

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing the Addition of 1.5 Administrative Specialist Positions in the Emergency Medical Services (EMS) Department - Emergency Medical Services**

**WHEREAS** the EMS department is preparing for a major software change in our EMS billing system; and

**WHEREAS,** the EMS department is also facing the upcoming retirement of our long term Office Manager; and

**WHEREAS,** these significant changes to our department require some additional planning to keep our department in a good financial position for the future. We must commit some additional hours to the current billing system in preparation for the change. Along with the setup of the new system which will also require a significant staff time allotment; and

**WHEREAS,** the EMS department is requesting an increase in staffing to better prepare for these events. Our request is to move our current PT Administrative Specialist to FT. as well as hire an additional Administrative Specialist FT, with the understanding that we will not fill the Office Manger position from a retirement later this summer; and

**WHEREAS,** the EMS department has steadily improved its financial position over the past 4 years and the EMS Director is comfortable that the cost of the additional FTEs can be fully funded by the department without the use of fund balance or deficit spending.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the addition of one (1) full time Administrative Specialist to the EMS department; increasing one (1) part time Administrative Specialist to full time and eliminating the current Office Manager position upon retirement this year as illustrated in the chart below.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorize any necessary budget amendments to effectuate the above.

**CURRENT:**

Position #	Description	Group	Grade	FTE	Status
65100117	ADMINISTRATIVE SPECIALIST	NU	5	0.50	A
65100118	OFFICE MANAGER	NU	7	1.00	A

**PROPOSED:**

Position #	Description	Group	Grade	FTE	Status
65100117	ADMINISTRATIVE SPECIALIST	NU	5	1.00	A
65100125	ADMINISTRATIVE SPECIALIST	NU	5	1.00	A
65100118	OFFICE MANAGER <i>*Position will be eliminated after current employee's retirement - est. 8/1/2024</i>	NU	7	(1.00)	I

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**MOVED:  
SECONDED:  
CARRIED:**