

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Job Review of a New Paralegal Position – Public Defender

WHEREAS, the Public Defender Department has a need to create a new Paralegal role; and

WHEREAS, MGT Consulting Services, LLC. (“MGT”) reviewed the proposed duties and responsibilities of the Paralegal to determine the proper placement on the nonunion salary scale; and

WHEREAS, based on MGT’s assessment of internal alignment of position duties and Livingston County’s salary schedule, MGT recommends placement of the Paralegal to **Grade 8** of Livingston County’s Nonunion Salary Schedule.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Committee hereby approves the grade placement of the **Paralegal** position at **Grade 8** of Livingston County’s nonunion salary schedule effective immediately.

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MOVED:

SECONDED:

CARRIED:

NOTE: This job review only needs Personnel Subcommittee approval and does not need to move forward to any other committees pursuant to the Classification and Compensation Administrative Guidelines approved by the Board of Commissioners, however the budget amendment needed to add this position does require full Board of Commissioners approval.