

# **PERSONNEL COMMITTEE**

1/15/2014

304 E Grand River, Conference Room 4A, Howell, Michigan 48843

8:00 AM

## **AGENDA**

- 1. CALL MEETING TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. CALL TO THE PUBLIC**
- 4. APPROVAL OF MINUTES**  
Meeting Minutes Dated: December 18, 2013
- 5. REPORTS**
- 6. RESOLUTIONS FOR CONSIDERATION**

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### **Human Resources**

RESOLUTION TO APPROVE THE CREATION OF A QUALITY  
IMPROVEMENT SPECIALIST POSITION, GRADE K WITH 911 CENTRAL  
DISPATCH / EMERGENCY MANAGEMENT

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### **Human Resources**

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF A PUBLIC  
SAFETY TECHNOLOGY SPECIALIST POSITION GRADE K TO SR.  
PUBLIC SAFETY TECHNOLOGY SPECIALIST, GR. L

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RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO APPROVE THE CREATION OF A QUALITY IMPROVEMENT  
SPECIALIST POSITION, GRADE K WITH 911 CENTRAL DISPATCH /  
EMERGENCY MANAGEMENT**

*(911 Central Dispatch) To Personnel Committee January 15, 2014*

**WHEREAS,** there is a need to establish a quality assurance program position for 911 Central Dispatch; and

**WHEREAS,** this newly created position will be responsible for the research, development and implementation of the Quality Improvement Program and participates in department CTO System and training; and

**WHEREAS,** this position has been evaluated by Rahmberg Stover and Associates who is recommending this position be classified as a Grade **K** and

**WHEREAS,** funding for same is available at 911 Central Dispatch.

**THEREFORE BE IT RESOLVED** that the Personnel Subcommittee hereby approves the creation of a Quality Improvement Specialist position, Grade K for 911 Central Dispatch / Emergency Management.

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**MOVED:**

**SECONDED:**

**CARRIED:**

Position: 911/Central Dispatch - Quality Improvement Specialist  
 Evaluated: 1/10/2014

Education/Experience		Judgment/Independence		Communication		Supervisory/Management		Job Complexity		Rights, Well Being, Safety		Impact on Prog, Serv, Ops		Work Environment		Total Points	Grade
Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
5d	495	3a	270	4aa	330	4e	200	3b	450	3a	160	3a	400	1a	50	2355	L



To: Jennifer Palmbos

From: Karine Stover

Date: January 10, 2014

Re: Quality Improvement Specialist – Central Dispatch

At your request, I have re-reviewed the Quality Improvement Specialist in Central Dispatch based on the new qualifications and responsibilities that were submitted. The primary changes are (1) requirement of a bachelor's degree and (2) supervisory responsibility for 26 dispatchers.

Based on the information provided and my understanding of the position, my evaluation yielded total points of 2355. With a point value of 2355, the position would be assigned to Grade K.

With the added supervisory responsibility, I would suggest that you look at changing the title to be more reflective of the position requirements and to differentiate it from the other QI Specialist in EMS. For example, Quality Improvement/Dispatch Supervisor.

Detailed job evaluation points are attached. If you have any questions or would like to discuss this position further, please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF A PUBLIC SAFETY TECHNOLOGY SPECIALIST POSITION GRADE K TO SR. PUBLIC SAFETY TECHNOLOGY SPECIALIST, GR. L**

**(Information Technology)** *To Personnel Committee January 15, 2014*

**WHEREAS,** one of the Public Safety Technology Specialist positions will now become a supervisor over the second Public Safety Technology Specialist; and

**WHEREAS,** the duties and responsibilities of administering the County's Public Safety System are complex and require special skills and training; and

**WHEREAS,** this position has been evaluated by Rahmberg Stover and Associates who is recommending this position be reclassified from a Grade K to a Grade L; and

**WHEREAS,** funding for same is available as it will be passed on to 911 as a cost allocation.

**THEREFORE BE IT RESOLVED** that the Personnel Subcommittee hereby approves the reclassification of the Public Safety Technology Specialist position from a Grade K to a Sr. Public Safety Technology Specialist position, Grade L effective with the approval of this resolution.

***NOTE: This reclassification only needs Personnel Subcommittee Approval and does not need to move forward to any other committees.***

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**MOVED:**

**SECONDED:**

**CARRIED:**

Position: Sr Public Safety Technologist Specialist  
 Evaluated: 1/10/2014

Educ/Exp		Judgment		Commun.		Supv/Mgmt		Complexity		Resp for Others		Impact		Environment		Total Points	Grade
Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
5e	570	3c	330	3ac	325	4a	110	3b	450	3a	160	3c	500	1a	50	2495	L



To: Jennifer Palmbos

From: Karine Stover

Date: January 10, 2014

Re: Senior Public Safety Technology Specialist - IT

At your request, I have reviewed the (Senior) Public Safety Technology Specialist based on the new JAQ that was submitted. Since the position now supervises a Public Safety Technology Specialist, I have designated it as a Senior Public Safety Technology Specialist.

Based on the information provided and my understanding of the position, my evaluation yielded total points of 2495. With a point value of 2495, the position would be assigned to Grade L.

Detailed job evaluation points are attached. If you have any questions or would like to discuss this position further, please contact me.