

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
Reclassification**

This memo responds to your request for a classification review of one Administrative Specialist position in the County Administrator's Office.

1. ADMINISTRATIVE SPECIALIST FOR THE COUNTY COMMISSIONN

- One Administrative Specialist assigned to the Office of the County Administrator is tasked with providing advanced office management and administrative support functions to the County's Board of Commissioners as a body and to its nine members who are elected officials.

Among its primary duties, this position is responsible for preparation of the regular and special meeting agendas and minutes of the County Commission, maintaining the records of the Commission, effectively serving as the recording secretary for the Commission as well as providing administrative support to requests from any of the nine individual Commissioners who are elected officials. This requires a high degree of communication skills, sensitivity, and confidentiality. More recently added to this position is the responsibility for organizing responses to any FOIA (Freedom of Information Act) requests to the Commission and/or Commissioners,

As a result, the position coordinates and manages all agenda items from other County Departments that require Commission action as part of the Commission's agenda, prepares the agenda packets and other publicly available documents relating to the Commission and its various committees by coordinating agenda-related activities of County departments, following up on requests from the Commission for information, and providing leadership and guidance to County Departments to ensure that items to be placed on the agenda conform to public hearing timelines, format, content, accuracy, and completeness.

The scope, reach, and responsibility levels of this position exceed those of the Administrative Specialist class and are more characteristic of the Office Manager level of support to an organizational unit. While there are no other administrative and clerical staff currently assigned to the Board of Commissioners itself, this position effectively provides leadership and coordination to the work of all County departments pertaining to items that must be prepared to come before the Commission for review and action. Effectively, when this position reaches out to the various County department heads and their office staff, requests from the position have the standing of requests from the Board itself. The scope of the Board of Commissioners is countywide with respect to its roles for passing legislation (ordinances), legislative oversight of county administration,

constituent services, and the “big picture” for the county and its future. Hence the purpose and scope of this position is countywide in its administrative responsibilities for leadership, coordination, and confidentiality.

A draft job description has been prepared to reflect the assigned duties of this position as well as its countywide responsibility level. The suggested class title for the proposed description is Office Manager Board of Commissioners.

The recommended grade allocation and placement is as follows:

- Office Manager – Board of Commissioners at Grade 108. The minimum annual salary for this recommended grade is \$ 29.11, and the maximum is \$ 36.88.
- FLSA: MGT Consulting Group recommends that the proposed job class be classified as Non-Exempt as it has no direct supervisory duties assigned.
- It is also recommended that the present incumbent be reclassified along with the position.

Attached is the proposed new job class description for Office Manager – Board of Commissioners.

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 reclassification proposed for one Administrative Specialist position and incumbent assigned to the County Administrator for the Office of the Board of Commissioners.