

PERSONNEL COMMITTEE

3/19/2014

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

8:00 AM

AGENDA

REVISED

3:12 pm, Mar 18, 2014

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF AGENDA**
3. **CALL TO THE PUBLIC**
4. **APPROVAL OF MINUTES**
Meeting Minutes Dated: February 19, 2014
5. **REPORTS**
6. **RESOLUTIONS FOR CONSIDERATION**

07 Human Resources
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE NETWORK ASSISTANT TO SENIOR NETWORK ADMINISTRATOR, GRADE K TO GRADE M

08 Human Resources
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE GROUNDWATER SPECIALIST TO FIELD PROGRAM COORDINATOR, GRADE L TO GRADE M

09 Human Resources
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE DISTRICT COURT CHIEF ACCOUNT CLERK FROM GRADE V TO GRADE VI

10 Human Resources
RESOLUTION APPROVING THE FILLING OF THE BENEFITS SPECIALIST POSITION AT ABOVE HIRE RATE

11. DISCUSSION
Special Pay Policy Underpayments

12. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

FEBRUARY 19, 2014 – 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: MELISSA SCHARRER, MARGARET DUNLEAVY, JOHN EVANS, DEBRA KUBITSKEY, DEBBIE OBERLE,
DIANNE MCCORMICK, CINDY CATANACH, BELINDA PETERS, JENNIFER PALMBOS, TERRY LEE

1. **CALL TO ORDER:** Meeting called to order by: Comm. Van Houten at 8:03 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:** Margaret Dunleavy reiterated that a non-union wage study needs to be performed based on all of the reclassification requests lately; Jennifer Palmbo stated that it will be initiated once we have completed the next HR/Payroll modules with MUNIS.

4. **APPROVAL OF MEETING MINUTES** of January 15, 2014:

MOTION TO APPROVE THE FOLLOWING MEETING MINUTES JANUARY 15, 2014
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR – MOTION PASSED

5. **HUMAN RESOURCES:** Resolution to Approve the Reclassification of the Court Financial Officer from Grade J to Grade M (Circuit Court)

MOTION TO APPROVE THE ABOVE RESOLUTION WITH CAVEAT OF WAGE STUDY THIS
YEAR
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

6. HUMAN RESOURCES: Resolution To Approve The Creation of an Animal Shelter Coordinator Position, Grade I

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

7. HUMAN RESOURCES: Resolution Authorizing The Signing Of The 2014 Schedule A – Renewal Term January 2014 to December 2014 with Blue Cross Blue Shield of Michigan

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

8. HUMAN RESOURCES: Resolution Amending Resolution No. 2014-01-005 to Disallow Unused Sick Time To Be Paid into a Health Care Savings Plan at Retirement for Non-Union Employees

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

9. Discussion Regarding Deferred Compensation Plans:

Many employees participate in deferred compensation programs (i.e., 457 accounts) in which monies are deducted from their checks and deposited into their respective comp accounts. Due to the new MUNIS payroll system, issues arose with the reporting method resulting in a month delay in getting those monies deposited into employees' accounts. Those issues have now been resolved with monies deposited correctly. Due to the economic downturn, most employees did not actually lose money. Per Legal Counsel, they have recommended that either we pay employees some sort of flat percentage based on fixed assets or we determine the actual amount of lost funds based on actual investment account breakdowns and make employees whole again. An analysis will be performed and the resulting recommendation will be submitted to Finance.

Personnel Subcommittee Minutes

February 19, 2014

Page 3

10. ADJOURNMENT

**MOTIONED BY LAWRENCE / SECONDED BY GRIFFITH
TO ADJOURN AT 8:55 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE
HR COORDINATOR**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE NETWORK ASSISTANT TO SENIOR NETWORK ADMINISTRATOR, GRADE K TO GRADE M (Information Technology) To Personnel Committee March 19, 2014

WHEREAS, the position of Network Assistant within the Information Technology department was last reviewed by Plante Moran in 2004 and was classified as a Grade K; and

WHEREAS, the position has changed significantly with a broadened scope of duties and responsibilities for the position; and

WHEREAS, Rahmberg Stover and Associates has determined this position has changed significantly due to the enhanced scope of the position including an increase in points related to judgment, supervision, complexity, and impact; and

WHEREAS, Rahmberg Stover and Associates is recommending this position be reclassified to a Grade M; and

WHEREAS, IT currently has money available in its 2014 personnel budget from vacancy savings to cover this increase; and

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the reclassification of the Network Assistant position from Grade K to a Senior Network Administrator, Grade M, effective with the approval of this resolution.

NOTE: This reclassification only needs Personnel Subcommittee Approval and does not need to move forward to any other committees.

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MOVED:

SECONDED:

CARRIED:

Position: Senior Network Administrator
 Evaluated: 2/21/14

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		
5e	570	4a	370	3bb	310	3a	50	4b	600	2a	70	4b	600	1a	50	2620	M



To: Jennifer Palmbos

From: Karine Stover

Date: February 24, 2014

Re: Senior Network Administrator - IT

At your request, I have reviewed the Senior Network Administrator (formerly Network Assistant) position held by Kenneth Langley based on the JAQ that was submitted as well as a conversation with Rich Malewicz to clarify information and department organization. There is another incumbent, John Giesa, whose position title is also Network Assistant. The evaluation of this position is specific to Kenneth Langley but does not extend to John Giesa. Although both held the position title of Network Assistant, Rich Malewicz reports that Kenneth Langley is actually performing the job of a Senior Network Administrator. The education, experience, and certifications required for the position as set forth in the JAQ are consistent with those of a Network Administrator at a senior level.

While the JAQ for the Senior Network Administrator indicates that the position is responsible for supervising four other staff, Rich Malewicz clarified that Kenneth Langley assigns and oversees their work but is not their direct supervisor. Accordingly, the job evaluation reflects a department lead rather than a supervisor.

Based on the information provided and my understanding of the position, my evaluation yielded total points of 2620. With a point value of 2620, the position would be assigned to Grade M. I would support the change in title to Senior Network Administrator.

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 GROUNDWATER SPECIALIST TO FIELD PROGRAM COORDINATOR, GRADE L TO GRADE M (Public Health-Environmental Health) To Personnel Committee March 19, 2014

WHEREAS, the position of Groundwater Specialist within the Environmental Health department was last reviewed by Plante Moran in 2004 and was classified as a Grade L; and

WHEREAS, the position has changed significantly with a broadened scope of duties and responsibilities for the position; and

WHEREAS, Rahmberg Stover and Associates has determined this position has changed significantly due to the enhanced scope of the position including an increase in points related to education and experience, and supervision; and

WHEREAS, Rahmberg Stover and Associates is recommending this position be reclassified to a Grade M; and

WHEREAS, Health Department has money available in its 2014 personnel budget from vacancy savings to cover this increase.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the reclassification of the Groundwater Specialist position from Grade L to a Field Program Coordinator, Grade M, effective with the approval of this resolution.

NOTE: This reclassification only needs Personnel Subcommittee Approval and does not need to move forward to any other committees.

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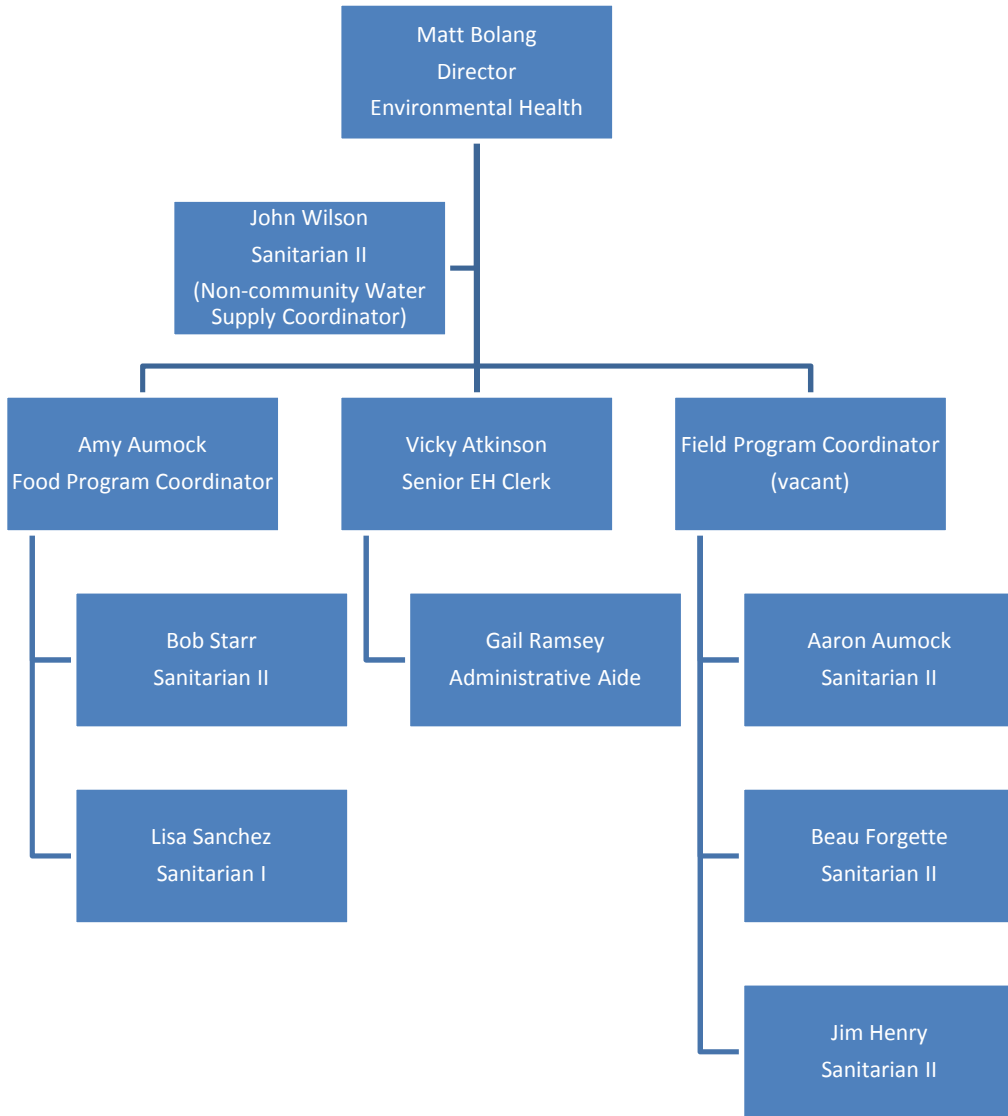
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MOVED:

SECONDED:

CARRIED:



Position: Environmental Health: Field Program Coordinator
 Evaluated: 3/12/14

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		
5d	495	3c	330	3ac	325	4a	110	3c	500	3b	240	3c	500	2b	225	2725	M



To: Jennifer Palmbos

From: Karine Stover

Date: March 13, 2014

Re: Environmental Health: Field Program Coordinator

At your request, I have reviewed the new position of Field Program Coordinator based on the new JAQ that was submitted. I also reviewed the job description for the Field Program Coordinator, and the job descriptions for the Sanitarian I/II, Food Program Coordinator, and the Sanitarian Supervisor as well as the proposed org chart. These documents were very helpful in being able to consider the relativity of this new position against the others.

Based on the information provided and my understanding of the position, my evaluation yielded total points of 2725. With a point value of 2725, the position would be assigned to Grade M.

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 DISTRICT COURT CHIEF ACCOUNT CLERK FROM GRADE V TO GRADE VI (District Court)

To Personnel Committee March 19, 2014

WHEREAS, the position of Chief Account Clerk at the District Court was last reviewed by Plante Moran in 2007 and was classified as Grade V on the Court union scale; and

WHEREAS, the position has changed significantly with a broadened scope of duties and responsibilities for the position; and

WHEREAS, Rahmberg Stover and Associates has determined this position has changed significantly due to the enhanced scope of the position including an increase in points related to education and experience, supervision, complexity, rights and responsibilities for others; and

WHEREAS, Rahmberg Stover and Associates is recommending this position be reclassified to a Grade VI; and

WHEREAS, District Court currently has money available in its 2014 personnel budget from vacancy savings to cover this increase.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the reclassification of the Chief Account Clerk position from Grade V to Grade VI, effective with the approval of this resolution, subject to the written agreement of the Michigan Association of Public Employees, the union representing Court bargaining unit employees.

NOTE: *This reclassification only needs Personnel Subcommittee Approval and does not need to move forward to any other committees.*

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MOVED:

SECONDED:

CARRIED:

Position: District Court: Chief Account Clerk
 Evaluated: 3/14/14

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		
4d	430	2c	230	2ac	250	4b	125	3b	450	2a	70	2c	350	1a	50	1955	VI



To: Jennifer Palmbos

From: Karine Stover

Date: March 14, 2014

Re: Chief Account Clerk

At your request, I have reviewed the position of Chief Account Clerk.

Based on the information provided in the new Job Evaluation Questionnaire (JAQ) and my understanding of the position, the evaluation yields total points of 1995. With a point value of 1995, the position should be increased from Grade V to Grade VI.

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 APPROVING THE FILLING OF THE BENEFITS SPECIALIST POSITION AT ABOVE HIRE RATE – HUMAN RESOURCES

WHEREAS, Resolution 2014-02-062 authorized the filling of the vacant Benefits Specialist position; and

WHEREAS, the position was posted to the public and applicants were interviewed by Human Resources staff as well as the Public Health Officer, Dianne McCormick and EMS Administrative Manager, Kevin Wilkinson; and

WHEREAS, based on market conditions and the required qualifications, it is the unanimous recommendation of the interview committee to offer the Benefits Specialist position to the top candidate at a Grade L, Step 3 (\$51,479.44), contingent upon acceptable background and reference checks; and

WHEREAS, funding for this position is approved and included in the 2014 operating budget.

THEREFORE BE IT RESOLVED that based upon the preceding considerations, the Livingston County Personnel Committee, pursuant to the Classification and Compensation Administrative Guidelines, authorizes and approves the hiring of a Benefits Specialist in the Human Resources Department at a Grade L, Step 3.

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NOTE: This determination of starting rate of pay only needs Personnel Subcommittee Approval and does not need to move forward to any other committees.

MOVED:

SECONDED:

CARRIED: