

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of the Central Records Clerk – Sheriff

WHEREAS, the Sheriff's Office requested to have the Central Records Clerk position re-evaluated; and

WHEREAS, the **Central Records Clerk** position is responsible for complex clerical, administrative, and records management functions, with extensive customer service interaction. This includes researching and responding to public inquiries requiring a high degree of sensitivity and confidentiality. Required duties include skills with specialized law enforcement database software, public relations, detail-oriented database entry, and high proficiency in multi-tasking in a fast-paced environment; and

WHEREAS, MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 4 of the nonunion pay scale; and

WHEREAS, there are sufficient funds in the Sheriff's Office 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 reclassification of the Central Records Clerk, with a title change to Central Records Specialist, at Grade 4 of the nonunion wage scale.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
30100109	CENTRAL RECORDS SPECIALIST	NU	2	0.50	A
30100110	CENTRAL RECORDS SPECIALIST	NU	2	1.00	A
30100112	CENTRAL RECORDS SPECIALIST	NU	2	0.50	A
30100114	CENTRAL RECORDS SPECIALIST	NU	2	0.50	A
30100116	CENTRAL RECORDS SPECIALIST	NU	2	0.50	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
30100109	CENTRAL RECORDS SPECIALIST	NU	4	0.50	A
30100110	CENTRAL RECORDS SPECIALIST	NU	4	1.00	A
30100112	CENTRAL RECORDS SPECIALIST	NU	4	0.50	A
30100114	CENTRAL RECORDS SPECIALIST	NU	4	0.50	A
30100116	CENTRAL RECORDS SPECIALIST	NU	4	0.50	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.