

To: Ms. Jennifer Palmbos
From: Rick Labib-Wood, MGT Consulting Group
Date: 06/23/2023
Re: Job Description, Pay Grade Allocation, FLSA Recommendation, and Position Classification

This memo responds to your request for a classification review of one proposed new position in the Public Defender's Office.

1. PARALEGAL

- The Public Defender's Office has proposed adding the position (new role) of Paralegal. The intent is to provide additional support to the attorneys on staff within the office.

A trained paralegal supports the work of professional attorneys by relieving them from preparing more routine/repetitive legal documents such as briefs, pleadings, appeals; preparing for trial by performing tasks such as organizing exhibits; investigating facts and law of cases and searching pertinent sources such as public records and internet sources to aid in determining causes of action and to prepare cases. And while they cannot provide legal advice, they can assist attorneys by meeting with clients and other professionals to discuss details of the case.

While this is a new role within the department's staffing pattern, the addition of paralegal support is seen as a means for increasing the effectiveness of the attorney staff by supporting more routine activities that are presently being done by attorneys but can instead be carried out by a paralegal.

To its credit, the Public Defender's Office is setting a higher bar for minimum qualifications, specifying at least two years of paralegal experience, preferably in criminal law, in addition to possessing an associate's degree in Paralegal Studies, with a Bachelor's degree preferred. This is in contrast to the State of Michigan which does not set forth any licensing, certificate, or education requirements to work as a paralegal in the state.

The recommended grade allocation and placement is as follows:

- Paralegal at Grade 8. The minimum annual salary for this recommended grade is \$58,707.08, and the maximum is \$74,469.72 on Livingston's 10-step salary schedule. External salary data for Paralegal in Michigan's government sector (\$50M to \$200M in revenues) is \$70,400 at mid-point. Other Livingston County job classifications allocated to Grade 8 include Help Desk Analyst, Senior Appraiser, Tax Records Specialist, and Law Clerk/Attorney Magistrate. Other specialized technical and professional job classifications of the county include Assistant Public Defender I, Network Administrator, and Research Attorney (Grade 12); Financial Analyst and

Epidemiologist (Grade 11); and Lead Investigator for Public Defender, Building Inspector/Plan Reviewer, Benefits Specialist, and Probate Register (Grade 9).

- FLSA: MGT Consulting Group recommends that the proposed job be classified as Non-Exempt as it has no supervisory responsibilities over other employees.

Attached is the proposed new job class description for Paralegal.

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 Paralegal.