



**LIVINGSTON COUNTY, MICHIGAN**  
**LIVINGSTON COUNTY TRIAL COURTS**  
**JUVENILE & PROBATE DIVISIONS**

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## Memorandum

**To: Livingston County Board of Commissioners – Personnel Committee**

**From: Deborah Shaw, Juvenile & Probate Court Administrator**

**Date: July 1, 2024**

**Re: Resolution Approving the Reclassification and Retitling of the Reimbursement and Collections Clerk to the Quality Data and Collections Specialist**

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The attached resolution requests the Personnel Committee approve the job description, job title and associated pay scale changes for the Quality Data and Collections Specialist (formerly Reimbursement and Collections Clerk). This revised position description was evaluated by consultant, MGT, and they have suggested a change from Grade 4 to Grade 5.

This position is responsible for the juvenile court collections which will remain after implementation of current legislative reform (restitution and crime victim fees in delinquency cases and indigent defense costs in child welfare cases). Additionally, this position will support adoption of new legislative requirements regarding data collection, data integrity, and data reporting to the State Court Administrative Office and the Child Care Fund to measure compliance with newly required evidence-based practices and statewide juvenile justice reporting.

The reclassification will take place on October 1, 2024 (start of the FY 2025 Child Care Fund Budget). With the modification of duties, an additional 25% of the salary and benefits for this position will be transferred from the general fund to the Child Care Fund and reimbursed at 75%.

Thank you for your consideration of this matter.