

RESOLUTION

NO: 2025-01-007

LIVINGSTON COUNTY

DATE: January 27, 2025

Resolution Approving the Reclassification of One Part-time Office Assistant and One Part-Irregular Part-Time Dispatcher to Two Irregular Part-time Dispatchers – Central Dispatch

WHEREAS, 911 Central Dispatch has one (1) vacant part-time office assistant position created in January 1995 to assist the Administrative Specialist position by helping with clerical tasks, which included completing FOIA requests; and

WHEREAS, this position was left unoccupied due to the retirement and subsequent hiring of a new Administrative Specialist who has been able to incorporate all the duties assigned to the office assistant into one job. Therefore, this position, which is budgeted yearly, has sat vacant for nearly three (3) years; and

WHEREAS, we currently have no need for the office assistant position, we do have need for additional assistance within the department, for an Irregular Part-time Dispatcher to coordinate a Peer Support/Critical Incident Stress Management (CISM) program. This person would work with us temporarily to better our Peer Support/CISM team, through training and mentoring, while also helping to create a countywide public safety CISM Team; and

WHEREAS, this new irregular part-time dispatcher position would be a 0.50 FTE, and the current irregular part-time position would change from a 0.60 FTE to a 0.50 FTE; and

WHEREAS, 911 Central Dispatch has the appropriate funding in its operating budget to accommodate this change.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes reclassifying one part-time office assistant to an irregular part-time Dispatcher position and a reduction in hours for the current irregular part-time Dispatcher position.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
32500144	DISPATCHER IRREGULAR	NU	OFF STEP	0.60	A
32500140	OFFICE ASSISTANT	NU	2	0.60	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
32500144	DISPATCHER IRREGULAR	NU	OFF STEP	0.50	A
32500140	DISPATCHER IRREGULAR	NU	OFF STEP	0.50	A

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

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MOVED:

SECONDED:

CARRIED: