

To: Ms. Jennifer Palmbos
From: Rick Labib-Wood, MGT Consulting Group
Date: 01/11/2023
Re: Job Description, Pay Grade Allocation, FLSA Recommendation

This memo responds to your request for a classification review of one administrative support position (Administrative Aide – Veterans) in the Veterans Services Department.

1. ADMINISTRATIVE AIDE - VETERANS

- The Veterans Services Department meets the program support claims and relief needs of an important segment of Livingston County: its residents with veteran status from service with the various branches of the United States military. Approximately 10,000 veterans currently reside in the County.

An important customer service position in the Veterans Services Department is currently allocated to the class of Administrative Aide – Veterans.

The duties assigned to the position include records management, internal and public interaction to ensure excellent customer service, a strong role in assisting the director to develop and maintain the department's budget and maintain its fiscal records. Overall the 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.

MGT reviewed the proposed duties and responsibilities to determine the classification and salary allocation of the job and recommends that the position of Administrative Aide in the Veterans Services Department is more appropriately allocated to the class of Administrative Specialist – Veterans Services. A proposed job description reflective of the assigned functions, duties, and responsibilities of the positions concomitant with the County's generic Administrative Specialist level has been prepared and is attached to this recommendation.

The recommended grade allocation and placement is as follows:

- Administrative Specialist-Veterans Services at Grade 105. The minimum salary would be \$45,194.76 and the maximum would be \$57,251.37.
- FLSA: MGT recommends this position be classified as Non-Exempt as it has no supervisory duties assigned.

Attached is the proposed new job descriptions for Administrative Specialist-Veterans Services.



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.

