social Worker – Public Defender 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 Public Defender 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 SOCIAL WORKER – PUBLIC DEFENDER

The Social Worker is a new position within the Public Defender's Office that will provide clinical support to the Assistant Prosecutors to support the legal positions that are taken on behalf of indigent clients. The Social Worker will perform psychosocial assessments and develop individualized alternative sentencing plans that, in consultation with the case attorney and client, recommend and advocate for community-based sentences and alternative community treatment. In all respects, the primary objective of the position will be to further the client's success in gaining the support and direction required to realize a positive outcome.

The position will network with a wide assortment of social services agencies to achieve the

above objective and play an integral and central role in utilizing this network to best advantage. In every respect, the new position will add a needed dimension and articulated alternatives to the sentencing process.

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 1,772 for the Social Worker – Public Defender. The point total would place the position in grade 8 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