

PERSONNEL COMMITTEE

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

3/16/2016

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: February 17, 2016
Closed Session Meeting Minutes Dated: February 17, 2016
 5. **TABLED ITEMS FROM PREVIOUS MEETINGS**
Elected Officials Salary Discussion
 6. **REPORTS**
 7. **RESOLUTIONS FOR CONSIDERATION**
-
- 08 **Human Resources**
RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY
CREATED VETERANS TREATMENT COURT COORDINATOR POSITION
AT GRADE 4
-
- 09 **Human Resources**
RESOLUTION TO AFFIRM THE RECLASSIFICATION ANALYSIS FOR
THE POSITION OF ACCOUNT CLERK –Central Services (Courts)
-
- 10 **Human Resources**
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE
ACCOUNT CLERK, JUVENILE COURT, GRADE IV TO ADMINISTRATIVE
COURT SPECIALIST, GRADE V
-
- 11 **Human Resources**
RESOLUTION TO AFFIRM THE RECLASSIFICATION ANALYSIS FOR
THE POSITION OF YOUTH ASSISTANCE/DIVERSION COORDINATOR–
Juvenile Court
-
- 12 **Human Resources**
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF A FOC
SECRETARY, GRADE V, TO FOC REFEREE COORDINATOR, GRADE VI
-
- 13 **Human Resources**
RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY

CREATED EMERGENCY MANAGEMENT REGIONAL PLANNER
POSITION AT GRADE 8

- 14 Human Resources**
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE
ACCOUNTING ASSISTANT, FINANCE, GRADE 4 TO GRADE 5
-

- 15. DISCUSSION**
Elected Officials Salary Discussion

- 16. CLOSED SESSION**
Labor Relations Bargaining Strategy

- 17. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

FEBRUARY 17, 2016 – 8:00 A.M.

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

PERSONNEL SUBCOMMITTEE MEETING

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

MIKE MURPHY, ELIZABETH HUNDLEY, SALLY REYNOLDS, JENNIFER PALMBOS, KEN HINTON, CINDY CATANACH, TERRY LEE

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 8:01 am.

2. **APPROVAL OF AGENDA:**

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

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

4. **REPORTS:** None.

5. **APPROVAL OF MEETING MINUTES** of January 20 and January 27, 2016 and Closed Session Minutes of January 20 and January 27, 2016:

MOTION TO APPROVE THE MINUTES OF JANUARY 20 AND JANUARY 27, 2016 AND
CLOSED SESSION MINUTES OF JANUARY 20 AND JANUARY 27, 2016
MOVED BY: GREEN / SECONDED BY: LAWRENCE
ALL IN FAVOR – MOTION PASSED

6. **DISCUSSION:**

- **STATUS OF TEMPORARY EMPLOYEES – LIST REVIEWED**
- **ELECTED OFFICIALS SALARY DISCUSSION**

MOTION TO TABLE ELECTED OFFICIALS SALARY DISCUSSION TO NEXT MEETING
MOVED BY GREEN / SECONDED BY LAWRENCE
ALL IN FAVOR – MOTION PASSED

7. **RESOLUTIONS FOR CONSIDERATION: NONE**

8. **CLOSED SESSION:**

<p>ROLL CALL TO GO INTO CLOSED SESSION AT: 8:30 AM K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN - YES MOTION PASSED</p>
<p>RETURN TO OPEN SESSION AT: 8:50 AM MOVED BY: LAWRENCE / SECONDED BY: GREEN</p>

9. **ADJOURNMENT**

<p>MOTIONED BY GREEN / SECONDED BY LAWRENCE TO ADJOURN AT 8:50 AM ALL IN FAVOR – MOTION PASSED</p>

Respectfully Submitted,

TERRY LEE
HR COORDINATOR

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY CREATED VETERANS TREATMENT COURT COORDINATOR POSITION AT GRADE 4

WHEREAS, the Livingston County District Court is in need of a dedicated full-time Veterans' Treatment Court Coordinator; and

WHEREAS, this new position will assist the Veterans' Treatment Court Judge in the coordination of the Veterans' Treatment Court operations from a clerical and administrative perspective; and

WHEREAS, this position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 4; and

WHEREAS, the courts are requesting a General Fund budget appropriation to cover the costs of this position.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the newly created Veterans Treatment Court Coordinator position at Grade 4, 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. However, the resolution to create the new position of Veterans Treatment Court Coordinator requires Board approval under separate resolution.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

February 3, 2016

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 new position of Veterans' Treatment Court Coordinator 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 developed and submitted by the employee.
- Developed and submitted a draft job description to the District Court Administrator and Judge for final review/changes before proceeding.
- 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 VETERANS TREATMENT COURT COORDINATOR

The Veterans' Treatment Court Coordinator is a new position that will assist the Veterans' Treatment Court Judge in the coordination of the Veterans' Treatment Court (VTC) operations from a clerical and administrative perspective. The incumbent will serve as an administrative support liaison between the Judge and Circuit and District Probation Officers, VA, Veterans' Services, mentors, team members and others regarding potential new participants and present VTC participants. The incumbent have a wide assortment of clerical and administrative duties to support the program and the Judge. These duties are summarized in a new job description which is included with this letter.

POINT FACTOR ANALYSIS AND RESULTS

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 1,258 for the Veterans' Treatment Court Coordinator. This would place the new position in grade 4 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 FEBRUARY, 2016

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Veterans' Treatment Court Coordinator	243	210	160	0	210	50	80	225	60	20	1258	4

LIVINGSTON COUNTY JOB DESCRIPTION

VETERANS' TREATMENT COURT COORDINATOR

Supervised By: Veterans' Treatment Court Judge

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Veterans' Treatment Court Judge, is responsible for coordination of the Veterans' Treatment Court (VTC) operations from a clerical and administrative perspective. Works closely with the Judge, Court administration, Probation Office, County correctional facility, law enforcement, Prosecutor's Office and Veterans Administration agencies such as the Ann Arbor VA Hospital and the Veterans Affairs Department in coordinating activities and inputs to assure efficient operation of the Court.

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. Serves as administrative support liaison between the Judge and Circuit and District Probation Officers, VA, Veterans' Services, mentors, team members and others regarding potential new participants and present VTC participants. Assists with participant needs from a clerical and administrative perspective.
2. Prepares educational and community outreach presentations for the VTC Judge and Court personnel. Prepares and creates PowerPoint programs for the Judge to present to treatment agencies, legions, VFW halls, community organizations such as Rotary, local hospitals, and any other agencies that will foster necessary services and collaboration between the criminal justice system and their members.
3. Attends presentations with the Judge, provides materials, sets up technical presentations and coordinates the presentation with the agency asking for the presentation.
4. Serves as the Court's contact to the Livingston County Veterans' Treatment Foundation Prepares materials for their website to assure proper representation of the Court and its program.
5. Collects data, policy manuals, forms and other required information from the State Court

Administrative Office (SCAO), numerous other Veterans' Courts in Michigan, and veterans' service organizations as instructed, and on a regular and continuing basis.

6. Researches and collects pictures for social media; creates tri-folds, brochures, invitations and press releases for events involving the VTC.
7. Organizes, documents and maintains the records for evidence-based evaluation of the VTC's performance. This includes data entry for the State of Michigan program entailing time the veteran spends in the program, number of jail beds saved, treatment information for each participant, counseling and rehab appointments, court appearances, sanctions and incentives given, and on-going documentation and review of the work and case flow issues and governing local rules. Prepares detailed reports on participant progress and provides recommendations for treatment, program progression, or sanctions in his/her role as a team member.
8. Provides technical support in the administration of the VTC's program and consults with the VTC Judge on a wide range of administrative issues to assure operating efficiency and internal and external quality assurance.
9. Shows instructional, educational and productive videos or training sessions using electronic equipment in the courtroom that include presentations for participants, visitors, and mentors.
10. Researches VTCs across the state and country and gathers information for the purpose of keeping the team and Judge up-to-date on current events and initiatives. Assists in identifying local, state, federal and private funding sources and assists the program grant writer with the yearly application for state and federal grants.
11. Schedules and coordinates all travel arrangements for conferences and training for VTC Treatment Court staff.
12. Assists the VTC Foundation with fundraising events, including shopping for food, purchasing and making decorations, creating and sending invitations, assisting with food preparation, setup and clean up, sending thank you letters and tax receipts on behalf of the Foundation and other similar duties
13. Coordinates special breakfast meetings once a month for mentors, team members and participants prior to court review hearings. This includes purchasing food, setting up and cleaning up, scheduling guest speakers, researching community events and informing all present of these dates of beneficial community events. Plans and organizes events for the participants, mentors, team members and their families.
14. Records minutes for the VTC Treatment Team meetings and assists in training needs by researching training opportunities and coordinating attendance to those events. Pulls necessary materials together and coordinates and attends program meetings, team staffing and court hearings.

15. Researches quality of life classes for participants to assist them in re-establishing a productive life after they complete VTC. Contacts organizations for information on health care, and rehabilitation facilities in Michigan to help the participants. Serves as a member of the Veterans' Community Actions Team (VCAT) a group that has been organized by the Michigan Veterans' Association.
16. Coordinates with social services and educational and health agencies that provide potential resources for program participants.
17. Coordinates relationships between VTC programs, VTC team members, court employees, inter/intra-agency network communications, media, and public (federal and local) community/client-based outreach activities/events.
18. Reviews all testing notifications for participants and coordinate new mentors with human resources to assure the appropriate paperwork, background checks and procedures are followed for volunteering.
19. Maintains VTC program administrative files, and prepares and disseminates program correspondence, required reports, handbooks, manuals, brochures, and statistical information. Updates court files from court review hearings, including scheduling of dates, requirements or amendments to probation conditions. E-mails correspondence between team members, mentors, and participants. Researches, reviews, and coordinates information from other courts and SCAO to update the Court's administrative policies and procedures to assure best practices for the Court. Designs forms and data collection protocol and coordinates data collection and entry; summarizing data and producing reports.
20. Contacts and interviews (sometimes at the jail) potential candidates for VTC upon notification of arrest and provides program information. Reviews all incoming cases, conducts intake interviews and required form completion, enters required documentation into the State of Michigan data base and assists in determining eligibility for VTC participation based on stated criteria.
21. Serves as contact person for the court, answers telephone calls, and prepares written correspondences.
22. 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:

- A high school diploma supplemented by additional vocational or college-level education in office management, secretarial science or a similar field and three years of experience in providing clerical and administrative support. An Associate's Degree is highly desirable.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Strong working knowledge of office procedures, file setup and maintenance, math and bookkeeping principles and application and administrative support techniques.
- Skill in effectively communicating assigned areas of responsibility orally and in writing.
- Strong skills in proofreading, performing arithmetic calculations, maintaining accounts and records and following and suggesting refinements to procedural systems.
- 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.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the assigned department and new technologies.

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 but the employee must also periodically travel to other sites including the jail. In this environment, the employee may be exposed to individuals and

situations that are not typical of a typical office environment.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AFFIRM THE RECLASSIFICATION ANALYSIS FOR THE POSITION OF ACCOUNT CLERK –Central Services (Courts)

WHEREAS, Circuit Court (Central Services) submitted a request for reclassification of an Account Clerk position (A. Shea); and

WHEREAS, the position was evaluated consistent with Livingston County’s classification and compensation system including job evaluation and grade structure; and

WHEREAS, this position has been evaluated by Rahmberg Stover and Associates, who is recommending this position remain classified as a Grade IV.

THEREFORE BE IT RESOLVED that the Livingston County Personnel Committee hereby affirms Rahmberg Stover and Associates recommendation that the position remain at Grade IV of the Courts’ union wage scale.

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MOVED:

SECONDED:

CARRIED:

Position: Account Clerk (Andrea Shea)
 Evaluated: 2/12/16

Educ/Exp		Judgment		Commun.		Supv/Mgmt		Complexity		Resp for Others		Impact		Environment		Total Points	Grade
Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
4c	375	2c	230	2ac	250	1a	0	2c	350	1a	0	2c	350	1a	50	1605	IV



To: Jennifer Palmbos

From: Karine Stover

Date: February 24, 2016

Re: Account Clerk (A. Shea)

At your request, I have evaluated the position of Account Clerk in the courts currently filled by incumbent Andrea Shea.

A completed Job Analysis Questionnaire (JAQ) served as a basis for position content and requirements, with supplemental information provided during a follow-up discussion with John Evans, Circuit/Probate Court Administrator.

The major position duties and responsibilities outlined in the JAQ largely describe those of an Account Clerk. While the duties and responsibilities may be somewhat different with the inclusion of budget work and the volume of work may be somewhat increased, the essence of the job appears to be consistent with that of an Account Clerk. The incumbent indicated in the JAQ that a bachelor's degree is required for the position; however, there is nothing to indicate a change that would require the degree. In the comments provided by Court Financial Officer, the direct supervisor, it is indicated that an Associates degree would be the minimum education required. Additionally, the supervisor indicates that this position has no supervisory responsibility, in contrast to the JAQ content. I have evaluated this position and find total points to be 1605. 1605 points is consistent with placement in Grade IV, thus no grade change is recommended.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE ACCOUNT CLERK, JUVENILE COURT, GRADE IV TO ADMINISTRATIVE COURT SPECIALIST, GRADE V *Personnel Subcommittee 03/16/16*

WHEREAS, the position of Account Clerk for Courts / Central Services (A. Gillies), with the Courts concurrent jurisdiction plan, has evolved into a different position with new responsibilities; and

WHEREAS, half of this position's time is now spent on administrative duties stemming from the merger of the courts and assistance required by court administration, as well as expanded financial duties; and

WHEREAS, a bachelor's degree is needed to accommodate these new administrative and financial responsibilities; and

WHEREAS, this new role has been evaluated by Rahmberg, Stover and Associates, who is recommending that the previous Account Clerk position, currently held by Ashley Gillies, be reclassified from a Grade IV to a Grade V; and

WHEREAS, funding for this position reclassification is available in the current budget of Juvenile Court and/or Central Services.

THEREFORE BE IT RESOLVED that the Personnel Committee hereby approves the reclassification of the Account Clerk (A. Gillies), Grade IV to an Administrative Court Specialist, Grade V, effective with the approval of this resolution but contingent upon the written agreement with the Michigan Association of Public Employees, the union representing Court employees.

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MOVED:

SECONDED:

CARRIED:

Position: Account Clerk (Ashley Gillies)
 Evaluated: 2/12/16

Educ/Exp		Judgment		Commun.		Supv/Mgmt		Complexity		Resp for Others		Impact		Environment		Total Points	Grade
Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
5c	430	2c	230	2ac	250	1a	0	3a	400	1a	0	2c	350	1a	50	1710	V

JOB DESCRIPTION

Circuit Court Administrative Court Specialist Union - Grade V

Summary of Job Position:

Performs a variety of tasks in support of the judicial and administrative functions of the Circuit/Probate Court. Duties include, but are not limited to, researching court trends both locally and statewide, creating reports, attending meetings with and on the behalf of administration and assisting with a variety administrative functions as assigned.

Performs many aspects of the court's contracting including bid preparation, rating and processing of documents. This position is integral in the Specialty Court process regarding grant eligibility and financial functions.

Financial duties include processing bills for the grants, updating and tracking all grant budgets, creating and updating vendor templates, preparing bank deposits, preparing monthly statements, yearly state income tax intercept orders, and performing other court-related duties.

Performs additional administrative duties as assigned.

Job Duties:

Provides assistance to Circuit/Probate Court Administrator in research, writing and editing. Prepares and submits Resolutions as requested. Assists in the contracting process including grading, reviewing, and processing RFP's. Assists Circuit/Probate Court Administrator in delegated tasks

Creates and presents a variety of reports, spreadsheets, proposals, presentations, etc. related to the operational and financial needs of the court.

Performs administrative support functions as needed, including but not limited to, attending meetings with or on behalf of court management and makes presentations, either written or in person relating to financial and administrative needs of the court.

Processes and pays all grant bills. Tracks and maintains budget. Drafts budget amendments as necessary.

Generates monthly billing statements for collection of court costs, fines, etc. from juvenile offenders and their parents.

Prepares bank deposits.

Generates intercept orders of state income tax refunds for past due accounts and appears in court when account balance is disputed by defendant(s).

May perform additional court related functions as needed and trained for (court recording, jury management, creating resolutions to the Board of Commissioners, etc.)

Performs other administrative support functions as assigned.

Qualifications:

Requirements of the position include a Bachelor's Degree in an area of legal, business, administration or equivalent and two (2) or more years of related experience, preferably in a law or court environment. A working knowledge of financial practices and functions, knowledge of court processes, and an understanding of administration and court rules that govern Court operations is essential to perform the daily duties.



To: Jennifer Palmbos
From: Karine Stover
Date: February 24, 2016
Re: Account Clerk (A. Gillies)

At your request, I have evaluated the position of Account Clerk in the courts currently filled by incumbent Ashley Gillies.

A completed Job Analysis Questionnaire (JAQ) served as a basis for position content and requirements, with supplemental information provided by a January 16, 2016 memo from John Evans further describing changes to the position and a follow-up discussion with John Evans, Circuit/Probate Court Administrator.

Based on the JAQ, the supervisor comments and the discussion with John Evans, it appears that this position has evolved to a position different from an Account Clerk. It is reported that over half of her time is spent on administrative duties stemming from the merger of the courts and assistance required by court administration as well as expanded financial duties. Further, it is believed that a bachelor's degree is needed to accommodate the administrative responsibilities. I have evaluated the position with its new responsibilities and requirements and find total points to be 1710. This would indicate that the position should be reclassified to Grade V. Additionally, since this position is no longer a fit under the Account Clerk job description, we would recommend that you consider changing the title to something more descriptive. Administrative Specialist might be a possibility.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AFFIRM THE RECLASSIFICATION ANALYSIS FOR THE POSITION OF YOUTH ASSISTANCE/DIVERSION COORDINATOR– Juvenile Court

WHEREAS, Circuit Court (Juvenile Court) submitted a request for reclassification of a Diversion Coordinator/Youth Assistance Probation Officer; and

WHEREAS, the position was evaluated consistent with Livingston County’s classification and compensation system including job evaluation and grade structure; and

WHEREAS, this position has been evaluated by Rahmberg Stover and Associates, who is recommending this position remain classified as a Grade VIII.

THEREFORE BE IT RESOLVED that the Livingston County Personnel Committee hereby affirms Rahmberg Stover and Associates recommendation that the position remain at Grade VIII of the Courts’ union wage scale.

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MOVED:

SECONDED:

CARRIED:

Position: Youth Assistance/Diversion Coordinator (Susan Grohman)
 Evaluated: 2/12/16

Educ/Exp		Judgment		Commun.		Supv/Mgmt		Complexity		Resp for Others		Impact		Environment		Total Points	Grade
Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
5c	430	3a	270	3ab	285	1a	0	3a	400	3b	240	3b	450	2a	150	2225	VIII



To: Jennifer Palmbos

From: Karine Stover

Date: February 24, 2016

Re: Youth Assistance/Diversion Coordinator

At your request, I have evaluated the position of Youth Assistance/Diversion Coordinator in the Juvenile Court currently filled by incumbent Susan Grohman.

A completed Job Analysis Questionnaire (JAQ) served as a basis for position content and requirements, with supplemental information provided in a follow-up discussion with John Evans, Circuit/Probate Court Administrator.

While the position has a diversion caseload and may do certain things differently from the Probation Officers, the essence of the job is still akin to the Probation Officer position. There is no apparent and compelling reason to increase the experience requirement to 8+ years, as stated in the JAQ. Accordingly, evaluation of this position has resulted in total points of 2225 suggesting that it remain in Grade VIII.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF A FOC SECRETARY, GRADE V, TO FOC REFEREE COORDINATOR, GRADE VI
Personnel Subcommittee 03/16/16

WHEREAS, the position of FOC Secretary (S. Clark) has evolved into a different position with new responsibilities; and

WHEREAS, the majority of this position's time is spent managing/guiding the work practices of the four attorney referees, recording family court proceedings for three of the four , as well as scheduling, preparing notices and other documents, and all associated administrative support. Additionally, this position serves as the lead for the other FOC Secretary and two front desk clerks regarding referee matters; and

WHEREAS, this new role has been evaluated by Rahmberg, Stover and Associates, who is recommending that the previous FOC Secretary position, currently held by Shannon Clark, be reclassified from a Grade V to a Grade VI; and

WHEREAS, funding for this position reclassification is available in the current budget of Friend of the Court.

THEREFORE BE IT RESOLVED that the Personnel Committee hereby approves the reclassification of the FOC Secretary (S. Clark), Grade V, to an FOC Referee Coordinator, Grade VI, effective with the approval of this resolution but contingent upon the written agreement with the Michigan Association of Public Employees, the union representing Court employees.

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MOVED:

SECONDED:

CARRIED:

Position: FOC Secretary (S. Clark)
 Evaluated: 3/11/16

Educ/Exp		Judgment		Commun.		Supv/Mgmt		Complexity		Resp for Others		Impact		Environment		Total Points	Grade
Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
3d	375	3a	270	2ac	250	3a	50	3a	400	2a	70	3a	400	1a	50	1865	VI



To: Jennifer Palmbos
From: Karine Stover
Date: March 11, 2016
Re: FOC Secretary (S. Clark)

At your request, I have evaluated the position of FOC Secretary in the Friend of the Court office currently filled by incumbent Shannon Clark.

A completed Job Analysis Questionnaire (JAQ) served as a basis for position content and requirements, with supplemental information provided by a discussion with Melissa Scharrer.

Based on the JAQ, the supervisor comments and the discussion with Melissa Scharrer, it appears that this position has evolved to a position different from the original FOC Secretary. It is reported that the majority of her time is spent on managing/guiding the work practices of the four attorney referees. The incumbent is responsible for recording family court proceedings for three of the four referees as well as scheduling, preparing notices and other documents, and all associated administrative support. Additionally, she serves as the lead for the other FOC Secretary and two front desk clerks.

Following discussions with Ms. Scharrer, the increased education requirement of specialized training seems appropriate. We did discuss the experience requirement and reduced it to 2-4 years rather than the 4-6 years reported in the JAQ. I have evaluated the position with its new responsibilities and requirements and find total points to be 1865. This would indicate that the position should be reclassified to Grade VI. Additionally, since this position is no longer a fit under the FOC Secretary job description, we would recommend that you consider changing the title to something more descriptive. FOC Referee Coordinator has been suggested by the incumbent.

It should be noted that this evaluation pertains to Shannon Clark's position only and not to the other employee holding a job title of FOC Secretary.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY CREATED
EMERGENCY MANAGEMENT REGIONAL PLANNER POSITION AT GRADE 8**

WHEREAS, the Livingston County Emergency Management Department has requested and been approved for a Regional Planner position from the Region One Homeland Security Board; and

WHEREAS, the Regional Planner will work under the supervision of the Emergency Manager and will assist with addressing local and regional emergency management issues and the maintenance of emergency operation plans; and

WHEREAS, this position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 8; and

WHEREAS, funding for this position will be covered 100% by grant funding.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the newly created Emergency Management Regional Planner position at Grade 8, 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. However, the resolution to create the new position of Emergency Management Regional Planner requires Board approval under separate resolution.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

March 8, 2016

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 new position of Regional Planner – Emergency Management 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 developed and submitted by the Emergency Manager.
- Discussed the position with the Director of EMS and Central Dispatch.
- 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 REGIONAL PLANNER – EMERGENCY MANAGEMENT

The Regional Planner – Emergency Management is a new position that will assist the Emergency Manager in emergency plan development, update and coordination across Livingston County. The job will entail significant interaction with plan participants in developing and implementing emergency management planning initiatives.

The new position will have office duties related to planning, data organization and document development but will also spend considerable time in working with both public and private entities in reviewing emergency policies and procedures, shelter designations, evacuation procedures and other areas of emergency management. The incumbent will also be responsible

for providing staff support to the Local Emergency Planning Committee and assisting the Emergency Manager in virtually every facet of emergency management responsibility.

POINT FACTOR ANALYSIS AND RESULTS

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 1,770 for the Regional Planner – Emergency Management. This would place the new position in grade 8 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

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF MARCH 8, 2016

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Regional Planner - Emergency Management	295	330	260	0	330	110	80	325	40	0	1770	8

**LIVINGSTON COUNTY
JOB DESCRIPTION**

REGIONAL PLANNER – EMERGENCY MANAGEMENT

Supervised By: Emergency Manager

Supervises: No supervisory responsibility

FLSA Status: Exempt

Position Summary:

Under the supervision of the Emergency Manager (EM) the Regional Planner assists the EM with addressing local and regional emergency management issues and the maintenance of emergency operation plans. The Regional Planner assists the EM with the coordination, mitigation and preparedness, response, and recovery processes for both natural and man-made emergencies and disasters within Livingston County in accordance with Public Act 390. Some required activities may take place outside of normal business hours.

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. In the event of a disaster or County-wide emergency, assists the Emergency Manager with damage assessment and coordination of the disaster response through the operations of the Emergency Operations Center.
2. Assists the EM with emergency planning efforts with all political jurisdictions within the County. Assists in review to ensure emergency plans meet federal regulations and assists as an agent in securing disaster relief monies.
3. Assists with the completion of federal and state forms and activity reports for emergency management to ensure grant reimbursement as necessary.
4. Assists the EM with updating the county emergency operations plan which involves working with each agency/department that is included in the plan to identify tasks they will perform in an emergency. Assists in the review of the plan to ensure it is compliant with all federal regulation.
5. Assists the EM and members of the Local Emergency Planning Committee by providing information and providing other staff support.
6. Assists the EM when working with school districts to develop and test emergency plans. May be asked to support the EM by giving presentations to schools, service

groups and care facilities to raise the awareness of emergency management.

7. Assists the EM when working with industrial and private sector organizations to review emergency policies and procedures, shelter designations, evacuation procedures and other areas of emergency management.
8. Assists with the development and maintenance of the Emergency Operations Center, from which emergency operations are coordinated.
9. Assists the EM with the planning and coordination of drills and exercises carried out in preparation for emergencies.
10. Supports the EM's responsibilities by staying current with legislative and regulatory developments and current issues through continued education and professional growth.
11. Attends conferences, workshops, and seminars with the EM or as a proxy as is appropriate.
12. Assists with Sarah Title III requirements and documentation. Assists with development and maintenance of mitigation plans for Livingston County.
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 with college level course work in a related field and two years experience prior experience in organization and resource planning.
- Experience in an emergency services capacity providing familiarity with emergency response and dealing with governmental entities is highly desirable.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certifications in NIMS 100, 200, 300, 400, 700 and 800 as required by state and federal mandates within two years of hire and Professional Emergency Manager (PEM) certification within three years of hire.
- Michigan Vehicle Operator's License.

- General First Aid training.
- Skill in the use of office equipment and technology, including all Microsoft Suite applications and ability to quickly master software programs utilized by the Emergency Management Program and Region One.
- Ability to learn and work with other applications on an ongoing basis.
- Strong time management and organizational skills.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts verbally and in writing. Ability to develop and give presentations in public forums.
- 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.
- Ability to respond to emergencies or service needs on a 24-hour basis to include holidays and weekends.

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 typically a business office setting where the noise level is quiet and sometimes moderate. The employee must also travel to other locations to perform the duties of the position.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE ACCOUNTING ASSISTANT, FINANCE, GRADE 4 TO GRADE 5

Personnel Subcommittee 03/16/16

WHEREAS, the position of Accounting Assistant, Finance, has evolved into a more complex position due to the implementation of an Enterprise Resource Planning (ERP) financial system; and

WHEREAS, the position is now required to not only perform the typical bookkeeping tasks associated with accounts payable but also interact with the departments on claims and both procedural and technical issues resulting in the need for more independent judgment; and

WHEREAS, the duties have expanded this role into areas such as training, procedural documentation, technical assistance and point-person for this segment of the ERP resulting in increased job discretion, complexity and value to the organization; and

WHEREAS, this new role has been evaluated by Municipal Consulting Services, LLC., who is recommending that the Accounting Assistant position be reclassified from a Grade 4 to a Grade 5; and

WHEREAS, funding for this position reclassification is available in the County Administration budget.

THEREFORE BE IT RESOLVED that the Personnel Committee hereby approves the reclassification of the Accounting Assistant, Finance, from Grade IV to Grade V, effective with the approval of this resolution.

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MOVED:

SECONDED:

CARRIED:

:

MUNICIPAL CONSULTING SERVICES LLC

March 7, 2016

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 Accounting Assistant/Finance in the Livingston County organization. In completing the classification analysis for this position we have performed the following tasks:

- Reviewed job-related information including a summary of upgraded job duties submitted by the Deputy County Administrator/Financial Officer.
- Reviewed other data related to jobs that the Deputy County Administrator/Financial Officer considers comparable to the Accounting Assistant/Finance.
- 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 ACCOUNTING ASSISTANT/FINANCE

The Accounting Assistant/Finance is primarily responsible for the accounts payable function. Related to this, the County has recently implemented an enterprise resource planning (ERP) financial system. This integrated approach to financial and data management encompasses a variety of different County functions and represents a major change from the past in regard to efficiency, real-time status reporting and records management.

The interactive features of this system have transformed the accounts payable process. Users and vendors now have interactive access to the system and the duties of the Accounting Assistant/Finance position have changed to coordinate this process and accommodate the training and informational needs of these users. As noted by the Deputy County

Administrator/Financial Officer, the position is now required to not only perform the typical bookkeeping tasks associated with accounts payable but also interact with the departments on claims and both procedural and technical issues – exhibiting more judgment than the position had in the past.

To properly evaluate the position we have researched Tyler's MUNIS software to gain a better understanding of the system's capabilities and requirements. We have also requested data from Ottawa County (a MUNIS user) regarding their financial classifications. Based on this input and the package submitted by the Deputy County Administrator/Financial Officer, we have concluded the following:

- As noted above, the position has become more complex as a result of the ERP system. In addition to more routine and typical accounts payable duties (i.e. department and vendor interactions, compliance monitoring, postings, preparation of journal entries etc.) the Livingston County position has assumed duties particular to the ERP system. These duties have expanded the role of the Accounting Assistant/Finance into areas such as training, procedural documentation, technical assistance and point-person for this segment of the ERP system. The result is an increase in job discretion, complexity and value to the organization.
- Having said this, many of these duties should be becoming more routine as a result of successful implementation of the ERP system. Much of the credit for this implementation can be given to the position incumbent. However, departments and employees should be adapting to system requirements and reoccurring vendors have been trained to system protocols. Procedural systems should now be established. Undoubtedly, interactions with vendors and departments remain frequent, but this is the nature of accounts payable.
- As mentioned, Ottawa County also has a MUNIS system but it is not a good market comparable. The Finance Department is larger and not structured for comparison to Livingston County. The Accounts Payable Clerk is a lesser job than that of Livingston County due to a greater number of accounting personnel overall and in turn, the opportunity for more controls in the system. Accordingly, the range maximum of the Accounts Payable Clerk is significantly lower in Ottawa County than that of the Livingston County. Consequently, it must be noted that much of the disparity between these positions is already recognized in the current pay range for Livingston County.

Other finance positions in Ottawa County are Accountant positions (I and II). Each classification has a minimum educational requirement of a Bachelor's Degree and each has broader duties focused on budget management and general ledger accounting. Related, we do not see that either position provides a lateral labor market to which the Livingston County position can be fairly compared.

Summarily, there are changes and upgrades to the position of Accounting Assistant/Finance that warrant a reclassification request. Our review of all of the above information has been considered in performing this evaluation. The results are below.

As noted above, we have evaluated the position using the ten point factors which comprise the County's job evaluation plan. In evaluating the position we have concluded the following:

- Factor 2, Judgment and Independence, should be increased to 240 points.
- Factor 3, Internal and External Relations should be increased to 200 points.
- Factor 5, Job Complexity, should be increased to 240 points.
- Factor 6, Responsibility for Others, should be increased to 60 points.
- Factor 7, Technology, should be increased to 100 points.
- Factor 8, Impact on Operations, should be increased to 250 points.

The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,445 for the Accounting Assistant/Finance. 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

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM RECLASSIFICATION ANALYSIS PROCESS OF FEBRUARY 29, 2016

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Accounting Assistant - Finance	295	240	200	0	240	60	100	250	60	0	1445	5

**LIVINGSTON COUNTY
JOB DESCRIPTION**

ACCOUNTING ASSISTANT - FINANCE

Supervised By: Deputy County Administrator - Financial Officer

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Deputy County Administrator/Financial Officer, is responsible for coordinating the complete day-to-day activities of the accounts payable function. Ensures that payments for claims submitted to the Board of Commissioners for approval by Elected Officials/Department Directors are appropriate and within established limitations. Reviews AP transactions, coordinates invoice batches of AP end-users and assigns the proper check run date. Audits claims for completeness, processes AP checks, prepares summary reports for Board review, prepares wire and PCard journal entries, provides assistance to end-users for accounts payable related functions. Sets up AP user roles and workflow processes, trains new and existing County employees in use of the ERP software and provides technical support related to the AP function.

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. Offers direction to County staff on the AP function, coordinates department batches and audits claims for completeness which includes reviewing invoices submitted by departments to ensure compliance with all financial policies and procedures, ensuring proper back up documentation is attached, verifying correct accounts are being charged, confirming payment are not duplicates, and notifying the Financial Officer of any claims presented that may be in violation of claims and payables policies.
2. Assigns accounts payable roles and system rights as well as set up of approval workflow in the ERP system.
3. Responsible for training all new County employees and directors on AP procedures and software functionality and provides ongoing training as needed. Creates, distributes, and updates AP training manuals and materials. Issues AP related correspondence to County staff and vendors, and co-hosts a monthly end-user group meeting to illustrate the functionality of the ERP system and respond to user questions.

4. Performs and implements system upgrades for the accounts payable module and provides ongoing AP module support to all departments on the County's enterprise software program. Ongoing support includes problem solving/trouble shooting software errors, serving as the liaison between department end-users and software support on all issues that cannot be resolved locally.
5. Reconciles the monthly procurement card (PCard) statement to department procurement expenses, audits PCard transactions for appropriateness and reasonableness, verifies proper receipts are attached, ensures PCard imported amounts are allocated completely within each department and generates the monthly PCard journal entry.
6. Performs wire and voucher transactions.
7. Prepares a variety of reports including weekly and biweekly activities to present to the Board for approval of payables and claims, and other reports as directed by the Financial Officer.
8. Prepares and balances check runs weekly. Prints and prepares checks and adds any necessary back-up documentation to include with check when mailing to vendors or to hold for department to pick up on a weekly basis.
9. Oversees vendor maintenance including the Vendor Master File which includes vendor creation, communication with vendors, performing required research and resolution of disputed or questioned invoices, requests for W9 documentation and other pertinent vendor information, identification and consolidation of vendors with multiple numbers, and tracking vendors with multiple remittance addresses.
10. Prepares year-end 1099 tax forms of all applicable vendors to submit to state and federal authorities in compliance with IRS regulations.
11. Processes void check requests, creates void and opens invoice report, and reissues payment to vendors as needed.
12. Advises the Financial Officer of potential department control issues related to the AP approval processes. Assists auditors in providing support and documentation on internal processes.
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 accounting or related field and two years of progressively more responsible experience in accounts payable or general ledger accounting.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the principles and practices of accounts payable and accounting procedures.
- Knowledge of IRS regulations in regards to 1099 implications.
- Ability to complete mathematical computations quickly and accurately.
- Skill in assembling and analyzing data, maintaining records and preparing 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 and financial applications, and the ability to master the County's enterprise software in relation to accounts payable and related technologies.

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.

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