

RESOLUTION

NO: 2022-08-126

LIVINGSTON COUNTY

DATE: August 22, 2022

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## 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

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**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:**