

# Municipal Consulting Services LLC

July 27, 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 Central Records Supervisor 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.
- 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 CENTRAL RECORDS SUPERVISOR**

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. 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.

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 1,528 for the Central Records Supervisor. The point total would place the position in grade 6 of the County's pay grade structure.

\* \* \* \* \*

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