

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of Certain Public Health Department Clerical Positions – Health Department

WHEREAS, the Health Department wishes to establish a simplified set of clerical and administrative support job classifications that are more flexible to allow for cross-training to meet the required work assignments as program needs evolve and that will create a clear path for job advancement opportunities; and

WHEREAS, this three-tiered approach will consolidate several current clerical job classifications into the Administrative Specialist job classification, and designate two (2) current staff as Senior Health Clerks and one (1) as Office Manager; and

WHEREAS, the positions have been evaluated by MGT Consulting Services, L.L.C., who is recommending changes described in the chart below.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of certain Health Department clerical positions as described below.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes any budgeted amendments necessary to effectuate these changes.

CURRENT:

Position #	Description	Group	Grade	FTE	STATUS
60100125	COMMUNICABLE DISEASE CLERK	NU	4	1.00	A
60100106	LEAD BILLING/PROGRAM CLERK III	NU	4	1.00	A
60100105	OFFICE SPECIALIST	NU	5	1.00	A
60100107	PROGRAM CLERK II	NU	3	0.73	A
60100138	PROGRAM CLERK II	NU	3	1.00	A
60100108	PROGRAM CLERK II	NU	3	0.60	A
60100127	SENIOR ENVIRON HEALTH CLERK	NU	6	1.00	A

PROPOSED:

Position #	Description	Group	Grade	FTE	STATUS
60100125	ADMINISTRATIVE SPECIALIST	NU	5	1.00	A
60100106	SENIOR HEALTH CLERK	NU	6	1.00	A
60100105	ADMINISTRATIVE SPECIALIST	NU	5	1.00	A
60100107	ADMINISTRATIVE SPECIALIST	NU	5	0.73	A
60100138	SENIOR HEALTH CLERK	NU	6	1.00	A
60100108	ADMINISTRATIVE SPECIALIST	NU	5	0.60	A
60100127	OFFICE MANAGER	NU	7	1.00	A

Note: These job analyses need only Personnel Committee approval and do not need to move forward to any other committee, per the Classification and Compensation Administrative Guidelines approved by the Board of Commissioners.

MOVED:
SECONDED:
CARRIED: