

**To: Ms. Jennifer Palmbo**  
**From: Rick Labib-Wood, MGT Consulting Group**  
**Date: 02/02/2023**  
**Re: Job Description, Pay Grade Allocation, FLSA Recommendation, and Position  
Reclassification**

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This memo responds to your request for a classification review of the Health Department's proposed revisions to its clerical/administrative support classifications.

## **1. SENIOR HEALTH CLERK**

- Currently clerical and administrative services are provided to the Public Health department through the following 6 different levels of job titles:
  - Administrative Specialist - Health
  - Communicable Disease Clerk
  - Program Clerk III/Lead Billing Specialist
  - Office Specialist
  - Program Clerk II
  - Senior Environmental Health Clerk

During the recent classification study in 2022, there was major transition of leadership in the Public Health Department. As a result, the classification design changes to this group of positions were not fully realized. The study did establish the Administrative Specialist – Health class that replaced the previous Administrative Aide. This was the first step in the intent to establish a simplified set of support classes more attuned to flexibility required to cover work assignments as program needs evolve and change. This recommendation for consideration addresses design and implementation of the other two new classes presented in this proposed recommendation.

The Department's proposal is intended to result in a cohesive group of job classifications that more accurately reflects the current work requirements, complexity, and minimum qualifications of each position, allowing for more accurate representation of job functions, for advancement opportunities within the department when vacancies occur, and for reasonable succession planning within a competitive promotional process.

As further background, the recently established Administrative Specialist – Health is the core of the new structure with the breadth and scope and flexibility to absorb three of the legacy classifications (the old Administrative Aide as well as the current Communicable Disease Clerk, the Program Clerk II, and the Office Specialist).

The proposed Senior Health Clerk classification will absorb one Program Clerk III and one Program Clerk II.

The recommended grade allocation and placement is as follows:

- Senior Health Clerk at Grade 106. The minimum annual salary for this recommended grade is \$48,584.37, and the maximum is \$61,545.22.
- FLSA: MGT Consulting Group recommends that this job be classified as Non-Exempt as it has no supervisory duties assigned.

Based on duties assigned, ten current clerical and administrative positions in the Public Health Department are recommended for reclassification into the proposed new and existing job classifications:

**Reclassification of 10 current positions from six classes into four classes**

	<b>Number of Positions &amp; Current Class</b>	<b>Grade</b>	<b>Reclassify to or no reclass</b>	<b>Grade</b>
	3 Administrative Specialist – Health	105	3 Admin. Spec. – Health no reclass	105
	2 Program Clerk II	103	2 Administrative Specialist – Health	105
	1 Communicable Disease Clerk	104	1 Administrative Specialist – Health	105
	1 Office Specialist	105	1 Administrative Specialist – Health	105
	1 Program Clerk II	103	1 Senior Health Clerk	106
	1 Program Clerk III	105	1 Senior Health Clerk	106
	1 Senior Environmental Health Clerk	106	1 Manager – Health	107

Attached is the proposed new job class description for Senior Health Clerk.

## **2. OFFICE MANAGER – HEALTH**

- The second proposed new description for clerical/administrative positions in the Public Health Department is Office Manager – Health. This proposed class will report directly to the Deputy Health Officer/Director of Environmental Health and as the top clerical/administrative position in the division, will be responsible for performing and coordinating administrative support efforts in the division focused on the overall customer service quality of the clerical/admin staff as well as responsibility for serving as lead cash handler for the division. This position can recommend potential changes to Environmental Health policies and procedures for improving customer services and prepares various monthly activity reports required by the State of Michigan. The position also oversees the document archival system of the division and acts as FOIA coordinator for the Division in coordinating with the County's central FOIA designee. This position also serves as back up to other Division clerical/administrative staff. The overall scope of duties, responsibilities, and functions is similar to those of office manager positions in other departments.

The department further requests approval to reclassify its one Senior Environmental Health Clerk position to the proposed, new Office Manager – Health classification. The proposed new job description is attached.

The recommended grade allocation and placement is as follows:

- Office Manager – Health at Grade 107. The minimum annual salary for this recommended grade is \$53,442.80 and the maximum is \$67,699.75.

- FLSA: MGT Consulting Group recommends that this job be classified as Non-Exempt as it has no supervisory duties assigned.

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 the Public Health Departments job classifications and position assignments.