

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassifications of the Elections Specialist and Elections Coordinator to the Elections Manager – County Clerk

WHEREAS, the County Clerk requested review of the **Elections Specialist/Deputy Clerk**; and

WHEREAS, the **Elections Specialist/Deputy Clerk** position is responsible for providing information and assistance to elected officials, candidates, and the public regarding the election process. This position assists the Elections Manager in implementing and enforcing Michigan Election Laws. It assumes responsibility for departmental operations in the absence of the Elections Manager, as directed. When assigned to the Vital Records Division, it performs the essential job functions of a Vital Records Clerk. The position also coordinates federal passport services provided to the public; and

WHEREAS, MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 8 of the nonunion pay scale; and

WHEREAS, the County Clerk requested review of the Elections Coordinator/Deputy Clerk requesting the title be changed to the **Elections Manager/Deputy Clerk**; and

WHEREAS, the **Elections Manager/Deputy Clerk** position is responsible for responsible for the overall management and operation of the County Clerk's Elections Division. This position provides guidance and recommendations to state and local election administrators, elected officials, candidates, entities pursuing ballot access, the media, and the public regarding elections. Additionally, this role manages poll worker training for all local jurisdictions in Livingston County, assesses fees for election services rendered, maintains campaign financial statement records, and assists with selecting voting systems and other division-specific software programs; and

WHEREAS, MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 12 of the nonunion pay scale; and

WHEREAS, a budget amendment will be necessary for the County Clerk 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 Elections Specialist/Deputy Clerk at Grade 8 of the nonunion wage scale.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the reclassification of the Elections Coordinator/Deputy Clerk retitled the Elections Manager/Deputy Clerk at Grade 12 of the nonunion wage scale.

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

CURRENT:

Position #	Description	Group	Grade	FTE	Status
21500101	ELECTION COORDINATOR / DEPUTY CLERK	NU	9	1.00	A
21500103	ELECTION SPECIALIST / DEPUTY CLERK	NU	5	1.00	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
21500101	ELECTION MANAGER / DEPUTY CLERK	NU	12	1.00	A
21500103	ELECTION SPECIALIST / DEPUTY CLERK	NU	8	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.