



May 7, 2025

Ms. Jennifer Palmbos  
Director of Human Resources/Labor Relations  
Livingston County  
304 East Grand River Avenue, Suite 205  
Howell, MI 48843

Dear Ms. Palmbos,

This memo responds to your request for a review of appeals submitted by staff related to the completed Classification and Compensation Study of the Courts' union positions. The following position appeals were reviewed:

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|--------------------------------|--|
| 1. Chief Account Clerk (DC)    | (Department: Central Services Judicial Center) |
| 2. Child Support Specialist    | (Department: Friend of the Court)              |
| 3. Chief Account Clerk – FOC   | (Department: Friend of the Court)              |
| 4. Support Enforcement Officer | (Department: Friend of the Court)              |

#### 1. (Central Services) Chief Account Clerk

- **Appeal Overview:** Disagrees with recommended title Chief Account Clerk. States that the job description needs significant modifications to accurately reflect the evolving scope and requirements of the role. The appeal included a copy of a revised job description. Additional documentation submitted was a short statement from the new Circuit Court Administrator that the updated "...description and proposed changes reflect the appropriate tasks, skills, and expectations required for success in this role and for the operation of the court."
- **Review and Response:** After review of the appeal, evaluation of the additional position duties intended to describe more accurately the evolving scope and requirements of the role, and consideration of other court positions' duties, **MGT recommends a title change to the requested Central Services Financial Coordinator and an adjustment to Grade 7 of the Court Bargaining Unit 2025 Wage schedule.** The minimum rate for this recommended single-incumbent position is \$54,230.80, the midpoint rate is \$59,519.20, and the maximum rate is \$64,807.39. MGT believes this recommendation will appropriately reflect the level of skill responsibility, decision making, and duties of the job of Central Services Financial Coordinator. The grade assignment during the study was appropriate for the given job data at that time. MGT sees merit in recommending a post-study adjustment for the position. Among the new responsibilities in the revised job description are the lead (non-supervisory) responsibility for ensuring that Central Services clerks receive guidance and direction for the technical elements of their jobs and to assist "...the Court Financial Officer with the creation and implementation of appropriate workload, policies and procedures." This includes responsibility to "Directs and reviews the Central Services Account Clerks' processing of daily receipts..." via various payment methods and to ensure that they are trained on court receipting software. The position also has the new responsibility to perform "... daily software reconciliation of District Court so that all received payments in the mail are confirmed as either receipted or in process." The position also now "performs



the annual tax intercept audit. Prepares and mails related noticing. Files finalized tax intercept order with the state.”

## 2. (Friend of the Court) Child Support Specialist

- **Appeal Overview:** **Review and Response:** Disagrees with the “Child Support Specialist” class title not recommended for change and with the recommended Grade 7 not changing. States that the position description does not adequately reflect the full scope, level, duties, and responsibilities of this single-position job class. The appeal consisted of a revised job description for “Child Support Specialist” with a suggested a title of “Chief Financial Specialist.” There was also an optional cover letter to the Friend of the Court Administrator explaining the basis for the appeal.
- **Review and Response:** After review of the appeal, evaluation of the additional position duties that were added to describe the evolving scope and requirements of the role and position, and consideration of other court positions’ duties, **MGT recommends the alternative title of “Child Financial Support Specialist” to be allocated at Grade 8 of the Court Bargaining Unit 2025 Wage schedule.** The minimum rate for this recommended single-incumbent position is \$59,053.28, the midpoint rate is \$64,847.54, and the maximum rate is \$70,608.10. MGT believes this recommendation will appropriately reflect the level of skill, responsibility, decision making, and duties of the job description as submitted for the appeal. The grade assignment recommended during the study was appropriate for the given job data at that time. Among the responsibilities in the revised job description is to serve as “... consultant to all department staff regarding child support accounting matters, public assistance benefits, foster care, guardianship cases and payments that are held in suspense.” The position now also “Receives the Juvenile Court Orders and Probate Court Guardianship Orders and takes the appropriate actions based on the details of the Orders.” Additionally, the job now “Manages payments that are held in suspense. ... to determine what money has been placed on hold by the MiSDU and finds solutions to rectify the hold.” The position tracks and resolves fund issues beyond just the child support payments program, ensuring adherence of the accounting to each program’s rules and requirements. This includes making “... necessary adjustments to accounts, including but not limited to emancipations, uninsured medical reimbursements, direct pay credits, state discharge debt program, spousal support max obligation payoff, death of payer, payee or child.” Although the appeal suggested the title of “Chief Financial Specialist,” MGT suggests that such a title implies a broader financial role than appears in the updated job description. Overall, the position’s responsibilities are greater than those of the previous description. A Bachelor’s degree is now required rather than an Associate. The revised description does not include responsibilities for the overall financial programs of Friend of the Court (as might be implied by “Chief Financial Specialist). The financial-related duties of the job continue to focus more on the technical complexities of a narrower set of fundings surrounding financing for children through child support requirements as well as sources from general public assistance benefits, foster care, guardianships and payments held in suspense.

## 3. (Friend of the Court) Chief Account Clerk – Friend of the Court



- **Appeal Overview:** Disagrees with the title Chief Account Clerk – Friend of the Court. The appeal consisted of an updated and revised job description with proposed title Chief Account & Procurement Specialist – Friend of the Court. The appeal also contained an optional cover letter.
- **Review and Response:** After review of the appeal, evaluation of the changes to the job description that reflect the new duties and responsibilities of the job, and consideration of other court positions' duties, **MGT recommends a title change to the requested Chief Account & Procurement Specialist – Friend of the Court and an adjustment to Grade 7 of the Court Bargaining Unit 2025 Wage schedule.** The minimum rate for this recommended single-incumbent position is \$54,230.80, the midpoint rate is \$59,519.20, and the maximum rate is \$64,807.39. MGT believes this recommendation will appropriately reflect the level of skill responsibility, decision making, and duties of the job. The grade assignment during the study was appropriate for the given job data at that time. Among the new responsibilities in the revised job description are the lead (non-supervisory) responsibility for providing expert guidance and training for the Friend of the Court Clerks and the Lead Clerk, serving as their point of contact to answer questions regarding proper procedures and current office policy and for training the clerks in utilizing assigned computer systems and software applications accurately. The position also now oversees the task assignments of the clerks, including drafting training aides and manuals. The position is newly “Responsible for completing content updates to the Friend of the Court web page and contributing to the development of web content and coordination of relevant information for the public’s use on the county website.”

#### **4. (Friend of the Court) Support Enforcement Officer**

- **Appeal Overview:** Disagrees with the recommended Grade 8. States that the position’s level of responsibility, judgment and independence of action, and external work environment among others have increased and align with Grade 9. The appeal included an edited job description for review and also included an optional cover letter describing changes to the job assignment.
- **Review and Response:** After review of the appeal, evaluation of the updated position duties, and consideration of other court positions' duties, **MGT recommends an adjustment to Grade 9 on the Court Bargaining Unit 2025 Wage schedule.** The minimum rate for this recommended single-incumbent position is \$65,833.46, the midpoint rate is \$72,252.75, and the maximum rate is \$78,670.80. MGT believes this recommendation will appropriately reflect the level of skill responsibility, decision making, and duties of the job titled Support Enforcement Officer. The grade assignment recommended during the study was appropriate for the given job data at that time. Among the new responsibilities, judgment and independence of action, and the external work environment being recognized in this recommendation are those for testifying “... in Show Cause hearings and felony non-support cases,” “possession of a legally registered service firearm and a Concealed Pistol License,” and the duty to “arrest and transport persons with FOC bench warrants and AG felony non-support warrants to the Livingston County Jail ... plus pick up and transport [to the Livingston County Jail] persons arrested in other jurisdictions.”