

**To:** Ms. Jennifer Palmbos  
**From:** Rick Labib-Wood, MGT Consulting Group  
**Date:** 12/11/2022  
**Re:** Job Description, Pay Grade Allocation, FLSA Recommendation

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This memo responds to your request for a classification review of two engineering positions in the Drains Department: a proposed new classification of Associate Engineer and an existing position description Engineering Surveyor.

### 1. ASSOCIATE ENGINEER

- The Drains Department is responsible for programs that provide wastewater processing, storm drainage, lakes and dams, and other systems and projects to minimize risks associated with water flow, including environmental protection.

The Department has proposed establishing an additional level of professional engineering expertise and oversight focused primarily on operations support, plan review, easement acquisitions, construction inspection and management oversight, as well as permit acquisition, and drain-related research. In addition to carrying out responsible engineering activities in multiple program areas, the position is also responsible to supervise other management-level engineering positions in inspection and construction, engineering surveyor work, and field supervisory personnel.

MGT reviewed the proposed duties and responsibilities to determine the classification and salary allocation of the job. The work requires professional engineering expertise acquired by college-level engineering education minimally at the Bachelor level and additional engineering related experience of sufficient scope and responsibility to be able to carry out the assigned duties and responsibilities.

Because of the varied programs involved, the position works closely with other engineering-related positions in the department and has supervisory responsibilities over three other positions currently allocated at grades S109 and S110 of the recently approved new salary schedule being implemented effective January 1, 2023. These positions are Field Supervisor (Drain Commissioner), Inspection and Construction Manager, and Engineer Surveyor.

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 Associate Engineer to **Grade 111** of Livingston's recently updated Salary Schedule as applicable to this classification. The minimum salary for this recommended grade is \$76,467.73 and the maximum salary is \$96,866.49.

- FLSA: MGT recommends this position be classified as Exempt due to its supervisory responsibilities over three other positions in charge of several related programs.

Attached is the proposed new job description for Associate Engineer.

## 2. ENGINEERING SURVEYOR

- This position is responsible for ensuring accurate and current maps and GIS data for all areas of the county subject to control of the Drains Department and for providing a level of engineering expertise and knowledge based on that data to field operations as needed.

The level of responsibility for accurate data and mapping for ongoing maintenance and for new projects as well as ensuring accurate application of such data in providing lead coordination and oversight in the field when assigned as needed is an inevitable growth in knowledge, complexity, and scope of this position that warrants reallocation on the salary schedule.

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 reallocation of the Engineering Surveyor from grade S109 to **Grade S110** of Livingston's recently updated Salary Schedule as applicable to this classification. The minimum salary for this recommended grade is \$69,515.73 and the maximum salary is \$73,749.24.
- FLSA: MGT recommends this position be classified as Exempt due to its supervisory responsibilities when assigned to field construction and dam operations in the absence of other supervisory personnel.

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.