

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Job Review of the Office Manager – Building Department – Building Department

WHEREAS, the Building Department requested to have a new Office Manager position evaluated; and

WHEREAS, the **Office Manager** position will be responsible for overseeing administrative support staff in delivering timely and accurate customer service to the public, managing front desk operations, and contributing to office efficiency through software implementation and the development of office-wide standards; and

WHEREAS, MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 7 of the nonunion pay scale; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the Office Manager – Building Department at Grade 7 of the nonunion wage scale.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
37100114	ADMINISTRATIVE SPECIALIST	NU	5	1.00	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
37100114	OFFICE MANAGER	NU	7	1.00	A

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MOVED:

SECONDED:

CARRIED:

NOTE: Per Board of Commissioner's policy, this job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee.