

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution Approving the Reclassification of the EMS Billing Specialist –
Emergency Medical Services**

WHEREAS, Livingston County’s EMS Department Billing Specialist position is responsible for performing a wide range of billing duties, including preparation of ambulance claims, interacting with numerous insurance companies, including Medicare, Medicaid, and other insurance agencies or with the general public. Serves as the primary point of contact for the County’s EMS clients regarding the financial component of the ambulance transport or for other billing and collection purposes; and

WHEREAS, the position has changed substantially since the last evaluation; and

WHEREAS, MGT Consulting Services, LLC. has reviewed this revised position description and has determined that it should be placed at a grade 5 of the nonunion pay scale; and

WHEREAS, there are sufficient funds in the EMS budget to cover the increase costs.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the Billing Specialist - EMS at Grade 5 of the nonunion scale, effective January 1, 2025.

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**MOVED:
SECONDED:
CARRIED:**

NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee.