

To: Ms. Jennifer Palmbos

From: Rick Labib-Wood, MGT Consulting Group

Date: 12/05/2022

Re: RESOURCE COORDINATOR Job Description, Pay Grade Allocation, FLSA Recommendation

This memo responds to your request for a classification review of a proposed job class change from the Specialty Courts and Programs area.

1. RESOURCE COORDINATOR

- The Veterans Treatment Court Coordinator (Grade 105) position will become vacant. This class has been responsible for managing the day-to-day functions of the Veterans Treatment Court working in close cooperation and as an active team member with judges, court personnel, prosecutors, defense attorneys, and staff from various agencies. The pending vacancy provides the opportunity for the Court to merge the duties of this class with those of another existing class, Resource Coordinator (Grade 107), which performs similar responsibilities and duties for managing the day-to-day functions of the Adult Drug Court and IT Mental Health Court, working in close cooperation with a team of judges and other personnel from various agencies. In effect this proposal adds a target group population (veterans) that has many similarities to the Resource Coordinator's existing target groups' service needs and the kinds of work activities and responsibilities to meet those need. The Courts anticipate a reasonably smooth transition.

MGT reviewed the proposed duties and responsibilities (track changes attached) of the Resource Coordinator to determine the similarity and differences resulting from the proposed merger of the two classes. The functions of the two classes as are sufficiently similar as described to support the merging of duties into a single Resource Coordinator job position description as they closely align in level, difficulty, and scope of responsibility of assignments.

Based on our assessment of internal alignment of position duties and Livingston County's newly adjusted salary schedule scheduled to become effective January 1, 2023, we recommend the following:

- Grade Allocation/Placement - MGT recommends continuing allocation of the Resource Coordinator to **Grade 107** of Livingston's recently updated Salary Schedule as applicable to this classification. The minimum salary for this recommended grade is \$53,442.80 and the maximum salary is \$67,669.75.
- FLSA: MGT recommends this position to continue to be Non-Exempt.

Attached is the proposed job description in underline/strikethrough mode as well as the description after all changes have been accepted.

Thank you for this opportunity to be of service to Livingston County. This information serves as the starting point for final review and recommendation to the Personnel Committee and then to the full Board of Commissioners regarding the changes proposed for this job classification/position.

DRAFT