

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of the Investigative Services Administrative Specialist– Sheriff

WHEREAS, the Sheriff’s Office requested to have the Investigative Services Administrative Specialist position re-evaluated; and

WHEREAS, the Investigative Services Administrative Specialist position is responsible for complex clerical, administrative and records management functions with extensive public, outside agency, and customer service interaction. Required skills and duties include exceptional skills in organizational abilities, attention to detail, and a high degree of confidentiality while managing sensitive case information to ensure efficient case management and effective investigative support. This position also requires exceptional skills in records management, general bookkeeping, scheduling, data entry, database creation and upkeep, customer service and similar activities. The Investigative Services Administrative Specialist assists in the coordination of complex administrative workflows between detectives, law enforcement agencies, prosecutors and other criminal justice partners to provide effective investigative support and case management; and

WHEREAS, MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 5 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 Investigative Services Administrative Specialist at Grade 5 of the nonunion wage scale.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
30100105	INVESTIGATIVE SERVICES ADMIN SPECIALIST	NU	4	1.00	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
30100105	INVESTIGATIVE SERVICES ADMIN SPECIALIST	NU	5	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.

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