

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 Register of Deeds department.

1. LEAD SENIOR DEPUTY REGISTER OF DEEDS

- The Register of Deeds has proposed adding a new position to be called “Lead Senior Register of Deeds.” The intent is to provide a heightened level of expertise, guidance, and leadership to the office responsible for the accurate and timely recording of documents as needed by the public. As stated on the Department’s website: “The Register of Deeds office primary duty is to record all presented public records and index them into a searchable database. It is our responsibility to preserve these records and their integrity while protecting individual property rights. We are charged with doing this in a timely manner and with a high degree of accuracy.”

While some of the time this position will perform the full range of duties typical of the existing classification “Senior Deputy Register of Deeds,” a set of new duties are being assigned that are sufficiently different from the duties of the existing class as to warrant establishing a new job classification. For example, this position will be responsible for participating in the development, updating and modification of operating procedure manuals; develop and provide training for team members to establish and maintain required standards of speed and accuracy; assist the Chief Deputy Register of Deeds to schedule work assignments and reassign functions as necessary to maintain required workflow; and audit conversion data for archiving records to ensure its accuracy and integrity.

The position will not be assigned full scope supervision over staff (i.e., hiring, terminations, performance evaluations). Rather, the proposed position ensures a higher level of job-related technical expertise to support staff on the most complex issues and a supporting coordination of work to maintain a quality and efficiency to benefit the public that must rely on the department to ensure accurate recording, documentation, archiving, and protection of real property and related transactions and records.

The recommended grade allocation and placement is as follows:

- Lead Senior Deputy – Register of Deeds at Grade 5. The minimum annual salary for this recommended grade is \$45,194.76, and the maximum is \$57,251.37 on Livingston County’s 10-step salary schedule. This recommendation is based on internal pay relationships among the department’s job classifications and consistent with the frequent application of a one-grade pay differential for positions that

function in a lead and advisory level while also performing the regular functions, duties, and responsibilities of others in the unit. The Senior Deputy Register of Deeds is at Grade 4 which is the highest grade for which the proposed new class will provide lead responsibilities.

- FLSA: MGT Consulting Group recommends that the proposed job be classified as Non-Exempt as it does not have a supervisory role over other employees and does perform for a significant amount of time the same work as others in the unit.

Attached is the proposed new job class description for “Lead Senior Deputy Register of Deeds.”

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 “Lead Senior Deputy Register of Deeds.”