

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reorganization of Certain Positions with the Sheriff Records Office - Sheriff

WHEREAS, the Sheriff Office provides multiple services to the Livingston County public including handling of extensive records storage and distribution; and

WHEREAS, the Sheriff Office wishes to reorganize how the Central Records staff are supervised by creating a Central Records Supervisor that will replace the incumbent Inmate and Jail Billing Specialist/Central Records Supervisor and will supervise all full- and part-time employees and have responsibility for oversight, task accomplishment, workload distribution and records management; and

WHEREAS, the current Inmate and Jail Billing Specialist/Central Records Supervisor position will relinquish duties related to supervision and focus on inmate and jail billing; and

WHEREAS, in order to fund the changes, the Sheriff Office intends to eliminate three (3) vacant half-time (.5 FTE) Office Assistant positions; and

WHEREAS, funding for these position changes is in the 2022 Sheriff budget and will result in an anticipated savings of \$10,531 annually.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the elimination of three (3) part-time (.5 FTE) Office Assistant position in the Sheriff Office and the creation of one (1) Central Records Supervisor at Grade 6 (Grade placement contingent upon approval of the Personnel Committee).

CURRENT

| Position # | Description | Group | Grade | FTE | STATUS |
|-------------------|--------------------|--------------|--------------|------------|---------------|
| 30100108 | OFFICE ASSISTANT | NU | 2 | 0.50 | A |
| 30100113 | OFFICE ASSISTANT | NU | 2 | 0.50 | A |
| 30100115 | OFFICE ASSISTANT | NU | 2 | 0.50 | A |
| 30100117 | OFFICE ASSISTANT | NU | 2 | 0.50 | A |

PROPOSED

| Position # | Description | Group | Grade | FTE | STATUS |
|-------------------|----------------------------|--------------|--------------|------------|---------------|
| 30100108 | OFFICE ASSISTANT | NU | 2 | 0.50 | I |
| 30100113 | OFFICE ASSISTANT | NU | 2 | 0.50 | I |
| 30100115 | OFFICE ASSISTANT | NU | 2 | 0.50 | I |
| 30100117 | CENTRAL RECORDS SUPERVISOR | NU | 6 | 1.00 | A |

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes the elimination of the Inmate & Jail Billing Specialist / Central Records Supervisor (Grade 5) position in favor of the proposed Inmate & Jail Billing Specialist position at Grade 4 (Grade previously approved in the 2015 Nonunion Classification and Compensation Study).

CURRENT

| Position # | Description | Group | Grade | FTE |
|------------|--|-------|-------|------|
| 35100107 | INMATE & JAIL BILLING SPECIALIST / CENTRAL RECORDS SUPERVISOR | NU | 5 | 1.00 |

PROPOSED

| Position # | Description | Group | Grade | FTE |
|------------|----------------------------------|-------|-------|------|
| 35100107 | INMATE & JAIL BILLING SPECIALIST | NU | 4 | 1.00 |

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MOVED:
SECONDED:
CARRIED: