

**To:** Ms. Jennifer Palmbos  
**From:** Rick Labib-Wood, MGT Consulting Group  
**Date:** 07/21/2023  
**Re:** Job Description, Pay Grade Allocation, FLSA Recommendation, and Position Classification

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

#### **1. OFFICE COORDINATOR – CIRCUIT COURT-PROSECUTOR**

- The Livingston County Prosecutor has proposed adding a new position to be called "Office Coordinator – Circuit Court-Prosecutor." The intent is to provide a heightened level of expertise, guidance, and leadership to the office by serving as the back-up to the Office Manager – Prosecutor and actively supervising other members of the support-staff. The proposed job classification will be responsible for distribution of workload and coordination of job duties in the absence of the Office Manager. There is a requirement to maintain a significant degree of discretion and confidentiality as well as for maintaining the Circuit court desk of the Prosecutor's Office by providing high-level, specialized assistance and support to the Assistant Prosecuting Attorneys with felony criminal dockets including preparing and filing court pleadings and maintaining detailed schedules for trials and court hearings. The proposed Office Coordinator will also provide back-up to other office support and clerical positions including the warrant clerk, the district court staff, the reception desk, and the subpoena/video coordinator. This will result in the reclassification of one Administrative Specialists – Prosecuting Attorney who had been assigned and is performing these duties.

The recommended grade allocation and placement is as follows:

- Office Coordinator – Circuit Court-Prosecutor at Grade 6. The minimum annual salary for this recommended grade is \$50,044.80, and the maximum is \$63,398.40 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 Administrative Specialist – Prosecuting Attorney is at Grade 5, which is the highest grade for which the proposed new class will provide lead responsibilities. The Office Manager – Prosecution (Exempt FLSA classification) is at Grade 7 and is the job class for which the proposed Officer Coordinator – Circuit Court-Prosecutor will serve as back up when assigned and also perform work associated with the other clerical/ administrative positions for whom leadership is provided in absence of the Office Manager – Prosecutor.

- FLSA: MGT Consulting Group recommends that the proposed job be classified as Non-Exempt as it does not have a full-scope supervisory role over other employees except when acting as back-up and coordinating work, scheduling assignments, and approving vacations and timesheets in the absence of the full-time Office Manager – Prosecutor and does perform for a significant amount of time the same work as other clerical/admin positions in the unit.

Attached is the proposed new job class description for “Office Coordinator – Circuit Court-Prosecutor”.”

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 “Office Coordinator – Circuit Court-Prosecutor.”