

PERSONNEL COMMITTEE

****Start Time Immediately Following Finance Committee****

10/19/2016

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: September 21, 2016
- 5. TABLED ITEMS FROM PREVIOUS MEETINGS**
- 6. REPORTS**
- 7. RESOLUTIONS FOR CONSIDERATION**

08 Human Resources
RESOLUTION TO APPROVE THE PAY GRADE FOR LEAD INSPECTORS
IN THE BUILDING DEPARTMENT AT GRADE 10

09 Human Resources
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE
L.E.T.S. MAINTENANCE COORDINATOR, GRADE 4 TO
ADMINISTRATIVE COORDINATOR, GRADE 5

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- 10. CLOSED SESSION**
Collective Bargaining Update
 - 11. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

SEPTEMBER 21, 2016 – 8:30 A.M.

OR IMMEDIATELY FOLLOWING FINANCE
ADMINISTRATION BUILDING – CONFERENCE ROOM 4A
304 E. Grand River Avenue, Howell, MI 48843

PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN COMM. GRIFFITH COMM. LAWRENCE COMM. GREEN

KEN HINTON, JENNIFER PALMBOS, CINDY CATANACH, CHAD CHEWNING, JEFF BOYD, JONI HARVEY, BETSY HUNDLEY, KEVIN WILKINSON, DENNIS DOLAN, DOUG HELZERMAN, TERRY LEE,

1. **CALL TO ORDER: Meeting called to order by: Comm. VanHouten at 9:15 am.**
2. **APPROVAL OF AGENDA:**

APPROVE THE AGENDA
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED
3. **CALL TO THE PUBLIC: None.**
4. **APPROVAL OF MEETING MINUTES of August 17, 2016, Closed Session Minutes of August 17, 2016 and Minutes of September 7, 2016:**

**MOTION TO APPROVE THE MINUTES OF AUGUST 17, 2016,
CLOSED SESSION MINUTES OF AUGUST 17, 2016 AND
MINUTES OF SEPTEMBER 7, 2016**
MOVED BY: GRIFFITH / SECONDED BY: GREEN
ALL IN FAVOR – MOTION PASSED
5. **TABLED ITEMS FROM PREVIOUS MEETING: None.**
6. **REPORTS:**
 - **Dependent Verification Audit: Audits completed are at 30% which is slightly higher than expected at this point. They seem to be going smoothly with a deadline of October 11, 2016.**

7. RESOLUTIONS FOR CONSIDERATION:

- 8. HUMAN RESOURCES: Resolution to Approve the Job Reclassification of the Operations Supervisor – 911, From Grade 8 to Grade 9**

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY GRIFFITH / SECONDED BY LAWRENCE
ALL IN FAVOR – MOTION PASSED**

- 9. HUMAN RESOURCES: Resolution to Approve the Pay Grade for the Court Services Unit Deputy at Grade 4**

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY LAWRENCE / SECONDED BY GREEN
ALL IN FAVOR – MOTION PASSED**

10. DISCUSSION: APPLICATIONS FOR HURON-CLINTON METROPARK BOARD VACANCY:

- **The top 3 candidates were selected, Joseph Colainanne, Carl Meisner, and Steve Williams, and will be interviewed at the next Full Board meeting; with a \$73M budget, having a financial background is important.**

11. ADJOURNMENT

**MOTIONED BY GRIFFITH / SECONDED BY GREEN
TO ADJOURN AT 9:35 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE
HR COORDINATOR**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE PAY GRADE FOR LEAD INSPECTORS IN THE BUILDING DEPARTMENT AT GRADE 10

WHEREAS, the Livingston County Building Department has requested a classification analysis for Lead Inspectors/Plan Reviewers for all four (4) inspection disciplines: Building, Electrical, Mechanical, and Plumbing; and

WHEREAS, the Lead Inspectors will serve as team leaders for each of the four respective areas of plan review and trade inspection. The four incumbents will be responsible for prioritizing and balancing workload between the inspection staff in their trade area. The Leaders will also have responsibility for handling more difficult complex building matters, and more substantive questions and public interaction; and

WHEREAS, the Lead Inspectors positions have never been formally evaluated through a classification analysis; and

WHEREAS, these positions have been evaluated by Municipal Consulting Services, LLC., who is recommending these positions be classified as a non-union, Grade 10; and

WHEREAS, funding for these positions is available within the Building Department budget.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the Lead Inspectors positions at Grade 10, 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:

Municipal Consulting Services LLC

September 17, 2016

Ms. Jennifer Palmbo
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbo,

This letter is in regard to your request for our firm to conduct classification analyses for four new positions in the Building Department including:

- Lead Building Inspector/Plan Reviewer
- Lead Electrical Inspector/Plan Reviewer
- Lead Mechanical Inspector/Plan Reviewer
- Lead Plumbing Inspector/Plan Reviewer.

In completing the classification analyses for these four positions we have performed the following tasks:

- Reviewed job-related information including the draft job descriptions submitted by the Director of Building Services
- Discussed the position with the Director of Building Services.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the four classifications utilizing the accumulated understanding of the positions, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the four classifications.

The results of the classification analyses for the four positions are included in the attached Table A. The four positions were evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County's new pay grade structure.

BACKGROUND FOR THE FOUR STUDIED POSITIONS

Livingston County continues to grow and develop. In turn, the workload of the Building Department continues to grow. In this situation it is essential that work assignments be efficiently coordinated and monitored.

The four new positions (i.e. Lead Building Inspector/Plan Reviewer, Lead Electrical Inspector/Plan Reviewer, Lead Mechanical Inspector/Plan Reviewer and Lead Plumbing Inspector/Plan Reviewer) will serve as team leaders for each of the four respective areas of plan review and trade inspection. While the positions will not have formal supervisory responsibility, the four incumbents will be responsible for prioritizing and balancing workload between the inspection staff in their trade area. The Leaders will also have responsibility for handling more difficult complex building matters, and more substantive questions and public interaction.

In performing the classification analysis we have considered all of the above changes in job duties and complexity. We have contrasted these upgrades (and other language in the new job descriptions) to the Inspector/Plan Reviewer-level job descriptions to further understand the actual scope of positional change.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, we have evaluated each position using the ten point factors which comprise the County's job evaluation plan. The results of these evaluations are summarized in the attached Table A. In summary, the analysis has resulted in the following point totals for the four new classifications:

- Lead Building Inspector/Plan Reviewer: 2052
- Lead Electrical Inspector/Plan Reviewer: 2080
- Lead Mechanical Inspector/Plan Reviewer: 2080
- Lead Plumbing Inspector/Plan Reviewer: 2080

The point totals place all four classifications in grade 10 of the County's pay grade structure. This is our recommended grade for all four positions.

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We have appreciated the opportunity to assist Livingston County in this important classification analysis. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM RECLASSIFICATION ANALYSIS PROCESS OF SEPTEMBER, 2016

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Lead Building Inspector/Plan Reviewer	267	390	300	30	390	120	80	375	40	60	2052	10
Lead Electrical Inspector/Plan Reviewer	295	390	300	30	390	120	80	375	40	60	2080	10
Lead Mechanical Inspector/Plan Reviewer	295	390	300	30	390	120	80	375	40	60	2080	10
Lead Plumbing Inspector/Plan Reviewer	295	390	300	30	390	120	80	375	40	60	2080	10

**LIVINGSTON COUNTY
JOB DESCRIPTION**

LEAD BUILDING INSPECTOR/PLAN REVIEWER

Supervised By: Building Official or other assigned supervisor

Supervises: Leader responsibility for Building Inspectors/Plan Reviewers

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Building Official or other supervisory personnel as assigned, serves as the lead inspector/plan reviewer for the daily coordination, guidance and inspection of new and existing commercial, industrial, and residential structures for compliance with the approved documents and building code requirements.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Reviews and coordinates daily workload. Assigns inspections to the inspection staff to ensure proper coverage.
2. Responds to issues escalated by inspection or plan review team. Provides first-line problem solving assistance and code interpretation to clarify and resolve potential issues. Escalates input further as necessary.
3. Conducts inspections of building sites to ensure compliance with local and state building codes. Inspects materials and construction to ensure compliance with approved plans and specifications.
4. Seeks compliance where standards are not met, advises corrections, issues violation notices as needed, and performs re-inspections to determine actions taken to bring the structure into compliance with standards.
5. Gives approval of on-site conditions for temporary and permanent certificates of occupancy.
6. Responds to inquiries from property owners, contractors, other governmental entities, architects, developers, business owners, and the general public regarding code interpretation, clarification of department policies and procedures, violation complaints, and general information. Provides information and advice regarding building code

requirements and construction procedures and offers assistance in making applications for permits.

7. Reviews records of permits issued and denied inspection requirements needed, complaints and their investigation, and prepares reports and correspondence.
8. Seeks voluntary compliance where standards are not met, advises for corrections, issues violation notices when necessary, and performs re-inspections to determine actions taken to bring the structure into compliance with standards.
9. Gives approval of on-site conditions for temporary and permanent certificates of occupancy.
10. Reviews plans, specifications, and blueprints of residential building projects for compliance with codes and ordinances. Approves permit applications for construction or remodeling when requirements are met.
11. Keeps abreast of legislative and regulatory developments and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Provides leadership and work guidance to inspection staff. May provide feedback for inspector performance reviews.
13. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED supplemented by vocational training in construction management and five years of progressively more responsible experience in performing building inspections.
- Two years of Livingston County inspector/plan review experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- State of Michigan Building Inspector and Plan Reviewer certifications.
- Michigan Vehicle Operator's License.

- Thorough knowledge of the principles and practices of building inspections and building construction.
- Considerable knowledge of performing building inspections, applicable building codes, general plan review for residential and/or light commercial structures, reading blue prints and architectural plans, maintaining detailed and accurate records, and applying applicable local, state, and federal laws, rules, and regulations.
- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and specialized building department software.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, climb stairs, use hands and fingers, reach with hands and arms, talk, and hear. The employee is frequently required to communicate by telephone, read regular and small print, use limited mobility in an office setting, and view and prepare documents and reports. The employee is occasionally required to sit, stoop, and crawl as necessary to observe building components. The employee must lift or push/pull objects of up to 40 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels between work sites using a motor vehicle. The noise level in the work environment varies from quiet to loud.

LIVINGSTON COUNTY JOB DESCRIPTION

LEAD ELECTRICAL INSPECTOR/PLAN REVIEWER

Supervised By: Building Official or other assigned supervisor

Supervises: Leader responsibility for Electrical Inspectors/Plan Reviewers

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Building Official or other supervisory personnel as assigned, serves as the lead inspector for the daily coordination, guidance and plan review of construction documents and inspection of residential and commercial electrical systems to comply with the approved documents and building code requirements.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Reviews and coordinates daily workload. Assigns inspections to the inspection staff to ensure proper coverage.
2. Responds to issues escalated by inspection or plan review team. Provides first-line problem solving assistance and code interpretation to clarify and resolve potential issues. Escalates input further as necessary.
3. Reviews plans, specifications, and blueprints of buildings under construction or being remodeled for compliance to codes and ordinances. Approves permit application for construction or remodeling when requirements are met.
4. Conducts inspection of building sites to ensure compliance with local and state electrical codes. Inspects materials and construction to ensure compliance with approved plans and specifications, and inspects all aspects of electrical systems.
5. Seeks voluntary compliance where standards are not met, advises for corrections, issues violation notices when necessary, and performs re-inspections to determine actions taken to bring the structure into compliance with standards.
6. Gives approval of on-site conditions for temporary and permanent certificates of occupancy.

7. Answers inquiries from property owners, contractors, architects, local units of government, and others regarding code and ordinance interpretation, clarification of department policies and procedures, violation complaints, and general information. Provides information and advice to owners, contractors, developers, engineers, and architects regarding building code requirements and construction procedures. Offers assistance in making applications for permits.
8. Reviews records of permits issued and denied inspection requirements needed, complaints and their investigation, and prepares reports and correspondence.
9. Keeps abreast of legislative and regulatory developments and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
10. Provides leadership and work guidance to inspection staff. May provide feedback for inspector performance reviews.
11. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED and six years of progressively more responsible experience as an electrical inspector apprentice and electrical inspector.
- Two years of Livingston County inspector experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- State of Michigan Electrical Inspector and Plan Reviewer certifications and an Electrical Journeyman or Masters Electrical license for a minimum of two years.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of plan review, electrical inspections, and building construction.
- Considerable knowledge of conducting plan reviews and electrical inspections, reading blueprints and architectural plans, applicable building and electrical codes, maintaining detailed and accurate records, mathematical and analytical skills, and applying applicable local, state, and federal laws, rules, and regulations.

- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and specialized building department software.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, climb stairs, use hands and fingers, reach with hands and arms, talk, and hear. The employee is frequently required to communicate by telephone, read regular and small print, use limited mobility in an office setting, and view and prepare documents and reports. The employee is occasionally required to sit, stoop, and crawl as necessary to observe building components. The employee must lift or push/pull objects of up to 40 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels between work sites using a motor vehicle. The noise level in the work environment varies from quiet to loud.

**LIVINGSTON COUNTY
JOB DESCRIPTION**

LEAD MECHANICAL INSPECTOR/PLAN REVIEWER

Supervised By: Building Official or other assigned supervisor

Supervises: Leader responsibility for Mechanical Inspectors/Plan Reviewers

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Building Official or other supervisory personnel as assigned, serves as the lead inspector for the daily coordination, guidance and plan review of construction documents and inspection of residential and commercial mechanical systems to comply with the approved documents and building code requirements.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Reviews and coordinates daily workload. Assigns inspections to the inspection staff to ensure proper coverage.
2. Responds to issues escalated by inspection team. Provides first-line problem solving assistance and code interpretation to clarify and resolve potential issues. Escalates input further as necessary.
3. Reviews plans, specifications, and blueprints of buildings under construction or being remodeled for compliance to codes and ordinances. Approves permit applications for construction or remodeling when requirements are met.
4. Conducts inspection of building sites to ensure compliance with local and state mechanical codes. Inspects materials and construction to ensure compliance with approved plans and specifications, and inspects heating, air conditioning, refrigeration, prefab fireplaces, duct systems, gas lines, fire protection, and other elements of the mechanical systems.
5. Seeks voluntary compliance where standards are not met, issues violation notices when necessary, and performs re-inspections to determine actions taken to bring the structure into compliance with standards.
6. Gives approval of on-site conditions for temporary and permanent certificates of occupancy.

7. Answers inquiries from property owners, contractors, architects, local units of government, and others regarding code and ordinance interpretation, clarification of department policies and procedures, violation complaints, and general information.
8. Provides information to owners, contractors, developers, engineers, and architects regarding building code requirements and construction procedures. Offers assistance in making applications for permits.
9. Reviews records of permits issued and denied, inspection requirements needed, complaints and their investigation, and prepares reports and correspondence.
10. Keeps abreast of legislative and regulatory developments and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
11. Provides leadership and work guidance to inspection staff. May provide feedback for inspector performance reviews.
12. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED and six years of progressively more responsible experience as a mechanical inspector apprentice and mechanical inspector.
- Two years of Livingston County inspector/plan review experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- State of Michigan Mechanical Inspector and Plan Reviewer certifications and a Mechanical Journeyman License.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of plan review, mechanical inspections, and building construction.
- Considerable knowledge of conducting plan reviews and mechanical inspections, reading blueprints and architectural plans, applicable building and mechanical codes, maintaining

detailed and accurate records, mathematical and analytical skills, and applying applicable local, state, and federal laws, rules, and regulations.

- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and specialized building department software.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, climb stairs, use hands and fingers, reach with hands and arms, talk, and hear. The employee is frequently required to communicate by telephone, read regular and small print, use limited mobility in an office setting, and view and prepare documents and reports. The employee is occasionally required to sit, stoop, and crawl as necessary to observe building components. The employee must lift or push/pull objects of up to 40 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels between work sites using a motor vehicle. The noise level in the work environment varies from quiet to loud.

**LIVINGSTON COUNTY
JOB DESCRIPTION**

LEAD PLUMBING INSPECTOR/PLAN REVIEWER

Supervised By: Building Official or other assigned supervisor

Supervises: Leader responsibility for Plumbing Inspectors/Plan Reviewers

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Building Official or other assigned supervisor, serves as the lead inspector for the daily coordination, guidance and plan review of construction documents and inspection of residential and commercial plumbing systems to comply with the approved documents and building code requirements.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Reviews and coordinates daily workload. Assigns inspections to the inspection staff to ensure proper coverage.
2. Responds to issues escalated by inspection team. Provides first-line problem solving assistance and code interpretation to clarify and resolve potential issues. Escalates input further as necessary.
3. Reviews plans, specifications, and blueprints of buildings under construction or being remodeled for compliance to codes and ordinances. Approves permit application for construction or remodeling when requirements are met.
4. Conducts inspection of building sites to ensure compliance with local and state plumbing codes. Inspects materials and construction to ensure compliance with approved plans and specifications, and inspects the installation of all pipes and plumbing fixtures, drain waste and vent piping, hot water heaters, cross connections, back flow valves, and all other elements of the plumbing system.
5. Seeks voluntary compliance where standards are not met, advises for corrections, issues violation notices when necessary, and performs re-inspections to determine actions taken to bring the structure into compliance with standards.
6. Gives approval of on-site conditions for temporary and permanent certificates of occupancy.

7. Answers inquiries from property owners, contractors, architects, local units of government, and others regarding code and ordinance interpretation, clarification of department policies and procedures, violation complaints, and general information.
8. Provides information and advice to owners, contractors, developers, engineers, and architects regarding building code requirements and construction procedures. Offers assistance in making applications for permits.
9. Reviews records of permits issued and denied inspection requirements needed, complaints and their investigation, and prepares reports and correspondence.
10. Keeps abreast of legislative and regulatory developments and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
11. Provides leadership and work guidance to inspection staff. May provide feedback for inspector performance reviews.
12. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED and six years of progressively more responsible experience as a plumbing inspector apprentice and plumbing inspector.
- Two years of Livingston County inspector/plan review experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- State of Michigan Plumbing Inspector and Plan Reviewer certification and a Plumbing Journeyman License.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of plan review, plumbing inspections, and building construction.
- Considerable knowledge of conducting plan reviews and plumbing inspections, reading blueprints and architectural plans, applicable building and plumbing codes, maintaining

detailed and accurate records, mathematical and analytical skills, and applying applicable local, state, and federal laws, rules, and regulations.

- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and specialized building department software.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, climb stairs, use hands and fingers, reach with hands and arms, talk, and hear. The employee is frequently required to communicate by telephone, read regular and small print, use limited mobility in an office setting, and view and prepare documents and reports. The employee is occasionally required to sit, stoop, and crawl as necessary to observe building components. The employee must lift or push/pull objects of up to 40 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels between work sites using a motor vehicle. The noise level in the work environment varies from quiet to loud.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE L.E.T.S. MAINTENANCE COORDINATOR, GRADE 4 TO ADMINISTRATIVE COORDINATOR, GRADE 5

WHEREAS, the position of Maintenance Coordinator, was primarily responsible for the administrative aspects of vehicle maintenance and operations of L.E.T.S. and motor pool vehicles; and

WHEREAS, since the last job evaluation, the position has been assigned a greater level of responsibility in the areas of training, DOT/FTA Drug and Alcohol program responsibilities, oversight of an Administrative Aide, and serves as Munis Module Lead; and

WHEREAS, the Director is also requesting that the educational requirement for the position reflect a preference for an Associate's or Bachelor's Degree; and

WHEREAS, this new role has been evaluated by Municipal Consulting Services, LLC., who is recommending that the Maintenance Coordinator position be retitled as an Administrative Coordinator and reclassified from a Grade 4 to a Grade 5; and

WHEREAS, funding for this position reclassification is available in the L.E.T.S. and Motor Pool budgets.

THEREFORE BE IT RESOLVED that the Personnel Committee hereby concurs that the L.E.T.S. Maintenance Coordinator position be retitled as an Administrative Coordinator and reclassified from a Grade 4 to a Grade 5.

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MOVED:

SECONDED:

CARRIED:

LIVINGSTON COUNTY JOB DESCRIPTION

ADMINISTRATIVE COORDINATOR - L.E.T.S./MOTOR POOL

Supervised By: Director of Transportation Services

Supervises: Subordinate staff as assigned

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Director of Transportation Services is responsible for providing administrative and clerical support activities for L.E.T.S. and the County Motor Pool departments. Prepares weekly, monthly, and annual reports for both departments and creates ad hoc reports as needed. Serves as the County's Module Lead for the Munis system for work orders. Coordinates all vehicle repairs and maintenance, and maintains records of supplies inventory, vehicle inventory, vehicle fuel usage, repair and maintenance invoices, breakdowns, and accidents in Munis. Conducts new driver training and provides updated training to existing drivers. Certified back-up for the DOT/FTA certified Drug and Alcohol program.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists the Director and Deputy Director in preparing the Motor Pool annual budget and all related vehicle information for the L.E.T.S. annual budget.
2. Trains new drivers on all L.E.T.S., MDOT, and FTA regulations and provides updated training to existing drivers.
3. Acts as a certified back-up to the Operations Manager in administering the Board of Commissioners approved L.E.T.S. Drug and Alcohol policy to assure compliance with the DOT/FTA Drug and Alcohol Program. Failure to comply with federal drug and alcohol regulations could result in the loss of federal funding.
4. Responsible for the daily routines pertaining to servicing all County-owned vehicles except for EMS ambulances and the Drain Commissioner's equipment. Coordinates and schedules all vehicle service at dealerships, vendors, and suppliers for vehicle services and rental requests, and keeps records on each vehicle. Implements the inventory, fixed assets, and work order modules for L.E.T.S. and Motor Pool in the Munis system.

5. Maintains records of maintenance schedules for County vehicles to include proper, efficient, and on-time scheduling of preventative maintenance and other repairs, and maintaining in-stock inventory of parts and supplies in Munis.
6. Oversees maintenance regimen for L.E.T.S. federally-funded vehicles and facilities per FTA regulations, including maintenance of ADA accessibility features. Failure to keep federally-funded vehicles and facilities in good operating order could result in the loss of federal funding.
7. Processes all invoices for L.E.T.S. and Motor Pool including those received for services and goods. Records vehicle repair and maintenance transactions to create a service history on each vehicle. Prepares and verifies all work and that pricing complies with vendor contracts prior to entering accounts payable invoices in Munis.
8. Supervises and assigns tasks to LETS/Motor Pool Administrative Aide related to the above functions, including validating driver logs, counting cash from fare box returns, preparing bank deposits, and entering accounts payable invoices.
9. Arranges for auction sale of County vehicles turned in to the Motor Pool, including decommissioned Sheriff's vehicles. Has decals removed, and detailing of vehicles to maximize return on sale. Also takes photos and writes auction notices for publication on the Internet. Handles title transfer documents and collects monies from purchasers. Meets with purchasers to assure vehicle is properly removed from site and to ensure that monies and paperwork are correct.
10. Processes accident reports and ensures that damaged vehicles have an estimate completed. Discusses anticipated repair charges with the Director and departmental managers to determine if the vehicle should be repaired or sold. Also ensures that necessary paperwork, police accident reports, estimates and invoices are completed and transmits the insurance information to the Purchasing Department following MMRMA policies.
11. Answers phone calls pertaining to problems encountered by assigned drivers. This includes getting wreckers when breakdowns occur and finding a loaner for a department when necessary.
12. Assists the Director and Deputy Director with administrative duties as assigned. Assists department dispatch in handling calls, scheduling rides, and assigning buses to routes. Transports County vehicles to vendors.
13. Produces monthly charge-back invoices to departments using Motor Pool services. Matches fuel bills to outside vendor billings and calculates tax credits for those fueling services which do not remove taxes in their bill. Performs Motor Pool functions regarding driving records by adding, deleting, or verifying driving records with the Secretary of State per motor pool guidelines.

14. Creates and maintains financial documents for the Treasurer's office.
15. Inspects new vehicles including preparing all Federal Transit Administration and Michigan Department of Transportation documents related to pre-delivery to ensure specifications and proper safety requirements. Maintains all Federal Transit Administration and Michigan Department of Transportation vehicles per mandated safety guidelines, regulations, and requirements.
16. Responsible for maintaining and ordering office supplies for the department.
17. Serves as the main contact for the department's cell phone account, ordering diesel and propane fuel for buses, the County fuel credit card program, and coordinates and schedules hours for community service workers.
18. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED and three years of years of progressively more responsible experience in office administration. Associate's or Bachelor's Degree in Business Management preferred.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Commercial Driver's License - Class C with passenger endorsement.
- Working knowledge of fleet inventories with a variety of vehicle classes and elated administrative requirements.
- Considerable knowledge of scheduling and maintaining vehicle service schedules, preparing and maintaining detailed and accurate records, general vehicle maintenance, processing invoices, calculating charge backs for County departments related to vehicle usage, preparing vehicles for auction including processing title paperwork, and ensuring vehicles comply with Federal Transit Administration and Michigan Department of Transportation guidelines, rules, and regulations.
- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, fleet management software and other software applications utilized by L.E.T.S.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

Municipal Consulting Services LLC

September 17, 2016

Ms. Jennifer Palmbo
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbo,

This letter is in regard to your request for our firm to conduct a classification analysis for the redefined position of Administrative Coordinator – L.E.T.S./Motor Pool in the Livingston County organization. In completing the classification analysis for this position we have performed the following tasks:

- Reviewed job-related information including the job description information submitted by the Director of Transportation Services.
- Discussed the position with the Deputy Director of Transportation Services.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the classification utilizing the accumulated understanding of the position, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the classification.

The results of the classification analysis for the position are included in the attached Table A. The position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County's new pay grade structure.

BACKGROUND FOR THE POSITION OF ADMINISTRATIVE COORDINATOR – L.E.T.S./MOTOR POOL

The Administrative Coordinator – L.E.T.S./Motor Pool was formally titled Maintenance Coordinator - L.E.T.S. The duties of the position focus on the administrative aspects of vehicle maintenance and operations for L.E.T.S and motor pool vehicles. The new, upgraded position has assumed a greater level of responsibility in the following areas:

- The Munis software has increased the breadth of collected data – the Administrative Coordinator functions as the County's Module Lead.

- The position will oversee a new Administrative Aide position and delegate more routine tasks such as accounts payable entries, cash counting and deposits – while retaining responsibility for more complex duties.
- The Administrative Coordinator will assume responsibility for administrative training of new and existing drivers with the objective of upgrading the consistency and substance of training received.
- The incumbent will also serve as back-up for the DOT/FTA Drug and Alcohol program.

The Director is also requesting that the educational requirement for the position reflect the preference for an Associate's or Bachelor's Degree.

POINT FACTOR ANALYSIS AND RESULTS

In performing the classification analysis we have considered all of the above changes in job duties and complexity. We have contrasted these upgrades (and other language in the new job description) to the previous job description to further understand the actual scope of positional change.

As noted above, we have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1353 for the Administrative Coordinator – L.E.T.S./Motor Pool. This would place the new position in grade 5 of the County's pay grade structure.

* * * * *

We have appreciated the opportunity to assist Livingston County in this important classification analysis. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM RECLASSIFICATION ANALYSIS PROCESS OF SEPTEMBER, 2016

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Administrative Coordinator - L.E.T.S./Motor Pool	243	240	140	30	240	50	80	250	40	40	1353	5