

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of an Administrative Specialist to a WIC Technician – Health Department

WHEREAS, the Health Department requested to reclassify a current Administrative Specialist to a WIC Technician position; and

WHEREAS, the **WIC Technician** position is responsible for performing both clinical as well as advanced-level clerical work with minimal supervisor direction. Duties will be defined by the scope of the assigned department's clinical activities and related clerical responsibilities. Most assigned work requires a high degree of confidentiality; and

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

WHEREAS, this recommendation represents a change in duties without a pay increase to an already budgeted position.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the WIC Technician at Grade 5 of the nonunion wage scale.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
60100108	ADMINISTRATIVE SPECIALIST	NU	5	0.60	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
60100108	WIC TECHNICIAN	NU	5	0.60	A

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MOVED:
SECONDED:
CARRIED:

This job review requires no further Board approval pursuant to Board of Commissioners policy.