



## LIVINGSTON COUNTY HEALTH DEPARTMENT

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April 16, 2024

To: Livingston County Board of Commissioners – Personnel Committee

From: Matt Bolang

Re: Resolution Approving the Reclassification of the WIC Program Coordinator

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The attached resolution requests the Personnel Committee to approve the job description and associated pay scale changes for our WIC Program Coordinator position. This revised position description was evaluated by our consultant, MGT, and they have suggested a change from Grade 10 to Grade 11.

This position is responsible for the oversight and coordination of our WIC (Women, Infants, and Children) program. One of the minimum qualifications for this position includes being credentialed as a Registered Dietitian. There was a recent change by the Commission of Dietetic Registration that now requires a master's degree in order to sit for the exam. This change happened after the county's salary study was completed.

We revised the job description to include the master's degree requirement, along with clarifying some of the other job responsibilities. This position provides comprehensive WIC Coordination which includes the supervision and management of staff, Registered Dietitian consultation to clients, coordinates our Nutrition Education program, and coordinates our Breastfeeding program.

We agree with MGT's recommendation to move this position to Grade 11. This also aligns with other Coordinator positions in the department.

Please do not hesitate to contact me should you have any questions.