

PERSONNEL COMMITTEE

10/23/2013

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 18, 2013
5. **REPORTS**
NONE
6. **COUNTY CLERK**
RESOLUTION TO APPROVE THE PAYMENT OF A PER DIEM FOR NON-EMPLOYEE ELECTION NIGHT WORKERS
7. **PUBLIC HEALTH**
RESOLUTION AUTHORIZING A SUCCESSION PLAN FOR PUBLIC HEALTH WITH THE APPOINTMENT OF THE HEALTH OFFICER AND DEPUTY HEALTH OFFICER/DIRECTOR OF PERSONAL AND PREVENTIVE HEALTH SERVICES UPON THE RETIREMENT OF THE CURRENT HEALTH OFFICER
8. **HUMAN RESOURCES**
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE FINANCIAL OFFICER POSITION FROM GRADE P TO GRADE R
9. **DISCUSSION**
STRATEGIC PLANNING COMPENSATION COMMITTEE RECOMMENDATION
10. **CLOSED SESSION**
911 UNION NEGOTIATIONS **

06 County Clerk
RESOLUTION TO APPROVE THE PAYMENT OF A PER DIEM TO NON-EMPLOYEE ELECTION NIGHT WORKERS – COUNTY CLERK

07 Public Health
RESOLUTION AUTHORIZING A SUCCESSION PLAN AT THE DEPARTMENT OF PUBLIC HEALTH WITH THE APPOINTMENT OF THE HEALTH OFFICER AND DEPUTY HEALTH OFFICER/DIRECTOR OF PERSONAL AND PREVENTIVE HEALTH SERVICES UPON THE RETIREMENT OF THE CURRENT HEALTH OFFICER – Public Health/Personnel/General Government/Finance/Board

- 08** **Human Resources**
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE
FINANCIAL OFFICER POSITION FROM GRADE LEVEL P TO GRADE
LEVEL R - COUNTY ADMINISTRATION
-

11. ADJOURNMENT

** Denotes no back-up documentation attached.

MEETING MINUTES

LIVINGSTON COUNTY

SEPTEMBER 18, 2013 – 8:00 AM

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

PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN COMM. GRIFFITH COMM. LAWRENCE

OTHERS: LESLIE STULTZ, FRANCINE SUMNER, DEBRA KUBITSKEY, KEN RECKER

BELINDA PETERS, JENNIFER PALMBOS, BOB SMITH

1. **CALL TO ORDER:** Meeting called to order by: Comm. Van Houten at 8:00 am.

2. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA
MOVED BY: GRIFFITH / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED

3. **CALL TO THE PUBLIC:** None.

4. **APPROVAL OF MEETING MINUTES of August 21, 2013:**

MOTION TO APPROVE THE FOLLOWING MEETING MINUTES AUGUST 21, 2013
MOVED BY: GRIFFITH / SECONDED BY: VAN HOUTEN
ALL IN FAVOR – MOTION PASSED

5. **DRAIN COMMISSION:** Resolution To Approve The Creation Of An Environmental project Manager At Grade Level L

MOTION TO TO APPROVE THE ABOVE RESOLUTION
MOVED BY: GRIFFITH / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED

6. HUMAN RESOURCES: Resolution To Approve Agreement with The UNUM For Supplemental Hospital Coverage

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY: GRIFFITH / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED**

7. DISCUSSION: Court Union Employee Classification Compensation Appeal

**MOTION TO ACCEPT THE RECOMMENDATION OF KARINE STOVER
MOVED BY: GRIFFITH / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED**

8. ADJOURNMENT

**MOTIONED BY GRIFFITH / SECONDED BY VAN HOUTEN
TO ADJOURN AT 8:40AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**ROBERT SMITH
BENEFITS COORDINATOR**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE PAYMENT OF A PER DIEM TO NON-EMPLOYEE ELECTION NIGHT WORKERS – COUNTY CLERK

WHEREAS, The Livingston County Clerk would like to pay non-employee election night workers a per diem; and

WHEREAS, the election night workers are appointed by the Livingston County Election Commission; and

WHEREAS, this is an intermittent and late night responsibility; and

WHEREAS, the Livingston County Clerk is recommending that fair compensation would be:

Per Diem for four (4) hours or less	\$60.00
Per Diem for over four (4) hours	\$120.00

THEREFORE BE IT RESOLVED, that the Livingston County Board of Commissioners approve the payment of a per diem for non-employee election night workers at the recommended pay.

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MOVED:

SECONDED:

CARRIED:



MARGARET M. DUNLEAVY

LIVINGSTON COUNTY CLERK

COUNTY CLERK
200 East Grand River
Howell, Michigan 48843-2399
517-546-0500

CIRCUIT COURT CLERK
204 S. Highlander Way, Suite 4
Howell, Michigan 48843-1953
517-546-9816

E-mail: mdunleavy@co.livingston.mi.us

TO: Jennifer Palmbos, Human Resources Director
FROM: Margaret M. Dunleavy, Livingston County Clerk
RE: Election Night Workers
DATE: October 3, 2013

Recently, the method of payment for election night workers came into question. These workers are selected to represent different party affiliations and they work approximately four nights a year. The Livingston County Election Commission approves their appointments.

I would like to propose that these workers be paid a per diem instead of an hourly rate. They normally report for work at 7:30 p.m. and the amount of time varies by type of election. The pay takes into consideration the fluctuation of the hours and the time of night.

I would like to recommend the following payment schedule for consideration:

Per diem for four (4) hours or less	\$ 60.00
Per diem for over four (4) hours	\$120.00

I believe the Board of Commissioners should set this per diem.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A SUCCESSION PLAN AT THE DEPARTMENT OF PUBLIC HEALTH WITH THE APPOINTMENT OF THE HEALTH OFFICER AND DEPUTY HEALTH OFFICER/DIRECTOR OF PERSONAL AND PREVENTIVE HEALTH SERVICES UPON THE RETIREMENT OF THE CURRENT HEALTH OFFICER – Public Health/Personnel/General Government/Finance/Board

Whereas, Ted Westmeier, Director/Health Officer at the Department of Public Health plans to retire effective February 1, 2014, and

Whereas, a Director/Health Officer needs to be appointed as soon as the current Director/Health Officer retires, and

Whereas, the individual appointed as Health Officer shall meet the minimum qualifications required by the Michigan Public Health Code and be approved by the Michigan Department of Community Health, and

Whereas, there are two employees that meet the minimum qualifications required by the Michigan Public Health Code with the leadership and management experience necessary to perform the duties of the Health Officer—Dianne McCormick, Director of Environmental Health Services and Elaine Brown, Director of Personal and Preventive Health Services, and

Whereas, over the next few years some of the major challenges for the Department will be obtaining National Accreditation through the Public Health Accreditation Board and adapting to the service delivery challenges and programmatic changes that will occur in the Division of Personal and Preventive Health Services as a result of the Affordable Care Act (ACA), and

Whereas, since acceptable candidates exist within the management structure of the Department, to avoid uncertainty among staff, and maintain organizational excellence, appointments should be made in advance of the retirement date of the current Health Officer, and

Whereas, the position of Deputy Health Officer/ Director of Personal and Preventive Health Services has been evaluated by Rahmberg Stover and Associates who is recommending this position be classified as a Grade Q. This resolution has been recommended for approval by the Personnel Committee; and

Therefore Be It Resolved that Dianne McCormick be appointed as Director/Health Officer upon the effective retirement date of the current Health Officer, and

Be It Further Resolved that Elaine Brown be appointed as Deputy Health Officer/ Director of Personal and Preventive Health Services at Grade Level Q upon the effective retirement date of the current Health Officer, and

Be It Further Resolved that the Board authorizes the filling of the position of Director of Environmental Health, as soon as practical, to provide for a smooth management transition within the Division of Environmental Health Services.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Board of Commissioners
County Administration

From: Ted Westmeier
Director/Health Officer

Re: Resolution Authorizing a Succession Plan at the Department of Public Health
With the Appointment of the Health Officer and Deputy Health Officer/Director
of Personal and Preventive Health Services

Date: October 16, 2014

This resolution is being submitted to address succession planning within the Department of Public Health. I plan on retiring at the end of January 2014 and recommend that my successor be appointed in advance and that there be created a position of Deputy Health Officer/Director of Personal and Preventive Health Services within the Department.

The position of Health Officer requires that the appointee meet minimum requirements under the Michigan Public Health Code and that they be approved by Michigan Department of Community Health. This is to assure that only qualified candidates are appointed to this position. I have inquired as to the acceptance of two current staff that I feel have the necessary background and abilities to handle the duties of the position of Health Officer—Elaine Brown, Director of Personal and Preventive Health Services and Dianne McCormick, Director of Environmental Health Services. Both employees meet the minimum requirements and will be accepted by the Michigan Department of Community Health.

Elaine Brown has been employed by Livingston County since January 2, 1980 and has been the Director of Personal and Preventive Health Services since October 15, 2001. Dianne McCormick has been employed by Livingston County since September 16, 1985 and has been Director of Environmental Health since June 24, 1991. I have the upmost confidence in both individuals and would leave knowing that the Department is in very capable hands. Dianne McCormick is very interested in the position of Health Officer. Elaine Brown prefers to stay more involved with Personal and Preventive Health Services and is not interested in the position of Health Officer.

Over the next five years there are going to be some challenges within local public health especially in personal and preventive health. With the passage of the Affordable Care Act and more emphasis on prevention, it is not entirely known how this will affect the programs and services within the Department of Public Health. It will require extensive communication and collaboration with the medical community and other health and human service providers. We might evolve into more of an overall assurance, assessment and policy development role instead of direct service delivery or we might be the community partner of the health care system, linking patients to local human services. We might also become a primary health education provider.

The aforementioned is the reason I am suggesting that a Deputy Health Officer/ Director of Personal and Preventive Health Services position be created. It will be extremely important that we are able to address these changes and that this Division be lead by a Director with the skills, knowledge and commitment to adapt quickly for the best interest of our residents. The Health Officer will rely heavily on the Deputy Health Officer's expertise and both will need to work closely as a team on these issues. Also there needs to be a "second in command" over all operations in the absence of the Health Officer. The duties and responsibilities of the Deputy Health Officer have been reviewed and scored indicating a Grade Level Q. Once the position of Deputy Health Officer/Director of Personal and Preventive Health Services becomes active the position of Director of Personal and Preventive Health Services will be eliminated.

Dianne will make an excellent Health Officer and comes to the position with the necessary management and leadership skills. She will, as anyone coming from a discipline other than public health nursing, be relying heavily on the one in charge of the Personal and Preventive Health Services Division. I know this from personal experience more than two decades ago.

Thank you for your consideration. Please contact me with any questions or concerns.

Position: Deputy Health Officer/PPHS Director
Evaluated: 10/11/2013 By Karine Stover

Title	Education/Experience		Judgment/Independence		Communication		Supv/Mgmt		Job Complexity		Rights, Well Being, Safety		Impact on Prog, Serv, Ops		Work Environment		Total Points
	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	
Director	6f	755	4b	400	4ab	360	6e	380	4b	600	4b	330	4b	600	1a	50	3475
Deputy	6f	755	4c	430	5aa	405	6e	380	5a	700	5a	340	4c	650	1a	50	3710

GRADE LEVELS

Point ranges:

D	1180-1200	G	1501-1650	J	2001-2200	M	2601-2800	P	3401-3700	S	4301+
E	1201-1350	H	1651-1825	K	2201-2400	N	2801-3100	Q	3701-4000		
F	1351-1500	I	1826-2000	L	2401-2600	O	3101-3400	R	4001-4300		

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE FINANCIAL OFFICER POSITION FROM GRADE LEVEL P TO GRADE LEVEL R - COUNTY ADMINISTRATION

WHEREAS, the Board of Commissioners adopted a management plan which recognized the need for professional management to more effectively and efficiently manage county government; and

WHEREAS, the position of Financial Officer was approved under Resolution #2011-02-050 based upon demonstrated responsibilities and actual work assignments; and

WHEREAS, Ms. Cindy Catanach, Financial Officer, has demonstrated the expertise, skills, ability, high level of organizational familiarity and, most importantly, the commitment to Livingston County in this position since February 7, 2011; and

WHEREAS, when the position of Financial Officer was evaluated in 2004, Plante Moran set the pay at Grade R; and

WHEREAS, the former Financial Officer was compensated at Grade R until she was promoted to Deputy County Administrator/Financial Officer; and

WHEREAS, at the time Ms. Catanach assumed to role of Financial Officer, duties and responsibilities were scaled back and the pay grade reduced commensurately; and

WHEREAS, the Financial Officer position has since assumed the additional responsibilities to the level of the former Finance Official; and

WHEREAS, these actual duties and responsibilities bring the position back up to the level it was originally established in 2004 by Plante Moran; and

WHEREAS, funding for same is available in the County Administration Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Financial Officer position from a Grade Level P to a Grade Level R effective with the next pay period following the adoption of this resolution.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY ADMINISTRATION

LIVINGSTON COUNTY, MICHIGAN

304 E. Grand River Avenue - Suite 202 - Howell MI 48843

TEL: (517) 546-3669

E-MAIL: bpeters@co.livingston.mi.us

BELINDA M. PETERS
COUNTY ADMINISTRATOR

MEMORANDUM

TO: LIVINGSTON COUNTY PERSONNEL SUB-COMMITTEE

FROM: BELINDA M. PETERS - COUNTY ADMINISTRATOR
LIVINGSTON COUNTY ADMINISTRATION

RE: CINDY CATANACH, FINANCE OFFICER - RECLASSIFICATION

DATE: OCTOBER 23, 2013

Over the past decade the Board of Commissioners has worked diligently to design an organizational structure to: more effectively and efficiently manage county government; provide long-term financial planning to insure a sustainable future consistent with available resources and insure compliance with Federal and State regulations and mandates. Most recently, the Board of Commissioners began its strategic planning initiative to properly plan for the future and continuity of leadership.

The purpose of this memorandum is to request the reclassification of Cindy Catanach, Finance Officer from a "Grade P to Grade R" based upon her increased job duties/responsibilities and proven track record.

Background

Cindy Catanach began her career with Livingston County in 2006 as a Financial Analyst in the Sheriff's Office. She has demonstrated her superior knowledge, skills and financial abilities to work successfully with Sheriff employees to:

- Prepare an annual budget that truly represents the actual cost of operations;
- Maintain spending limits within the Board's authorized budget;
- Eliminated audit comments regarding the jail inmate account; and

Enhanced Sheriff employees knowledge regarding financial/accounting/purchasing/grant requirements.

In February 2011, Cindy Catanach was appointed Financial Officer and assumed the majority of my duties/responsibilities when I held the position. As County Administrator, I retained the responsibilities of risk management, retiree healthcare, pension actuarial review, and bond financing. Once again she demonstrated her superior knowledge, skills and financial abilities with:

- Annual financial audit;
- Interpreting the complexity of all departments in preparing the annual budget;

- Assisting in negotiating labor agreements;
- Assisting with implementation/costing of benefit plan changes;
- Served as staff liaison to Board Committees; and,
- Willingly accepted additional duties –
 - Accounts Payable,
 - Project manager/leadership for selecting and implementing the Tyler Munis ERP system,
 - Actuarial analysis for retiree healthcare & MERS pension
 - Analyzing and recommending Board modifications to finance policies, and
 - Bond financing
- Attained higher education by acquiring her Masters of Business Administration Degree

Approving the reclassification of Cindy Catanach, Finance Officer from a “Grade P to Grade R” not only reflects the Boards recognition of the efforts and abilities of an existing employee but its commitment to long term vision and planning. With this transition, Cindy will assume the additional responsibility of risk management which allows me to focus my efforts on leadership, strategic planning and the new economic reality of consolidation / collaborative efforts within the organization, local units within Livingston County and neighboring counties.

Attachments

Resolution authorizing the reclassification

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BMP / csj

EMPLOYEE NAME: Cynthia Mendoza

JOB TITLE: Financial Officer

POSITION ID#: 101.172-007

EMPLOYEES SUPERVISED: Five

IMMEDIATE SUPERVISOR: Belinda Peters

TITLE OF IMMEDIATE SUPERVISOR: County Administrator

FLSA STATUS: Exempt - Professional

DEPARTMENT: Finance **LOCATION:** Administration Building

EFFECTIVE: 02/2004 **GRADE** R **RANGE:** \$ 80,074.20 – 101,434.84
(those hired 11/01/09 or later: \$78,072.35 – 98,898.97)

WORKERS COMPENSATION CODE: 8810



SUMMARY OF POSITION:

The Financial Officer serves as the Chief Financial Officer and is responsible for developing standards, strategic planning, policies & procedures, service delivery, and project management. This position is responsible for the day-to-day operations of the department; and future growth and transformation aspects of Finance. This is accomplished through working with customers, building strong relationships with senior management and elected officials and key stakeholders, driving innovation and financial strategy. Directs the financial functions in terms of accounting, financial reporting and financial regulatory requirements and monitors the County's fiscal stability. Directs the County's centralized budgeting and purchasing activities to improve fiscal operations and to implement new or revised financial plans and/or procedures. Serves as in-house financial contact and advisor for meeting financial goals and objectives

ESSENTIAL FUNCTIONS:

1. Partners with the County Administrator, Finance Committee and Board of Commissioners in providing finance vision and upper-level decision making.
2. Establishes the budget calendar and procedures with target dates for completion, designing forms and worksheets to facilitate the collection of budget data, assisting departments with budget projections, making recommendations on funding levels per departmental requests, and preparing the final budget per the County Administrator's recommendation for submission to the Board of Commissioners.

Monitors appropriations of offices, departments and agencies funded by the County; analyzes revenues and expenditures, budget status and irregular circumstances which require budget amendments; reports periodically the status of budgets to the Board; and executes budget transfers as authorized by the Board.

3. Confers with departments to resolve budgetary problems, to improve fiscal operations, and to implement new or revised financial plans, policies and/or procedures.
4. Directs and manages the centralized purchasing activities including supervising the employees assigned to the Purchasing area and recommending purchasing policies/procedures to be adopted by the Board of Commissioners.
5. Prepares various summary reports and analysis on the data provided in the general ledger relative to budgeted projections, the financial activities of various accounts and funds, the status of the assets and liabilities maintained by the County, the current state of the capital improvement program/budget, and any existing financial policies/procedures.
6. Develops, directs and implements an internal review of financial programs and controls, monitors the financial activities of the County for compliance with County plans and/or policies and recommends Board action, as needed.
7. Advises the Board, through the County Administrator, on financial trends relative to expenditures and revenues; advises on alternative courses of action to maintain a balanced budget; and develops or revises necessary plans and procedures to achieve the appropriate financial outcomes.
8. Directs and coordinates County's annual audit process and implementation of audit comments.
9. Performs systems studies and cost-benefit analyses of current and proposed County operations/programs to provide necessary information relative to the adoption, continuation, modification or elimination of such operations/programs. Also researches best practices and performs system studies and cost –benefit analyses to provide recommendations on the adoption of applicable cost-saving measures.
10. Prepares and submits the required financial reports for Federal and State grants. As authorized, signs the pre-applications for grants.

OTHER FUNCTIONS:

1. Reviews pending legislation, evaluates its financial effect on County operations and directs the County's response accordingly.
2. Attends meetings of the Board of Commissioners and other committees, as needed.

This list may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

GENERAL DUTIES:

1. Will behave and communicate in a manner that promotes a positive work atmosphere.
2. Will maintain an awareness to provide a safe and healthy environment and will report all hazards and/or concerns.
3. Will participate in approved staff development activities, in-services and supervisory sessions.
4. Will adjust work schedule, with supervisory approval, to meet County needs.

5. Will accept other responsibilities and duties required by the supervisor consistent with the objectives and essential functions of this position. Such responsibilities shall be incorporated into the position description if they involve a lengthy commitment of time or are on-going.
6. Will advise supervisor if actual practice (activity) begins to deviate significantly from specified essential functions.

SUPPLEMENTARY FUNCTIONS:

1. Represents Livingston County on internal/external committees or work groups.
2. in community education activities.
3. May be required to participate in the periodic evaluation of services and service planning.
4. May receive and assist in resolving complaints or inquires related to services provided by Livingston County.
5. Participates in approved preparedness drills or emergency activities and will be available in the event of a county declared disaster or emergency.

LICENSING or CERTIFICATIONS:

- Valid Michigan License and a good driving record.

QUALIFICATIONS:

Minimum Qualifications – At the time of application, applicants must have:

1. Master's degree from an accredited college or university in business administration, public administration, accounting, or related degree. The designation of Certified Public Accountant (C.P.A.) may substitute for the Master's degree; and
2. More than eight (8) years of full-time professional work experience in a governmental organization with primary responsibility for financial analysis, budget preparation, revenue/expenditure appraisal and financial reporting.

Applicants for this classification must submit to and successfully pass a criminal history investigation in accordance with departmental policy.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment and promotional standards, but as general guidelines that should be considered along with other job- related selection and promotional criteria.

Knowledge of:

- Strategic planning and visioning
- Managerial principles;
- Budgetary and fiscal management principles;
- Applicable local, state, and federal laws, rules, and regulations;
- Public administration principles;
- Risk management principles;

- Financial program development and implementation principles.

Skill in:

- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Reviewing and interpreting financial information;
- Communicating financial information;
- Operating a computer and applicable software applications;
- Applying local, state and federal laws, rules, and regulations;
- Analyzing processes and making recommendations for improvement;
- Developing and implementing strategic plans;
- Developing, implementing, and applying policies and procedures;
- Preparing and administering budgets;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

STAFF DEVELOPMENT/TRAINING:

Prevention of Harassment in the Workplace
Hazardous Material Training

WORKING CONDITIONS:

Physical Requirements:

- Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met..
- May be exposed to hazardous materials found in a home or general office environment.
- Use of household cleaning products and disinfectants may be required.

Working Conditions - Must be able to:

- Research, analyze, synthesize and develop information upon which decisions can be made, plans can be set and/or action can be taken.
- Make sound decisions quickly and accurately, remaining calm during intense work periods.
- Incumbents may be subjected to travel and work long days, into the evenings, as needed.
- Travel to and attend meetings at various locations, both in and outside the County.
- Plan and organize one's own work, as well as, the work of others.
- Work with multiple priorities and meet frequent work deadlines.
- Effectively handling situations that are unusual or sensitive and that requires the use of mature judgment and diplomacy.

- Persuade, convince and/or negotiate resolutions to problems and/or agreements to a course of action.

CRITERIA FOR MERIT INCREASES:

- Has developed specific efficiencies in performance of duties.
- Exceeds performance objectives for the position.
- Demonstrates on-going skill development through readings, journals, etc.
- Initiates constructive ideas with supervisor for unit/position performance.
- Administers and monitors department budget within specifications outlined by the Board of Commissioners where total expenditures not exceed authorized budgetary amounts.
- Coordinates the activities of the department and its members forming a cohesive and effective team that can focus on accomplishing the organizations mission and purpose in an exemplary manner.
- Provides outstanding direction to the organization by setting an example of the conduct and work ethic expected of all employees.

I understand that failure to comply with all areas of this Position Description could result in disciplinary action. By signing below, I am indicating that I have read and understand all job requirements, agree to abide by them as written, and have received a copy of this document.

Signature of Employee

Signature of Supervisor

Date

Date

POSITION DESCRIPTION ESTABLISHED:

10/2004

POSITION DESCRIPTION REVIEWED:

10/2013