



LIVINGSTON COUNTY HEALTH DEPARTMENT

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February 3, 2023

To: Board of Commissioners, Personnel Committee

From: Matt Bolang

Re: Reclassification Request and Justification
-Clerical Positions

The Livingston County Health Department currently has many different clerical position titles that perform similar job functions and require similar basic qualifications for employment. Although these positions may have focused work assignments in a few departmental programs, they are cross-trained and have developed skills to allow the flexibility to cover work assignments in other programs with the need arises. The current structure, and clerical job titles, is the result of historically creating clerical positions based on specific program need at the time and hasn't been re-evaluated based on current work functions and overall departmental organization.

It is my desire to create a structure within the existing clerical positions that will accurately reflect the current work requirements, complexity and minimum qualifications for each employee. This will also allow for a more accurate representation of job function to job title. This structure also allows for successional planning with the opportunity for advancement within the department as vacancies occur.

The table below shows the current positions and proposed changes:

Current Positions		Proposed Reclassification	
Title	Grade	Title	Grade
Administrative Specialist - Health	105	Administrative Specialist - Health	105
Administrative Specialist - Health	105	Administrative Specialist - Health	105
Administrative Specialist - Health	105	Administrative Specialist - Health	105
Communicable Disease Clerk	104	Administrative Specialist - Health	105
Lead Billing Specialist/Program Clerk III	105	Senior Health Clerk	106
Office Specialist	105	Administrative Specialist - Health	105
Program Clerk II	103	Administrative Specialist - Health	105
Program Clerk II	103	Senior Health Clerk	106
Program Clerk II	103	Administrative Specialist - Health	105
Senior Environmental Health Clerk	106	Office Manager - Health	107

As part of this request, we are also planning on the elimination of a 2.5 FTE pooled position and a 0.73 FTE position. Overall, these clerical changes will result in a savings of \$96,993.

Please feel free to contact me should you have any questions related to this request.