

To: Ms. Jennifer Palmbos

From: Rick Labib-Wood, MGT Consulting Group

Date: 12/10/2022

Re: Merger of SWIFT AND SURE CASE MANAGER and CCAB MANAGER/COMMUNITY CORRECTIONS SPECIALIST Job Description, Pay Grade Allocation, FLSA Recommendation

This memo responds to your request for a classification review of a proposed merger of two job classifications and position description changes: one from Trial District Court Administrator area, the other in Specialty Courts and Program Administrator area.

1. SWIFT AND SURE CASE MANAGER and CCAB MANAGER/COMMUNITY CORRECTIONS SPECIALIST

- Courts is proposing to merge the CCAB Manager/Community Corrections Specialist and the Swift and Sure Case Manager. Both positions address needs of jail/prison populations, incarceration/release, and recidivism rates following release
- Both positions are currently vacant. The CCAB Manager/Community Corrections Specialist reported to the District Court Administrator, whereas the Swift and Sure Case Manager reports to the Specialty Courts and Programs Administrator. The CCAB Manager/Community Corrections Specialist was assigned an FLSA classification as Exempt, presumably on the basis of its previous responsibility to supervise "subordinate departmental employees as assigned." The Swift and Sure Case Manager holds an FLSA classification as Non-Exempt.
- Review of the duties of the two job class descriptions indicates some overlap in the types of duties they are to perform. Although the positions were assigned to different Court departments and had slightly different target groups, the overall types of tasks and responsibilities, job functions, qualification requirements, and working conditions/environments are sufficiently similar as to be expressed in a single job classification position description.

MGT reviewed the proposed duties and responsibilities of the two existing classes and the proposed merged class with title SWIFT AND SURE/COMMUNITY CORRECTIONS COORDINATOR. Based in the duties, responsibilities, functions, and qualifications moving forward, MGT recommends that the proposed new job classification position description be approved.

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

- Grade Allocation/Placement - MGT recommends allocation of the proposed class Swift and Sure/Community Corrections Coordinator to **Grade S107** of Livingston's

recently updated Salary Schedule. The merged duties warrant a higher grade allocation than the S105 of the Swift and Sure Case Manager. However, not all of the program management level and supervisory responsibilities of the CCAB Manager/Community Corrections Specialist have been merged, suggesting that allocation to S109 would not be warranted. The minimum salary for this recommended grade is \$53,642.80 and the maximum salary is \$67,699.75.

- FLSA: MGT recommends this position to continue to be Non-Exempt. No supervisory responsibilities are proposed by Courts.

Attached is the proposed job classification description in both the track changes and changes accepted modes.

MGT thanks you for this opportunity to be of service to Livingston County. This information provides 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.

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