

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Reclassification of One Administrative Specialist Position to Office Coordinator – Prosecutor

WHEREAS, the Prosecutor has a need to designate one Administrative Specialist in his office to Office Coordinator to act as backup for the Office Manager; and

WHEREAS, MGT Consulting Services, LLC (“MGT”) reviewed the proposed duties and responsibilities of the Office Coordinator 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 Office Coordinator-Prosecutor to Grade 6 of the Livingston County Nonunion Salary Schedule.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Committee hereby approves the reclassification of one (1) Administrative Specialist position as Office Coordinator – Prosecutor at Grade 6 of Livingston County’s Nonunion Salary schedule effective immediately.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
26700116	ADMINISTRATIVE SPECIALIST	NU	5	1.00	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
26700116	OFFICE COORDINATOR	NU	6	1.00	A

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MOVED:

SECONDED:

CARRIED:

Note: This resolution only needs Personnel Committee 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.