

To: Ms. Jennifer Palmbos
From: Rick Labib-Wood, MGT Consulting Group
Date: 02/18/2023
Re: Job Description, Pay Grade Allocation, FLSA Recommendation, and Position Classification

This memo responds to your request for a classification review of one proposed management position: Deputy Director Equalization in the Equalization Department.

1. DEPUTY DIRECTOR EQUALIZATION

- The Equalization Department has proposed adding a position of Deputy Director Equalization. There are two objectives for this recommendation: succession planning to ensure continuity and expertise at the top level of departmental management and strengthening the capacity and expertise of the department to meet increasing workload and responsibilities.

Over the past decade there has been significant growth in the department's workload and scope of programs to manage. Livingston County's Equalization Department, while responsible for the assessment of all properties in the county in part through direct assessments and in part by monitoring the assessments of local units (e.g., townships, cities) plays an important coordinative and oversight role between these legal local units and the State of Michigan's overall property tax program.

Livingston County has been able to maintain its reputation for fair equalization assessments through a combination of a small and very competent staff with considerable subject-matter expertise in assessment decisions and an accurate oversight role of the various assessment units within its jurisdiction.

Establishing a Deputy Director at this time will achieve both a level of expertise and oversight to maintain the department's high quality of performance as well as to ensure the presence of top-level management skills for continuity during turnover at all levels of the department's staff.

The recommended grade allocation and placement is as follows:

- Assistant Director Equalization at Grade 113. The minimum annual salary for this recommended grade is \$90,595.21, and the maximum is \$114,763.30. This yields an approximate 15% difference to the Equalization Director at Grade 115, typical of the difference between many assistant director and director level positions in other county departments.
- FLSA: MGT Consulting Group recommends that the proposed job be classified as Exempt as it has direct supervisory responsibilities over departmental staff.



Attached is the proposed new job class description for Deputy Director Equalization.

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 proposed job class, description, grade placement, and FLSA classification of Deputy Director Equalization.