

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing the Grade Placement of the New Central Records Supervisor Position - Sheriff**

**WHEREAS,** the Central Records Supervisor is a new/revised position that will replace the Inmate and Jail Billing Specialist/Central Records Supervisor position. The new position will relinquish duties related to inmate and jail billing and focus exclusively on a broader scope of supervision and leadership pertaining to central records; and

**WHEREAS,** the incumbent will supervise all full- and part-time employees and have responsibility for oversight, task accomplishment, workload distribution and records management. Essentially, it is anticipated that the new position will enhance central records' accountability and productivity through a greater focus on supervision; and

**WHEREAS,** the position has been evaluated by Municipal Consulting Services, L.L.C., who is recommending the Central Records Supervisor be classified at the nonunion Grade 6.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the job review of Central Records Supervisor be classified at the nonunion Grade 6.

*Note: This job analysis needs only Personnel Committee approval and does not need to move forward to any other committee. The resolution to create the new position within the budget will need Board approval under separate resolution.*

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**MOVED:  
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