

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: February 6, 2023

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## Resolution Authorizing the Reclassification of a Veterans Administrative Aide Position – Veteran Services

**WHEREAS,** the Veteran Services Department provides multiple services to approximately 10,000 Livingston County veterans and their dependents.

**WHEREAS,** all services begin as either a walk in appointment or phone call handled by the front desk. The increase in traffic demands excellent and efficient customer service by an employee who is highly knowledgeable in U.S. Veteran Affairs benefits. Additionally, responsibilities of this position including its lead role in coordinating departmental administrative and clerical services, maintaining complex data bases relating to Veterans Services programs and departmental website, involve more complex skills, coordination, and technical ability than is expected of the Administrative Aide level of clerical classes.

**WHEREAS,** the Veteran Services Department wishes to convert the current Veterans Administrative Aide position to Veterans Administrative Specialist position, based on obtaining the level of competence, knowledge, and experience required to provide excellent customer service. The position change was discussed and approved by the Veteran Services Committee.

**WHEREAS,** the position has been evaluated by MGT Consulting Services, L.L.C., who is recommending the Veterans Administrative Specialist be classified at the non-union Grade 5.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the reclassification of the Veterans Administrative Specialist be classified at the non-union Grade 5.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorizes any budgeted amendments necessary to effectuate the above change, effective January 1, 2023. Funding for this position is provided by the Michigan Veteran Affairs Agency grant.

### CURRENT:

Position #	Description	Group	Grade	FTE	STATUS
68200110	ADMINISTRATIVE AIDE	NU	3	1.00	A

### PROPOSED:

Position #	Description	Group	Grade	FTE	STATUS
68200110	ADMINISTRATIVE SPECIALIST	NU	5	1.00	A

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*Note: This job analysis needs only Personnel Committee approval and does not need to move forward to any other committee.*

RESOLUTION NO:

PAGE: 2

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**MOVED:**  
**SECONDED:**  
**CARRIED:**