

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Reorganize the Hearing and Vision Coordinator Position – Health

WHEREAS, the Michigan Public Health Code, Act 368 of 1978, Part 93 (MCL - Section 333.9301) requires local health departments to provide free hearing and vision screening for school-aged children; and

WHEREAS, the Health Department has a current vacancy due to the retirement of our Hearing and Vision Coordinator; and

WHEREAS, for every vacancy the Health Department, through an internal policy, analyzes the impact of the position, determining the need to reorganize, restructure, or reassign job duties. Through this process it was determined that the existing organization structure was not efficient and was not able to effectively manage the Hearing and Vision program; and

WHEREAS, after consideration, the proposal is to create a full-time Office Manager position that would incorporate the job duties of the part-time Hearing and Vision Coordinator, and eliminate the Hearing and Vision Coordinator position; and

WHEREAS, during our review process there are other gaps identified in the organization of related clerical functions that would be reorganized under the Office Manager position, including the coordination and supervision of staff; and

WHEREAS, the Human Resources Department has been consulted with the minor changes to the job description and are in agreement that the proposed changes do not significantly vary from the exiting Office Manager position that serves the Environmental Health Division of the Health Department; and

WHEREAS, the prorated additional FY24 cost for this position change would be approximately \$14,000 and the future annual costs would be approximately an increase of \$24,000; and

WHEREAS, there are sufficient funds in the Health Department budget to cover the increased costs.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves this reorganization to eliminate the part-time Hearing and Vision Coordinator position and create a full-time Office Manager position.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
60100115	HEARING / VISION COORDINATOR	NU	5	0.73	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
60100115	OFFICE MANAGER	NU	7	1.00	A

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes any necessary supplemental appropriation to effectuate the above.

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MOVED:

SECONDED:

CARRIED: