



October 31st, 2023

Ms. Jennifer Palmbos
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbos,

This memo responds to your request for a review of appeals submitted by staff related to the completed Classification and Compensation Study. The following position appeals were reviewed:

1. (Facility Services) Facility Services Director
2. (Facility Services) Maintenance Mechanic
3. (IT) GIS Analyst
4. (IT) ECM Administrator
5. (IT) Help Desk Analyst
6. (Health) Food Program Coordinator
7. (Health) Field Program Coordinator
8. (Health) Nutritionist-WIC Program Coordinator
9. (Health) Hearing and Vision Coordinator
10. (Health) Hearing and Vision Technician
11. (Prosecutor) Administrative Aides - Prosecutor
12. (Register of Deeds) Chief Deputy Register of Deeds
13. (Register of Deeds) Lead Senior Deputy Register of Deeds
14. (Register of Deeds) Senior Deputy Register of Deeds
15. (Register of Deeds) Deputy Register of Deeds
16. (County Administration) Communications Manager
17. (Jail) Jail Administrative Specialist
18. (Equalization) Senior Appraiser
19. (Sheriff) Central Records Specialist

1. (Facility Services) Facility Services Director

- Appeal Overview: Disagrees with recommended Grade 113 assignment. States that the position is more in line with Directors in Grade 114, and that the Facility Services Director is the only Director in Grade 113 and is aligned with several deputy director positions. The appeal included a copy of a revised job description and noted that it represented a more thorough and accurate description of the duties, responsibilities and expectations of the person occupying the role.
- Review and Response: After a thorough review of the appeal, evaluation of the additional position duties that were missing from the previous job description, and comparable position duties, **MGT recommends an adjustment** to Grade 114 of Livingston County's pay grade scale. The minimum salary for this recommended group is



\$96,752.16, the midpoint salary is \$102,644.37, and the maximum salary is \$122,562.75. MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the Facility Services Director. The grade assignment recommended during the study was appropriate for the given job data at that time. In consideration of an updated description, which does reflect that this position requires a higher level of coordination and decision-making authority in its role, MGT sees merit in recommending a post-study adjustment for this position. The additional scope included in the job description noted that this position is “responsible for executive leadership, managerial and organizational effectiveness, fiscal planning, budgeting, auditing, human resource development, public service, and communication for the department” [and] “serves as the project manager for large and often complex capital projects across the county and coordinates these projects with input from stakeholders.” Examples of this breadth of responsibility include partnering with the County Administrator and Board in vision-setting and executive-level decision-making, completing special projects, participating in the Capital Improvement Planning Committee, and working with Emergency Management in the planning and implementation of emergency preparedness and related emergency operations County-wide.

2. (Facility Services) Maintenance Mechanic

- Appeal Overview: Disagrees with recommended Grade 104 assignment. States that this position better aligns with positions in Grade 105 and requests position reassignment to Grade 105. States that this position requires high-level critical thinking and troubleshooting techniques on specialized equipment and represent the first level of response to critical public safety and County infrastructure equipment and buildings. The appeal included a copy of a revised job description and noted that it represented a more accurate description of the position’s duties.
- Review and Response: After a thorough review of the appeal, the position’s updated duties and scope, and comparable position duties, **MGT recommends an adjustment** to Grade 105 of Livingston County’s pay grade scale. The minimum salary for this recommended group is \$45,194.76, the midpoint salary is \$47,947.12, and the maximum salary is \$57,251.37. MGT believes the updated recommendation appropriately reflects the level of skill, responsibility, and duties of the position. The grade assignment recommended during the study was appropriate for the given job data at that time. In consideration of an updated description, which does reflect a higher degree of technical skill and responsibility for this position as described in the appeal overview, MGT sees merit in recommending a post-study adjustment for this position.

3. (IT) GIS Analyst

- Appeal Overview: Disagrees with recommended Grade 109 assignment. States the position remained at the same pre-study wage level as the GIS Technician although additional duties were added when the new role of GIS Analyst was created. States that this position requires specialized IT skills and mapping/cartography knowledge and is responsible for ensuring enterprise GIS servers are maintained. Appeal included additional compensation data for GIS positions (published 2017) and copies of GIS position descriptions for comparison. The appeal indicated this position has evolved and has additional duties. The appeal also requested title reclassification.



- Review and Response: After a thorough review of the appeal, benchmarks, and a review of the positions' duties, education, and experience requirements compared to peer positions within the Information Technology department, **MGT recommends no change** to this position's recommended grade assignment or job title. This position still reflects the GIS Analyst I benchmark identified during the original study and is titled appropriately for the position's scope and requirements relative to industry standards. The grade recommended in the original study reflects a more competitive pay range given the benchmark average (\$62,800) is lower than the minimum pay of the assigned pay range (\$64,665). This reflects a market minimum approach, often adopted for hard to recruit positions, and appropriately places this position in a competitive pay range reflective of its recruitment markets and job scope.

4. (IT) ECM Administrator

- Appeal Overview: Indicates the classification title change to Database Administrator during the original study does not align with the position and the job duties, and that this position is more reflective of an Application Developer. The appeal included copies of job descriptions for comparisons.
- Review and Response: After a thorough review of the appeal and job description data, **MGT recommends a job title update** to Application Developer to better reflect the function and the level of skill, responsibility, and duties of this position and to align with industry standards. The job title recommended during the study was appropriate for the given job data at that time as the job evaluation was based on data provided through MGT's Job Content Questionnaire (JCQ), which also indicated this was the working title of the position. The brief description of the purpose and responsibilities of this position stated, "This position is responsible, as the database administrator, for providing technical and organization leadership for Livingston County's database environment. This includes administration, maintenance, development and organization of databases, applications and assessment and implementation of new technologies related to data warehousing." MGT reviewed the original benchmark and job duties. For the study, MGT selected the benchmark, "Application Developer I" (100%) from Salary.com's CompAnalyst database (Michigan (Statewide) | All Industries | All FTEs, base average: \$72,000.00). **MGT does not recommend a grade change to this position.** This position is currently at Grade 109 of Livingston County's pay grade scale. The minimum salary for this recommended group is \$64,665.79, the midpoint salary is \$68,603.94, and the maximum salary is \$81,916.69. MGT believes these recommendations will appropriately account for hierarchy, and reflect the level of skill, responsibility, and duties of the Application Developer.

5. (IT) Help Desk Analyst

- Appeal Overview: Disagrees with recommended Grade 108. States the position has significant pay grade difference between it and technology specialist positions in which both roles share many of the same responsibilities. States that the current job description does not adequately define scope of position, noting the role expanded due to COVID and covers remote workers. Also states this position handles maintaining user accounts. The appeal included an edited job description for review.
- Review and Response: After a thorough review of the appeal and job description data, **MGT recommends an adjustment** to Grade 109 of Livingston County's pay grade scale.



MGT reviewed the original benchmark and reviewed the additional job duties in the revised job description provided with the appeal. The minimum salary for this recommended group is \$64,665.79, the midpoint salary is \$68,603.94, and the maximum salary is \$81,916.69. For the original study, MGT selected the benchmark, “Help Desk Technician I” (100%) from Salary.com’s CompAnalyst database. Internal notes indicated wage scale should be considered in the range of \$64,000 to \$79,000. It should be noted that the appeal also included notes on the incumbent’s personal growth, however, individual performance is not evaluated as part of a market study. After a review of the additional responsibilities submitted in the appeal, MGT recommends an updated benchmark to “Help Desk Technician II” (100%) from Salary.com’s CompAnalyst database (Michigan (Statewide) | All Industries | All FTEs, base average: \$58,600). MGT believes the updated recommendation appropriately reflects the level of skill, responsibility, and duties of the position. The grade assignment recommended during the study was appropriate for the given job data at that time. The updated job description includes several additional duties which expand this position’s scope and technical requirements, which are exhibited in performing duties such as administering active directory and managing user accounts, managing the IT onboarding process, performing network administration, and serving as a back-up to the Security Administrator. In consideration of an updated description, which does reflect a higher degree of technical skill and responsibility for this position as described in the appeal overview, MGT sees merit in recommending a post-study adjustment for this position.

6. (Health) Food Program Coordinator

- Appeal Overview: Disagrees with recommended Grade 110. States that the Food Program Coordinator and Field Program Coordinator were in the same grade level as the Public Health Nursing Program Coordinator position prior to the study. The appeal included an edited job description for review to provide clarity on the complexity and supervisory responsibilities of the position. States that revising the grade assignment to align with the PHN Program Coordinator position would be more consistent with organizational structure and departmental responsibilities.
- Review and Response: After a thorough review of the appeal, benchmarks, and a review of the positions’ duties, education, and experience requirements compared to peers within the department, **MGT recommends an adjustment** to Grade 111 of Livingston County’s pay grade scale and **updating the position’s title to the requested Environmental Health Supervisor – Food Safety & Community Health title** to better reflect the scope of this position and its supervisory responsibility to other positions in the department. MGT reviewed the original benchmark and reviewed the additional job duties in the revised job description provided with the appeal. The minimum salary for this recommended group is \$76,467.30, the midpoint salary is \$81,124.16, and the maximum salary is \$96,866.49. MGT believes this recommendation appropriately reflects the level of skill, responsibility, and duties of the Food Program Coordinator and provides hierarchal adjustment in the department to align similar coordinators. The grade assignment recommended during the study was appropriate for the given job data at that time. The updated job description included updates to the scope and responsibilities of this position, which are exhibited in performing duties such as supervising and directing staff (including reviewing performance), ensuring compliance with state mandates, administering trainings, and coordinating with others on urgent health matters related to foodborne illness investigations. In consideration of the



updated description, which does reflect additional duties and greater responsibility for this position as described in the appeal overview, MGT sees merit in recommending a post-study adjustment for this position.

7. (Health) Field Program Coordinator

- Appeal Overview: Disagrees with recommended Grade 110. States that the Food Program Coordinator and Field Program Coordinator were in the same grade level as the Public Health Nursing Program Coordinator position prior to the study. The appeal included an edited job description for review to provide clarity on the complexity and supervisory responsibilities of the position. States that revising the grade assignment to align with the PHN Program Coordinator position would be more consistent with organizational structure and departmental responsibilities.
- Review and Response: After a thorough review of the appeal, benchmarks, and a review of the positions' duties, education, and experience requirements compared to peers within the department, **MGT recommends an adjustment** to Grade 111 of Livingston County's pay grade scale and **updating the position's title to the requested Environmental Health Supervisor – Water, Wastewater, and Field Programs** title to better reflect the scope of this position and its supervisory responsibility to other positions in the department. MGT reviewed the original benchmark and reviewed the additional job duties in the revised job description provided with the appeal. The minimum salary for this recommended group is \$76,467.30, the midpoint salary is \$81,124.16, and the maximum salary is \$96,866.49. MGT believes this recommendation appropriately reflects the level of skill, responsibility, and duties of the Food Program Coordinator and provides hierarchal adjustment in the department to align similar coordinators. The grade assignment recommended during the study was appropriate for the given job data at that time. The updated job description included updates to the scope and responsibilities of this position, which are exhibited in performing duties such as supervising and directing staff (including reviewing performance), ensuring compliance with state mandates, issuing and inspecting permits, investigating complaints relative to water, sewer, and septic systems, maintains accreditation, and managing enforcement actions. In consideration of the updated description, which does reflect additional duties and greater responsibility for this position as described in the appeal overview, MGT sees merit in recommending a post-study adjustment for this position.

8. (Health) Nutritionist-WIC Program Coordinator

- Appeal Overview: Disagrees with recommended Grade 110. States that the Nutritionist-WIC Program Coordinator operates at the same grade level as the Public Health Nursing Program Coordinator position. The appeal included an edited job description for review to provide clarity on the duties and qualifications of the position. States that revising the grade assignment to align with the PHN Program Coordinator position would be more consistent with organizational structure and departmental responsibilities.
- Review and Response: After a thorough review of the appeal and a review of the positions' duties, education, and experience requirements compared to peers within the department, **MGT recommends no change** to this position's recommended grade assignment. MGT reviewed the original benchmark and reviewed the additional job duties in the revised job description provided with the appeal. The updated job description included updates to the scope and responsibilities of this position, which are



exhibited in performing duties such as supervising and directing staff (including reviewing performance) and serving as the WIC breastfeeding manager and coordinator. However, this position's description does not detail the same level of supervisory and compliance requirements as other program coordinators in the Health Department. The adjusted duties also did not significantly change the benchmark from the original study and further did not indicate merit for a grade change. MGT believes the original recommendation appropriately reflects the level of skill, responsibility, and duties of the Nutritionist/WIC Program Coordinator.

9. (Health) Hearing and Vision Coordinator

- Appeal Overview: Disagrees with recommended Grade 105. States that this position is operating at the same level as the Office Manager in the Department. The appeal included an edited job description for review to provide clarity on the duties and supervisory responsibilities of the position. Requests grade adjustment to Grade 107.
- Review and Response: After a thorough review of the appeal and a review of the updated job description, **MGT recommends no change** to this position's recommended grade assignment. MGT reviewed the original benchmark and reviewed the additional job duties in the revised job description provided with the appeal. The updated job description included updates to the scope and responsibilities of this position, which are exhibited in performing duties such as supervising and directing staff (including reviewing performance) and overseeing staff training and H&V appointments. However, this position's description does not detail the same level of responsibility and complexity as other jobs assigned to Grades 106 or 107. The adjusted duties also did not significantly change the benchmark from the original study and further did not indicate merit for a grade change. MGT believes the original recommendation appropriately reflects the level of skill, responsibility, and duties of the Hearing and Vision Coordinator.

10. (Health) Hearing and Vision Technician

- Appeal Overview: Disagrees with recommended Grade 103. States that this position is operating at the same level as the Administrative Specialist in the Department. The appeal included an edited job description for review to provide clarity on the duties and training requirements of the position. Requests grade adjustment to Grade 105.
- Review and Response: After a thorough review of the appeal and a review of the updated job description, **MGT recommends no change** to this position's recommended grade assignment. MGT reviewed the original benchmark and reviewed the updated job description provided with the appeal. The updated job description provided clarity to core duties related to vision and hearing screening examinations, maintaining records, and performing other clerical and administrative tasks. However, this position's description does not detail the same level of responsibility and complexity as other jobs assigned to Grades 104 or 105. The adjusted duties also did not significantly change the benchmark from the original study and further did not indicate merit for a grade change. The training highlighted in the description is also considered industry-standard for the benchmark selected during the original study. MGT believes the original recommendation appropriately reflects the level of skill, responsibility, and duties of the Hearing and Vision Technician.

11. (Prosecutor) Administrative Aides – Prosecutor

- Appeal Overview: Disagrees with classification assignment of Administrative Aide for a subset of incumbents that operate at a higher level than what is required of the Administrative Aide position in which they conduct duties and hold responsibilities of similar scope as that of the Administrative Specialist class. States that these employees (Lisa Gosiniak, Marge Kearns, Lillian Marhofer, Tina Miles, Tina Robinson, and Janet Simon) are performing duties of the same scope and complexity as those of the Administrative Specialist class assigned to Grade 105. States it is merited based on the responsibilities and skills needed for the position and for internal and external equity. Clarified that the appeal is not a requested reclass of the Administrative Aide class but a consideration of reassignment for specific employees operating differently than others under the Administrative Aide title.
- Review and Response: After a thorough review of the appeal, benchmark, a review of the positions' duties, education, and experience requirements compared to other positions, and further discussions, **MGT recommends an adjustment** of class assignment and grade for those identified employees currently operating at the Administrative Specialist level but under the Administrative Aide title be reassigned to the job title of Administrative Specialist and adjusted to Grade 105 to align with the other Administrative Specialists in the organization. The specified employees perform complex and management functions that require extensive internal, public and professional staff interaction, such as providing crime victim counseling, processing evidence, reviewing cases, serving as liaisons between the Office, court staff, and police, and providing direct support to others in the department and for Assistant Prosecuting Attorneys. To perform their duties, these incumbents also require additional knowledge and technical skills compared to the requirements of the Administrative Aide position.

12. (Register of Deeds) Chief Deputy Register of Deeds

- Appeal Overview: States that there is incongruity between this position and other department positions with similar responsibilities and qualifications. The appeal included an updated job description for review to provide clarity on the position's duties and supervisory responsibilities. States the updated description reflects changes in the role since the study and brings the description more in line with the current responsibilities and those similar to peer counties.
- Review and Response: After a thorough review of the appeal, benchmarks, and a review of the positions' duties, education, and experience requirements compared to peers within the department, **MGT recommends an adjustment** to Grade 112 of Livingston County's pay grade scale. The minimum salary for this recommended group is \$81,820.01, the midpoint salary is \$86,802.85, and the maximum salary is \$103,647.14. MGT reviewed the original benchmark and reviewed the additional job duties in the revised job description provided with the appeal. The grade assignment recommended during the study was appropriate for the given job data at that time. The revised job description's position summary indicates more managerial responsibilities than previous assisting responsibilities. Within the revised job description, most if not all of the essential job functions have been revised, as well as the level of education has increased from Associate's degree to Bachelor's degree. The grade placement recommendation aligns this position with the Chief Deputy Treasurer, which has the same education, experience, and similar responsibilities and supervision. MGT believes this recommendation will appropriately account for hierarchy, and reflect the level of skill, responsibility, and duties of the Chief Deputy Register of Deeds.



13. (Register of Deeds) Lead Senior Deputy Register of Deeds

- Appeal Overview: N/A. New position was established for the department by the County and placed in Grade 105. Given the appeals statement that there is incongruity between positions in the department and the recommended adjustments addressed in this memo for those positions, the below includes MGT's review and recommended adjustment for this new role to maintain proper hierarchy in the department. The appeals for the other classifications included a copy of the job description for this new position to include in the overall department review.
- Review and Response: After a thorough review of the other position appeals and MGT's recommendations and a review of this positions' duties, education, and experience requirements compared to peers within the department, **MGT recommends placement in Grade 106** of Livingston County's pay grade scale to maintain internal hierarchy in the department. The minimum salary for this recommended group is \$48,584.37, the midpoint salary is \$51,543.16, and the maximum salary is \$61,545.22. The job description for this new role in the Register of Deeds depicts a lead level, reporting to the Chief Deputy Register of Deeds, in which the position is responsible for the same scope of work as a Senior Deputy with the added responsibility of providing team training and management, as well as serving in the absence of the Chief Deputy. MGT believes this recommendation will appropriately account for hierarchy, and reflect the level of skill, responsibility, and duties of the Lead Senior Deputy Register of Deeds.

14. (Register of Deeds) Senior Deputy Register of Deeds

- Appeal Overview: Disagrees with recommended Grade 104. States that there is incongruity between this position and other department positions with similar responsibilities and qualifications. The appeal included a copy of the current job description for review.
- Review and Response: After a thorough review of the appeal, benchmarks, and a review of the positions' duties, education, and experience requirements compared to peers within the department, **MGT recommends an adjustment to Grade 105** of Livingston County's pay grade scale. The minimum salary for this recommended group is \$45,194.76, the midpoint salary is \$47,947.12, and the maximum salary is \$57,251.37. MGT reviewed the original benchmark and reviewed the additional job duties in the revised job description provided with the appeal. The grade assignment recommended during the study was appropriate for the given job data at that time. The appeal included a revised job description, in which the position summary indicates more lead responsibilities than previous job description. Within the revised job description, most if not all of the essential job functions have been revised, as well as the level of education has increased from High School Diploma or GED to an Associate's degree. The grade placement recommendation aligns with internal hierarchy, keeping the same spread throughout positions within the Register of Deeds Department. MGT believes this recommendation will appropriately account for hierarchy, and reflect the level of skill, responsibility, and duties of the Senior Deputy Register of Deeds.

15. (Register of Deeds) Deputy Register of Deeds

- Appeal Overview: Disagrees with recommended Grade 103. States that there is incongruity between this position and other department positions with similar responsibilities and qualifications. The appeal included an updated job description for



review to provide clarity on the position's duties and responsibilities. States the updated description reflects changes in the role since the study and brings the description more in line with the current responsibilities and those similar to peer counties.

- Review and Response: After a thorough review of the appeal, benchmarks, and a review of the positions' duties, education, and experience requirements compared to peers within the department, **MGT recommends an adjustment** to Grade 104 of Livingston County's pay grade scale. The minimum salary for this recommended group is \$42,041.64, the midpoint salary is \$44,601.97, and the maximum salary is \$53,257.09. MGT reviewed the original benchmark and reviewed the additional job duties in the revised job description provided with the appeal. The grade assignment recommended during the study was appropriate for the given job data at that time. The appeal included a revised job description, in which the level of education has decreased from Associate's degree to High School Diploma or GED. However, the grade placement adjustment aligns the internal hierarchy, accounting for the grade adjustments above. MGT believes this recommendation will appropriately account for hierarchy, and continue to reflect the level of skill, responsibility, and duties of the Deputy Register of Deeds.

16. (County Administration) Communications Manager

- Appeal Overview: The appeal included an updated job description for review to provide clarity on the position's duties and responsibilities.
- Review and Response: After a thorough review of the appeal via the updated job description provided, **MGT recommends an adjustment** to Grade 111 of Livingston County's pay grade scale. The minimum salary for this recommended group is \$76,467.30, the midpoint salary is \$81,124.16, and the maximum salary is \$96,866.49. MGT reviewed the original benchmark and reviewed the additional job duties in the revised job description provided as the appeal. The grade assignment recommended during the study was appropriate for the given job data at that time. The appeal included a revised job description, in which the main difference was the addition of duties for Website Management. MGT reviewed the original benchmark ("Communications Manager" from Salary.com's CompAnalyst database) and reviewed the additional job scope of Website Management provided in the updated job description. The additional technical skill and responsibility of managing web content for the Communications Manager role adds complexity to this position's function. MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the Communications Manager.

17. (Jail) Jail Administrative Specialist

- Appeal Overview: The appeal included an updated job description for review to provide clarity on the position's duties and responsibilities. States the updated description reflects changes in the role since the study, in which additional executive and administrative responsibilities have been added. Requests reclassification of the position.
- Review and Response: After a thorough review of the appeal, benchmark, and a review of the updated job description, **MGT recommends no change** to this position's recommended grade assignment or job title. The grade placement recommendation aligns this position with other similar positions, which have the same or similar education, experience, responsibilities, and supervision. The appeal included a revised

job description, in which the position is now tasked with added executive and administrative responsibilities. While there are additional duties for this position, the original benchmark still encompasses the scope and responsibility level standard with this administrative level function. MGT believes the original recommendation appropriately reflects the level of skill, responsibility, and duties of the Jail Administrative Specialist.

18. (Equalization) Senior Appraiser

- Appeal Overview: The appeal included an updated job description for review to provide clarity on the position's duties and responsibilities, a summary of changes to the position since the original study, and market data for neighboring jurisdictions. States the updated description reflects changes in the role as well as additional requirements for the role. The appeal requests an adjustment to the grade recommendation to account for these responsibilities.
- Review and Response: After a thorough review of the appeal, benchmark, and a review of the updated job description, **MGT recommends no change** to this position's recommended grade assignment from the original study. MGT reviewed the original benchmark and reviewed the additional job duties submitted with the appeal. The appeal indicated there are additional responsibilities and changes to the position, including the introduction of new legislation, PA 660, as well as a preference of MCAT certification for the position. For the original study, MGT selected the benchmark, "Senior Appraiser" from the 2022 Peer Custom Market Study, peer average \$56,917.01, which set this position in a pay range reflecting a market minimum policy. The Senior Appraiser for Livingston County is currently placed at Grade 108. The minimum salary for this recommended group is \$58,787.08, the midpoint salary is \$62,367.22, and the maximum salary is \$74,469.72. After a review of the provided Ottawa County Universal Wage Scale (effective January 1, 2023), a comparable position to the current Senior Appraiser role would be the Appraiser III position. The Appraiser III position is placed in Grade 10 of Ottawa County's wage scale; the minimum salary for this position is \$57,875.74, the midpoint salary (step 3) is \$63,658.92, and the maximum salary is \$75,247.64. The market and corresponding market point between the two scales are comparable (Ottawa \$63,658, Livingston \$ 62,367). With the additional duties for this position and considering the provided peer data, it is still reflective of the original recommendation from the study and would not be adjusted to Grade 109. MGT believes this recommendation appropriately reflects the market and level of skill, responsibility, and duties of the Senior Appraiser.

19. (Sheriff) Central Records Specialist

- Appeal Overview: The appeal included an updated job description for review to provide clarity on the position's duties and responsibilities.
- Review and Response: After a thorough review of the appeal via the updated job description provided, **MGT recommends no change** to this position's recommended grade assignment from the original study. The updated job description provides additional details on the position's current scope but does not significantly change the function, core duties, or requirements of this position. The only key change to this position's scope is the removal of several financial and administrative duties. MGT upholds its original recommendation of Grade 102 and believes this recommendation



appropriately reflects the level of skill, responsibility, and duties of the Central Records Specialist (Sheriff).