

Background

Resolution Authorizing the Change in Positions for Certain Register of Deeds Staff – Register of Deeds

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a decrease in hour for the full-time Deputy Register of Deeds (Pay Grade 3) from 1.0 FTE to .525 FTE and an increase in hours for the Senior Deputy Register of Deeds (Pay Grade 4) from .50 FTE to 1.0 FTE.

The Register of Deeds office currently is budgeted for 8 full time staff and 2 part time staff. Note: 1 of the 2 part time staff positions is currently vacant. Therefore, when fully staffed, this office has 9 FTEs

Compared to 2023, Register of Deeds revenue is projected to decline 25.15% in 2024. This decline is \$647,000.

Analysis

The revenue decline is associated with a decrease in the number of transactions processed by the Register of Deeds office. Accordingly, workload in this office will decrease by about 25% in 2024 (when compared to 2023).

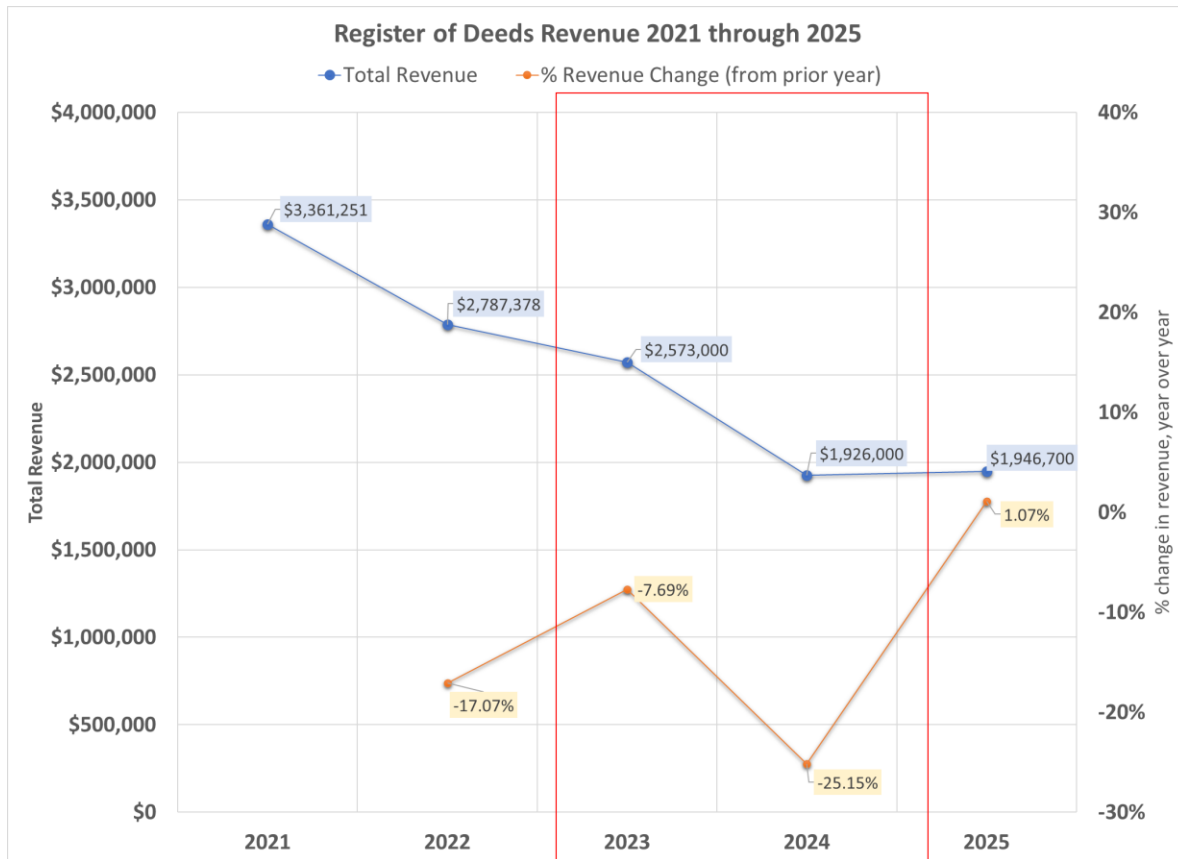
A decrease in staff that is commensurate with a 25% decrease in workload is calculated here:

$$9 \text{ FTE} \times 0.25 = 2.25 \text{ fewer FTE}$$

Given the projected workload decline in 2024, it would be prudent to consider the following:

- Allow the full-time position to change to a part time position at 0.5 FTE, not 0.53 FTE
 - Typically, a half-time FTE would be hired at 0.50 FTE, not 0.53 FTE. At 0.50 FTE the employee would not be eligible for MERS service credit or paid time off for holidays, sick pay, or vacation pay. At 0.53 FTE the employee would be eligible for MERS service credit, paid time off for holidays, sick pay, and vacation pay.
- Do not change the current 0.5 FTE position into a full-time position.
- Consider using attrition to align staff with reduction in revenue.

Graph: Revenue Decline



Current Staffing

