

PERSONNEL COMMITTEE

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

2/15/2017

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

8:30 AM

AGENDA

- 1. CALL MEETING TO ORDER**
 - 2. APPROVAL OF AGENDA**
 - 3. CALL TO THE PUBLIC**
 - 4. APPROVAL OF MINUTES**
 - Meeting Minutes Dated: January 18, 2017
 - Closed Session Meeting Minutes Dated: December 21, 2016
 - 5. TABLED ITEMS FROM PREVIOUS MEETINGS**
 - 6. REPORTS**
 - 7. RESOLUTIONS FOR CONSIDERATION**
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- 08 County Clerk**
RESOLUTION TO APPROVE THE CHANGE OF TITLE FOR A VITAL RECORDS CLERK POSITION (POSITION # 20500104) TO SENIOR VITAL RECORDS CLERK
-
- 09 Human Resources**
RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY CREATED CRIME ANALYST POSITION AT GRADE 5
-
- 10. DISCUSSION**
 - Procedure To Fill Upcoming Director Vacancies (EQ/911)
- 11. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

JANUARY 18, 2017 – 8:00 A.M.

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

PERSONNEL SUBCOMMITTEE MEETING

COMM. GRIFFITH COMM. LAWRENCE COMM. GREEN COMM. BEZOTTE

JENNIFER PALMBOS, CINDY CATANACH, KEN HINTON, ELIZABETH HUNDLEY, KEVIN WILKINSON,
DOUG HELZERMAN, KELLI HAWORTH

1. **CALL TO ORDER:** Meeting called to order by: Comm. Griffith at 8:00 am.
2. **WELCOME:** Comm. Griffith gave a warm welcome and brief overview of the Personnel Committee to Comm. Bezotte
3. **APPROVAL OF AGENDA:**

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

4. **CALL TO THE PUBLIC:** None
5. **APPROVAL OF MEETING MINUTES** of December 21, 2016 and Closed Session Meeting Minutes of December 21, 2016:

MOTION TO APPROVE THE MINUTES OF DECEMBER 21, 2016
MOVED BY: LAWRENCE / SECONDED BY: GREEN
ALL IN FAVOR – MOTION PASSED
CLOSED SESSION MEETING MINUTES OF DECEMBER 21, 2016 ARE TABLED
A SMALL CORRECTION NEEDED TO BE MADE TO THE MINUTES
AND WILL BE AVAILABLE AT THE FEBRUARY 15 MEETING

6. **TABLED ITEMS FROM PREVIOUS MEETING:** None.
7. **REPORTS:** None.

8. RESOLUTIONS FOR CONSIDERATION:

- 9. HUMAN RESOURCES: Resolution To Approve The Job Reclassification of the Elections Coordinator/Deputy Clerk From Grade 7 to Grade 8**

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

- 10. HUMAN RESOURCES: Resolution To Amend the Classification/Compensation Administrative Guidelines**

**MOTION TO APPROVE THE ABOVE RESOLUTION WITH SLIGHT CORRECTIONS AND
MOVE TO FINANCE AGENDA
MOVED BY GREEN / SECONDED BY BEZOTTE
ALL IN FAVOR – MOTION PASSED**

11. ADJOURNMENT

**MOTIONED BY LAWRENCE / SECONDED BY GREEN
TO ADJOURN AT 8:16 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**KELLI HAWORTH
ADMINISTRATIVE SPECIALIST**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE CHANGE OF TITLE FOR A VITAL RECORDS CLERK POSITION (POSITION # 20500104) TO SENIOR VITAL RECORDS CLERK - [COUNTY CLERK]

WHEREAS, During 2006 there was a Senior Vital Records Clerk position within the County Clerk’s Office; and

WHEREAS, Vital Records Clerk Jacqueline Hawkins (Position # 21500104), has worked diligently within the Vital Records Division since being hired on December 5, 2011; and

WHEREAS, During her employment Ms. Hawkins has gained expert knowledge and valuable skills that are critical to the County Clerk Vital Records Division; and

WHEREAS, This position will remain classified as a non-union, Grade 3; and,

WHEREAS, This position will revert back to the title of Vital Records Clerk in the event Ms. Hawkins would vacate this position; and

WHEREAS, No change in the number of personnel employed in the County Clerk’s Office is proposed as part of this resolution.

THEREFORE BE IT RESOLVED that the Personnel Committee hereby concurs with the title change of Vital Records Clerk for the above mentioned employee to Senior Vital Records Clerk.

CURRENT POSITIONS		
POSITION TITLE	POSITION #	FTEs
County Clerk	21500001	1.000
Electn Coord DepClrk	21500101	1.000
Administrative Coord	21500102	1.000
Electn Asst Vitl Rec	21500103	1.000
Vital Records Clerk	21500104	1.000
Vital Records Clerk	21500105	.625
TOTALS:		5.625

REQUESTED POSITIONS		
POSITION TITLE	POSITION #	FTEs
County Clerk	21500001	1.000
Electn Coord DepClrk	21500101	1.000
Administrative Coord	21500102	1.000
Electn Asst Vitl Rec	21500103	1.000
Senior Vital Records Clerk	21500104	1.000
Vital Records Clerk	21500105	.625
TOTALS:		5.625

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Elizabeth Hundley
Date: 2/3/2017
Re: Resolution to approve the change of title for a vital records clerk position (Position # 20500104) to senior vital records clerk

Attached for your review and consideration is a resolution authorizing the change in job title for Ms. Jacqueline Hawkins. The Vital Records Division of the Clerk's Office has lost 41 years of experience with retirements and resignations over the past year. Ms. Hawkins has been a valuable member of the Vital Records Division since being hired over 5 years ago. I am interested in retaining the knowledge and experience Ms. Hawkins has gained and seek to encourage her continued employment within the Vital Records Division.

The opportunity for upward promotions within the Clerk's Office is limited. I believe this request is fair for both the County and Ms. Hawkins. I conducted a study over several months to determine if a job reclassification was warranted. While the number of applications processed has dramatically increased, this alone does not warrant a job reclassification.

There are two factors I would like to emphasize. First, this request is budget neutral. This position number is currently a Grade 3 and it will remain a Grade 3. Second, this position number will revert back to the title of Vital Records Clerk in the event Ms. Hawkins would vacate this position number.

If you have any questions, please do not hesitate to contact me at your convenience at 517-546-0500.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY CREATED
CRIME ANALYST POSITION AT GRADE 5**

WHEREAS, the Livingston County Sheriff Department is in need of a full-time Crime Analyst position; and

WHEREAS, this new position will responsible for organizing data using database and spreadsheet skills. The data can then be used by police command to potentially solve crimes and/or further rationalize the deployment of manpower and resources. The Crime Analyst will also have responsibility for developing templates for data presentation and reporting purposes; and

WHEREAS, this position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 5; and

WHEREAS, this position was approved in the 2017 budget process, Resolution 2016-11-187.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the newly created Crime Analyst position at Grade 5, effective with the approval of this resolution.

NOTE: This job analysis only needs Personnel Subcommittee Approval and does not need to move forward to any other committees. The resolution to create the new position of Crime Analyst received Board approval under resolution 2016-11-187 which approved the 2017 budget.

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MOVED:

SECONDED:

CARRIED:

Municipal Consulting Services LLC

February 6, 2017

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

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct a classification analysis for the position of Crime Analyst in the Livingston County organization. In completing the classification analysis for this new position I have performed the following tasks:

- Reviewed job-related information including the job description information submitted by the Sheriff's Department.
- Spoken with Sheriff's Department command regarding the expected duties of the position.
- 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 pay grade structure.

BACKGROUND FOR THE POSITION OF CRIME ANALYST

The Livingston County Sheriff's Department like many law enforcement agencies is becoming more reliant on technology related to crime analysis. The COMPSTAT system initially used in New York City, as an example, is being embraced by many agencies. One prominent feature of this model is the analysis of crime data to predict the likely occurrence and geographic area of criminal incidence. Using this predictive tool, an agency can deploy resources more effectively and in turn, reduce crime rates.

The creation of the Crime Analyst position in Livingston County represents an important step in the development of a similar predictive approach. The Crime Analyst will play a key role in

organizing data using database and spreadsheet skills. The data can then be used by police command to potentially solve crimes and/or further rationalize the deployment of manpower and resources. The Crime Analyst will also have responsibility for developing templates for data presentation and reporting purposes.

In evaluating the position, I have taken into account the newness of this endeavor as well as the level of technology that will be needed at present. If Livingston County's path leads to greater reliance on COMPSTAT technology in the future, the position of Crime Analyst could become more complex. Should this be the case, the position should be reevaluated.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, I 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 1,437 for the Crime Analyst. This would place the new position in grade 5 of the County's pay grade structure.

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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

LIVINGSTON COUNTY JOB DESCRIPTION

CRIME ANALYST

<u>Supervised By:</u>	Detective Lieutenant
<u>Supervises:</u>	No supervisory responsibility
<u>FLSA Status:</u>	Non-Exempt

Position Summary:

Under the supervision of the Detective Lieutenant, is responsible for the development of statistical data for the research of criminal patterns to facilitate the deployment of resources to address criminal activity in a pre-emptive manner. Utilizes various databases and other informational sources obtained through legal process such as cellular phone records. Uses this information to target possible suspects as well as crime locations. Develops statistical and informational reports for the department to both assist in crime prevention and summarize data for public presentation.

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. Works with both internal agency and external public safety databases to classify, extract and present information to be used for crime prevention. Works with department command to develop frameworks for presenting data.
2. Creates data bases and sophisticated spreadsheets for capturing and documenting data to be used in the ongoing identification of crime trends. Works with other county professionals to utilize technological capabilities such as geo-based software.
3. Attends command meetings to present data and explain sources and statistical methods used. Works with command to create tailored presentations for management discussion and decision-making regarding areas to be targeted and resources to be deployed.
4. Examines cellular phone records that have been legally obtained to provide input regarding predictive likelihood of crime trends by individuals or groups.
5. Works with pertinent information such as receipts and insurance documents to create a database of criminal activity.
6. Develops statistics for public educational presentations to apprise citizens of crime trends and likely criminal activity in particular areas of the county.

7. Produces historic statistics, charts, graphs and related narrative for internal reports and comprehensive reports such as the Sheriff's Department's annual report.
8. Monitors data from the Sheriff's Office records management system to ensure accurate data is entered into the Michigan Incident Crime Reporting system.
9. Establishes and maintains a network of internal and external sources and contacts in identifying criminal trends.
10. Assists law enforcement in research on a particular criminal behavior in order to develop leads which may bring closure to a case.
11. Prepares and distributes Investigative Bulletins and act as departmental liaison to other law enforcement agencies with regard to criminal intelligence matters.
12. Studies current literature on research methodology and police issues, including COMPSTAT, and makes appropriate recommendations for improvements in crime analysis practices.
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:

- Associate's Degree in a technology-based curriculum and one year of progressively more responsible experience in custom data base usage. A greater level of experience in data base and advanced spreadsheet use will be considered in lieu of degree requirements.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Must have no prior or expunged felony convictions.
- Ability to gain an understanding of applicable state, federal and local laws, ordinances and regulations and ability to maintain detailed records.
- Ability to maintain a high degree of confidentiality.
- Skill in assembling and preparing comprehensive and accurate reports.
- 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.

- Advanced skill in the use of Microsoft Suite applications ACCESS and EXCEL and some exposure to geo-based software. Ability to learn and work with records management and other data base systems used by law enforcement.
- Ability to develop and maintain data bases for data capture, manipulation and report generation.
- Ability to incorporate statistical data for the creation of maps, spreadsheets, graphs and additional visual presentations as required.

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 15 lbs. without assistance. Accommodation will be made, as needed, for 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.

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF FEBRUARY 6, 2017

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Crime Analyst	267	240	200	0	240	70	110	250	60	0	1437	5