



November 30, 2021

MEMORANDUM

TO: Clinton Langreck, County Administrator
FR: Heather Barber, Consultant
RE: Job Classification Review – MIS Assistant

The County requested we evaluate job documentation provided for the classification of MIS Assistant.

The County provided job documentation showing increased authority and complexity within the position. The County also requests changing the title of the position to MIS Technical Support Specialist to more accurately describe the position.

After reviewing the documentation provided by the County, it is our recommendation that this position be retitled “MIS Technical Support Specialist”, and that it be increased by one grade and placed in Grade G of the County’s salary plan.

Please feel free to contact me with questions.