

PERSONNEL COMMITTEE

2/20/2013

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: January 16, 2013
Closed Session Minutes Dated: January 16, 2013
5. **RESOLUTIONS FOR CONSIDERATION**

1 **Drain Commissioner**
RESOLUTION AUTHORIZING THE CREATION OF AN ASSISTANT
SANITARY FACILITIES OPERATOR POSITION - Drain Commissioner

2 **Human Resources**
RESOLUTION AUTHORIZING THE CREATION OF A HEALTH
EDUCATOR AT THE DEPARTMENT OF PUBLIC HEALTH

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6. **Quarterly Status Report of Temporary Employees**
 7. **Adjournment**

MEETING MINUTES

LIVINGSTON COUNTY

JANUARY 16, 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: TOM CREMONTE, ERIC SANBORN, JEFF BOYD, TOM GREEN, CINDY CATANACH, DEB HENSEY,
ANNA HENSEY, BELINDA PETERS, JENNIFER PALMBOS, TERRY LEE

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

2. **APPROVAL OF AGENDA:**

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

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

4. **APPROVAL OF MEETING MINUTES:**

MOTION TO APPROVE THE FOLLOWING MEETING MINUTES: MINUTES OF DECEMBER 11, 2012
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

5. **REPORTS:** 2012 Personnel Committee Year in Review

6. **HUMAN RESOURCES:** Resolution to Create two New Jail Intake Specialist Positions and to Approve the Letter of Understanding with the Livingston County Deputy Sheriff's Association regarding Same

MOTION TO TO APPROVE THE ABOVE RESOLUTION
FORWARD RESOLUTION TO FINANCE 1-23-13; THEN PUBLIC SAFETY 1-28-13
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

7. **HUMAN RESOURCES: Resolution Authorizing the Signing of a Business Associate Agreement between Livingston County and Concentra Health Services, Inc. in Compliance with HIPAA as Amended by the Hitech Act**

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

8. **CLOSED SESSION: LABOR NEGOTIATIONS WITH EMS**

**MOTION TO RECESS TO CLOSED SESSION AT: 8:45 AM
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
MOTION PASSED**

RETURN TO OPEN SESSION AT: 9:32 AM

9. **ADJOURNMENT**

**MOTIONED BY GRIFFITH / SECONDED BY LAWRENCE
TO ADJOURN AT 9:32 AM
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted,

**TERRY LEE
HUMAN RESOURCES COORDINATOR**

RESOLUTION

NO.:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE CREATION OF AN ASSISTANT SANITARY FACILITIES OPERATOR POSITION - Drain Commissioner

WHEREAS, the Drain Commissioner operates several sanitary sewer systems serving approximately 3,000 residents in Livingston County; and

WHEREAS the Board of Public Works has reviewed the Drain Commissioner's staffing for our sanitary facilities and requested the creation of an additional position, to be called an Assistant Sanitary Facilities Operator; and

WHEREAS, Human Resources, with the assistance of the compensation consultant, has recommended the Assistant Sanitary Facilities Operator position be placed at Grade I on the Non-Union Salary scale; and

WHEREAS, the maintenance and emergency response aspects of the Drain Commissioner's office require adequate staffing to meet maintenance needs and provide prompt emergency response to limit the liability associated with the sanitary sewage backups; and

WHEREAS, the Assistant Sanitary Facilities Operator position is funded from the Drain Commissioners Equipment Revolving Fund and the various sanitary districts served, which fully reimburses the County General Fund for the costs of the position; and

WHEREAS, the Personnel Committee has approved the placement of the Assistant Sanitary Facilities Operator at a Grade I on the Non-Union Salary Schedule; and

WHEREAS, this Resolution has been recommended for approval by the Infrastructure and Development Sub-Committee and the Finance Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the creation of an Assistant Sanitary Facilities Operator position within the Drain Commissioner's Office.

CURRENT POSITIONS			REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #	POSITION TITLE	FULL -TIME #	PART -TIME #
Drain Commissioner	1		Drain Commissioner	1	
Chief Deputy Drain	1		Chief Deputy Drain	1	
Deputy Drain	1		Deputy Drain	1	
Engineering Surveyor	1		Engineering Surveyor	1	
Water Resources Coordinator (Job Split)		.4	Water Resources Coordinator (Job Split)		.4
Accounting Supervisor	1		Accounting Supervisor	1	
Accounting Bookkeeper II	1		Accounting Bookkeeper II	1	
Sanitary Facilities Superintendent	1		Sanitary Facilities Superintendent	1	
Sanitary Facilities Operator	2		Sanitary Facilities Operator	2	
Field Supervisor	1		Assistant Sanitary Facilities Operator	1	
Drain/Soil Inspector	3		Field Supervisor	1	
Heavy Equipment Operator	1		Drain/Soil Inspector	3	
Drain Maintenance Worker III	1		Heavy Equipment Operator	1	
Drain Maintenance Worker II	1		Drain Maintenance Worker III	1	
Administrative Assistant	1		Drain Maintenance Worker II	1	
Administrative Aide	1		Administrative Assistant	1	
TOTALS:	18	.4	Administrative Aide	1	
			TOTALS:	19	.4

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MOVED:
 SECONDED:
 CARRIED:

Comparison of Staffing Resources at Sewage Systems in Livingston County, MI

By: KER

Date: 4-Jan-13

Employer	Service REU	Miles of Sewer	# of Grinder Pumps	# of Pump Stations	# of Treatment Systems	Septage Receiving Station	Average Flow (MGD)	Field Staffing (1)	Comments
Brighton Charter Township	1700	(2)	800	10	1	No	0.3	3	treatment is oxidation ditch - surface discharge
Genoa & Oceola Sewer & Water Authority	5616	135	592	56	3	No	1.3	9.5	treatment is oxidation ditch - surface discharge
Green Oak Charter Township	1600	(2)	430	7	1	No	0.325	1-1.5	treatment is sequencing batch reactor, groundwater discharge
Hamburg Township	3200	65	2900	10	1	No	0.29	5 (3)	treatment is sequencing batch reactor, groundwater discharge
Livingston County Drain Commissioner	2600	68	1428 (4)	23	10	Yes	0.5	3	Treatment systems include ten community septic systems and a septage receiving station. Septage receiving station flows are approximately 16 million gallons per year.
Multi-lakes Sewer and Water Authority	1300	(5)	1100	6	1	No	0.18	2.5	treatment is oxidation ditch - Director states plant is understaffed based on operations, planning on adding a third full time position next year

Notes:

- (1) Staffing totals exclude office staff supervising day-to-day operations in the field, and exclude part-time staffing as clarified below.
- (2) Totals for length of collection system not available at time of report
- (3) in addition to the five full time employees, five part time employees are used for emergency on-call and for pump system repairs.
- (4) Grinder pump total includes 265 community septic system step pumps that are part of the Lake Tyrone collection system

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **DRAIN COMMISSIONER'S OFFICE**

Title of Position to be Filled: **Assistant Sanitary Facilities Operator**

Salary: **\$39,181.97**

Annual Cost of Budgeted Position: **\$61,000.00**

Projected Cost for the next five years: **APPROXIMATELY: \$325,000**

New Position/Classification: **YES**

If No: Name of Employee Last Occupying this Position:

When did the position become vacant?

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget?

Not applicable – New Position.

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description.

Position assists with repair and maintenance of county sanitary infrastructure. Position is essential to continued emergency preparedness and response for sanitary operations. The increase in activity at the septage receiving station is now to the point of requiring a full-time presence at the station to manage customer service activities and address maintenance needs. In addition, health related issues have brought us to the point of trying to service nearly 2000 sanitary sewer users with just two staff that are free of restrictions.

The annual cost of budgeted position is reimbursed 100% to Livingston County, recouped by our office through user charges and special assessments.

JOB DESCRIPTION: ATTACHED.

2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what effect this program/service has on current operations. If not mandated, outline the reason(s) for the department providing this task/work.

Sanitary Facilities Maintenance is an essential function to protect the public health safety and welfare. It is further regulated by the Michigan Department of Environmental Quality. The office of the Drain Commissioner has an affirmative obligation under the Drain Code to perform maintenance on County owned systems in any instance where maintenance is needed to keep the system functioning. We are also required to mark our utilities in accordance with the terms of our membership in the MISS DIG system.

3. Budgeted department head count for the past five years:

2012 18.5 (with temporary secretarial) **2011** 18.5 (with temporary secretarial)
2010 19 **2009** 19.75 **2008** 21

Please explain changes:

**2008 – Water Resources Coordinator Resigns, position eliminated and replaced with 40% share of Groundwater Specialist Position with Environmental Health Division.
2010 – Secretary Resigns, position replaced with half-time temporary help in 2011.**

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position.

Maintenance of sanitary sewer infrastructure is not performed by another County Department. While this position does not require a high level of college education, it does require intense physical labor, knowledge of sanitary system operation and maintenance techniques, the ability to read engineering drawings, and an awareness of materials available and the unique combinations and application of available resources to solve problems. Both sanitary crews and stormwater crews have been cross-trained to provide some redundancy in available personnel in the short term. However, as mentioned previously, addition of this position is essential in the long term to provide for continued emergency response capability.

5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

A stormwater maintenance crew employee could be assigned to fill the position, or utility marking responsibilities could be assigned to a hired subcontractor. The savings created would be partially offset by:

- **Efficiencies lost by not having dedicated maintenance staff available for regular stormwater drain maintenance.**
- **Increased special assessments associated with increased costs for small maintenance due to loss of a three-man stormwater drainage crew. The reason the staff loss would increase assessments is that the effort associated with bidding work out would have to be managed by a third party engineer whose costs would be billed to the assessment district.**
- **Additional damage to county infrastructure associated with subcontracted utility marking operations.**
- **Reduced capabilities in the office for requested constituent response.**

6. Specifically list three reasonable options if your request to add a position is denied.

**Contract out utility marking operations, or other planned maintenance to be done.
Train and prepare office staff to aid in emergency response.
Decrease the level of service we are able to provide.**

7. What are the consequences of not filling the requested position over the next several months and beyond?

Simply put, property losses will be incurred. P.A. 222 addresses liability associated with sanitary sewer overflows and damage of private property associated with sewerage backups. While we would make every effort with available staff and contracted resources to minimize any P.A. 222 claims, we would over time anticipate an increase in claims associated with sewerage backups, which would increase insurance costs for our sanitary systems and increase costs potentially far more than the costs of the requested

position. In a nutshell, it is simply not sustainable to service 11 sanitary sewer systems and 2000 users with existing staffing.

The level of drain maintenance service to Livingston County property owners will suffer. Scheduled maintenance projects would be postponed, contracted out, or cancelled.

Emergency response capabilities would be reduced, and repairs would more often become temporary repairs until a contractor could be hired to complete the task.

8. What budget saving measures has this department implemented? Have additional measures been identified?

We have partially implemented the use of a computerized maintenance management system (CMMS) that utilizes Geographic Information System (GIS), to help better track and document our maintenance activities and costs. Continued implementation of the CMMS will be an essential component of damage control as our aging workforce approaches retirement age. Upon retirement, their institutional knowledge of our systems will be lost without the CMMS. While we view the CMMS as a long term budget saving mechanism, short term implementation costs have offset any immediate budget savings.

We have lost three full time positions (one Administrative Assistant, one Soil Erosion Inspector, and the Water Resources Coordinator) over the last five years, while retaining the Soil Erosion Control, Phase II, Lake Improvement, and Lake Level responsibilities assigned to those positions. We have attempted to work with other entities to assign or contract out our administrative responsibilities for Lake Improvement Projects with little success.

Personnel in our maintenance crew have been cross-trained so that available personnel can support both sanitary system and stormwater system maintenance functions. Administrative Functions of the Water Resources Coordinator were divided between the Drain Commissioner, the Chief Deputy, one of the remaining Inspectors, and 40% of one position is cost shared with the Environmental Health Division of the Health Department.

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire?

At this time there are no positions that we believe can be dropped without decreasing the responsibilities of the office. Three drain maintenance positions were previously dropped from our budget in the last decade, as the financial crunch began to sink in. With the assumption of operations for the Livingston Regional Sanitary Sewer System and the Septage Receiving Station, plus regular operation of our dams and drainage systems, the need for regular maintenance remains strong and is, in fact, increasing. The alternative to regular preventative maintenance is deferral of maintenance until repairs become more expensive and costly.

10. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions, employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services.

The organizational chart is attached. One of our sanitary facilities operators is currently on restrictions and is prevented from working in electrical boxes or near areas where there is a fall risk. We have no other employees on work restrictions at this time. I

estimate training for safety and equipment usage to take approximately 5% of our crew time over the year.

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments?

In the case of the Livingston Regional Sanitary Sewer System, operations are already shared with Genessee County, which performs the treatment operations on the waste generated by the Livingston County collection and transmission system.

The Drain Code provides the Drain Commissioner with the obligation to perform maintenance to keep the Drains in working order. As President of the Michigan Association of County Drain Commissioners, I work regularly with Drain Commissioners in adjoining counties. For County Drains which serve lands in more than 1 county, the Drain Commissioner is statutorily required to share functions.

12. Explain what services can be provided by others, private sector or non-profit?

Repair work can be contracted out as needed; the problem is typically one of defining the work and dealing with the higher incremental cost for the delay of repairs that often forces the contractor to deal with a more expensive repair or more wastewater to manage during a repair. More expensive repairs are subject to more administrative requirements under the Drain Code, so the cost per drain district increases significantly. Also, emergency response by nature is not easily supported by most private-sector operational models. Therefore, reaction to emergencies is poor.

Based on our operational numbers, the costs to maintain the Livingston Regional Sanitary Sewer System with County staffing often save residents in excess of \$10,000 per month in comparison to costs associated with contracting out these operations. I attribute the unusual nature of these savings to the high risk associated with the work leading to higher costs for these services when bid in the current market.

13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled?

While we share some of the same routine maintenance issues as the Building Services Department, the underground construction, and field maintenance aspects of this position and their associated job requirements are unique to this position. In inquiring as to staffing levels at the Building Services Department, we are informed that they do not have surplus staffing available to fill these needs.

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s).

See Item 12 above in regards to cost savings achieved using the current staffing model. We do not believe temporary employees are appropriate for consideration in this position due to the hazardous nature of a portion of the work. The position requires a large amount of safety training and on-the-job training, which makes the use of temporary employees less economical than in other scenarios.

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s).

No. The emergency response needs of this office are 24 hours per day, seven days a week. This, along with the seasonal fluctuations in maintenance associated with our operations, is not conducive to part-time employment.

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

Substantial overtime is currently required for sanitary operations. Occasional overtime is required for stormwater and lake level operations, which averages approximately 1-2 hours per pay period. During periods of flooding emergencies, stormwater and lake level overtime increases substantially.

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s).

Cross training has been implemented between inspector and office operations, inspector and crew operations, and sanitary and stormwater operations. Further cross training between inspector and stormwater crew operations is being performed in anticipation of upcoming changes in utility staking requirements, which we anticipate to require positive response to every utility locating request received by this office.

In addition, this position would be a cross-over position between our sanitary and stormwater maintenance crews.



LIVINGSTON COUNTY, MICHIGAN
OFFICE OF THE LIVINGSTON COUNTY DRAIN COMMISSIONER

2300 East Grand River Ave, Ste 105
Phone: 517-546-0040 Fax: 517-545-9658
Web Site: co.livingston.mi.us/drain

Memorandum

To: Livingston County Board of Commissioners
From: Brian Jonckheere
Date: January 8, 2012
**Re: Resolution Authorizing the Creation of a Full-Time Sanitary
Facilities Operator Position**

Honorable Commissioners,

The Board of Public Works has discussed staffing needs for the sanitary facilities operated by this office. With increased flows at the septage receiving station, continued operation of the Livingston Regional Sanitary Sewer System, and our various other sanitary drainage districts, workload has required substantial overtime, and maintenance needs are anticipated to continue for the foreseeable future.

The Board of Public Works has recommended the hiring of an additional sanitary facilities operator. This position would be shared between the stormwater and sanitary facilities crews. The County would be fully reimbursed for the costs of this position, which would be funded through special assessments against stormwater drainage districts and charges to our sanitary operating systems.

I have attached a spreadsheet comparing our staffing levels to that of other sewage treatment operations in the county, to fulfill the requirement of providing metrics for the position request.

Thank you for your consideration of this request and of the enclosed Request for Exception to the Hiring Freeze. If you have any questions regarding this matter, please contact me.

RESOLUTION

NO.:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE CREATION OF A HEALTH EDUCATOR POSITION AT THE DEPARTMENT OF PUBLIC HEALTH

(Personnel, General Government, Finance, Full Board)

WHEREAS, the Department of Public Health has received a notice of retirement of the individual employed as the Health Educator Supervisor, and

WHEREAS, the position has evolved into more health education activities and less supervisory responsibilities, and

WHEREAS, the Department of Public Health is requesting that the Health Educator Supervisor position be eliminated when it becomes vacant and be replaced with a Health Educator, and

WHEREAS, Human Resources, with the assistance of the compensation consultant, has recommended the Health Educator position be placed at Grade K on the Non-Union Salary scale; and

WHEREAS, the Personnel Committee has approved the placement of the Health Educator at a Grade K on the Non-Union Salary Schedule; and

WHEREAS, this Resolution has been recommended for approval by the Health and Human Services Sub-Committee and the Finance Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the creation of a Health Educator position within the Department of Public Health.

CURRENT POSITIONS			REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #	POSITION TITLE	FULL -TIME #	PART -TIME #
Health Officer	1		Health Officer	1	
Director, Personal/Prevent.	1		Director, Personal/Prevent.	1	
Medical Director		1	Medical Director		1
Sr. Accountant	1		Sr. Accountant	1	
Health Education Supvr.	1		Health Educator	1	
Public Health Supervisor	1		Public Health Supervisor	1	
Nurse Program Coordinator	5		Nurse Program Coordinator	5	
Nurse II (Part-time)		2	Nurse II (Part-time)		2
Nutritionist	1		Nutritionist	1	
Program Clerk III	2		Program Clerk III	2	
Program Clerk II	1		Program Clerk II	1	
Program Clerk		1	Program Clerk		1
Office Specialist	1		Office Specialist	1	
Commun.Disease Clerk	1		Commun.Disease Clerk	1	
Administrative Aide	1		Administrative Aide	1	
Hearing/Vision Coord.	1		Hearing/Vision Coord.	1	
Hearing/Vision Tech.		4	Hearing/Vision Tech.		4
Breastfeeding Counselor		1	Breastfeeding Counselor		1
TOTAL	18	9	TOTAL	18	9

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MOVED:
 SECONDED:
 CARRIED:

EMPLOYEE NAME:

JOB TITLE: Health Educator

SUPERVISED: None

IMMEDIATE SUPERVISOR: Ted Westmeier

TITLE OF IMMEDIATE SUPERVISOR: Director/Health Officer

FLSA STATUS: Exempt - Professional

DEPARTMENT: Public Health **LOCATION:** East Complex

EFFECTIVE: 04/01/2013 **GRADE K** **RANGE:** \$42,708 - \$54,101

WORKERS COMP. CODE: 9410



SUMMARY OF POSITION:

The Health Educator, under the direction of the Director/Health Officer, plans, implements, and evaluates data driven activities that prevent the incidence of morbidity and mortality in the Livingston County population. The Health Educator also participates in community collaborative efforts to improve community health outcomes. This employee will work with public, civic, professional, private, volunteer, groups and their representatives, and performs related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Supports coalition efforts dealing with public policies and health issues and assists in the implementation of program plans and grant objectives.
2. Supports efforts and activities with other county health professionals and local agencies in the delivery of health education services.
3. Serves on various committees with representatives of community agencies to ensure the health needs of the community are being met.
4. Develops marketing campaigns for services and programs of the health department including distribution of news releases, public service announcements, printed promotional materials as well as speaking engagements.
5. Researches federal and state funding programs to determine conditions and criteria for eligibility of health department participation. Prepares applications for grants and other funding alternatives in conformity with requirements. Prepares regular reports required for the continuation of grant funding.
6. Researches and, if needed, prepares materials, literature, statistics, and other resources for program implementation, utilizing various software applications and databases.
7. Performs other duties of a similar nature or level.

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 and in-services.
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.
6. Will advise supervisor if actual practice (activity) begins to deviate significantly from specified essential functions.

SUPPLEMENTARY FUNCTIONS:

1. May represent Livingston County on internal/external committees or work groups to enhance service delivery or service planning.
2. May participate 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 inquiries related to services provided by Livingston County.
5. Will participate in approved emergency activities and/or preparedness drills in the case of a county declared disaster or emergency.

LICENSING or CERTIFICATIONS:

- Valid MI Driver's License and a good driving record.

QUALIFICATIONS:

1. Bachelors Degree in Health Education or Public Health; and
2. Certified Health Education Specialist preferred.

Knowledge of:

- Education principles;
- Applicable local, state, and federal laws, rules, and regulations;
- Available resources and services;
- Community and media relations.

Skill in:

- Prioritizing work;
- Providing educational services;
- Preparing reports and other correspondence;
- Operating a computer and applicable software applications and knowledge of all Microsoft Office Products and how to use them efficiently;
- Applying local, state, and federal laws, rules, and regulations;
- 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.
- Ability to maintain records, prepare reports and answer questions.
- Ability to maintain effective working relationships and productively serve as a member of a team with employees and the public plus have the ability to deal with problems courteously and tactfully.

- Must be able to maintain cooperative working relationships and possess good interpersonal skills and be able to work within a team structure.

STAFF DEVELOPMENT/TRAINING:

- Prevention of Harassment in the Workplace
- Michigan Right to Know

WORKING CONDITIONS:

Physical Requirements:

- Positions in this class typically require: fingering, grasping, 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.
- Incumbents may be subjected to travel.
- May be exposed to hazardous materials found in a home, restaurant, or general office environment.
- May be in contact with infectious diseases.
- Use of household cleaning products and disinfectants may be required.
- Work involves exposure to environmental conditions such as inclement weather conditions.

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.
- Assumes constructive leadership role with co-workers.
- Assists in providing training to other staff, share skills with other staff.
- Functions willingly as a training consultant/resource to colleagues.
- Pursues appropriate certification/licensure.

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: 02/13

POSITION DESCRIPTION REVIEWED:

Temporary Employees as of February 15, 2013

Dept.	Title	Hours	Funding	Wage	Start Date
Anim.Ctrl.	Veterinarian	Fill in only for vet	In Budget	\$55.19	12/12/12
Bldg.Insp	Build.Inspector	FT Temp (vacations)	In Budget	21.15	9/10/2012
Drain	Admin. Aide	PT 20 hrs.	In Budget	13.34	2/5/2013
Health	PH Nurse II	EmPrep/MRSA	Grants	24.46	8/13/2012
Health	Program Clerk III	Partial grant funded	Grants	14.99	9/12/2012
Health	Program Clerk II	24 per week	In Budget	14.10	2/1/2013
Bldg.Svc.	Custodian	Covers vacations	In budget	11.23	06/21/12
Bldg.Svc.	Custodian	Less than 20	In budget	11.23	10/16/12
Bldg.Svc.	Custodian	Less than 20	In budget	11.23	02/07/13
Bldg.Svc.	Custodian	Less than 20	In budget	11.23	02/05/13
Bldg.Svc.	Custodian	Less than 20	In budget	11.23	02/11/13
Dist.Ct.	Probation Officer	Cov.w/Mental Health Grant		21.15	11/27/12
LETS	Driver	Temp., 29 hrs.	Federal dollars	13.34	5/29/2012
LETS	Driver	Temp., 29 hrs.	Federal dollars	13.34	6/1/2012
Treasurer	TxRecords Clk	FT-fill in for FMLA leave	Out Ill Now	14.55	09/24/12
Treasurer	TxRecords Clk	Fill in for temp out ill		14.76	02/11/13
Veteran Aff.	Benefits Counselor	19 hrs./week	In Budget	21.89	1/25/2013

T. Lee
2/15/2013