

PERSONNEL COMMITTEE

3/20/2013

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: February 20, 2013
 - 5. REPORTS**
 - 6. RESOLUTIONS FOR CONSIDERATION**
-
- 7. Human Resources**
RESOLUTION TO APPROVE THE JOB RECLASSIFICATIONS OF BUILDING INSPECTORS, ELECTRICAL INSPECTORS, MECHANICAL INSPECTORS, AND PLUMBING INSPECTORS FROM GRADE K TO GRADE L
-
- 8. Human Resources**
RESOLUTION AUTHORIZING THE SIGNING OF AN AMENDMENT TO THE BLUE CROSS BLUE SHIELD OF MICHIGAN ADMINISTRATIVE SERVICES CONTRACT
-
- 9. Adjournment**

MEETING MINUTES

LIVINGSTON COUNTY

FEBRUARY 20, 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: KEN RECKER, BRIAN JONCKHEERE, CINDY CATANACH, ELAINE BROWN, TED WESTMEIER
 BELINDA PETERS, TERRY LEE

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 7:59 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 JANUARY 16, 2013 AND CLOSED
SESSION MINUTES OF JANUARY 16, 2013
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

5. **REPORTS:** None

6. **DRAIN COMMISSIONER:** Resolution Authorizing the Creation of an Assistant Sanitary Facilities Operator Position

MOTION TO APPROVE THE ABOVE RESOLUTION
FORWARD RESOLUTION TO PUBLIC SAFETY/I&D 2-25-13
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

7. HUMAN RESOURCES: Resolution Authorizing the Creation of a Health Educator at the Department of Public Health

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

8. ADJOURNMENT

**MOTIONED BY LAWRENCE / SECONDED BY GRIFFITH
TO ADJOURN AT 8:21 AM
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted,

**TERRY LEE
HUMAN RESOURCES COORDINATOR**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE JOB RECLASSIFICATIONS OF BUILDING INSPECTORS, ELECTRICAL INSPECTORS, MECHANICAL INSPECTORS, AND PLUMBING INSPECTORS FROM GRADE K TO GRADE L (Building Inspection)
Personnel Committee

WHEREAS, the Building Inspection Department has undergone significant change since the last wage study in 2004; and

WHEREAS, as many as three (3) layers of management have been removed between the inspectors and the Building Official; and

WHEREAS, this requires a higher level of communications to be performed directly by inspectors and increased responsibilities for the rights, well being, and safety of others; and

WHEREAS, other job evaluation point areas needed to be adjusted to reflect actual education and experience needed to perform the position, and to adjust the points related to supervisory function, complexity, impact on programs, services and operations, and work environment, to reflect actual conditions and internal comparables; and

WHEREAS, these positions have been evaluated by Human Resources and we are recommending these positions be reclassified from a Grade K to a Grade L; and

WHEREAS, funding for the above reclassifications is available within the department.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the reclassification of Building Inspectors, Electrical Inspectors, Mechanical Inspectors, and Plumbing Inspectors from Grade K to Grade L, with the minimum individual salary increase being five percent (5%) for each Inspector, 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:

EMPLOYEE NAME:

JOB TITLE: Building Inspector

POSITION ID#: 542.371-020

EMPLOYEES SUPERVISED: None

IMMEDIATE SUPERVISOR: James Rowell

TITLE OF IMMEDIATE SUPERVISOR: Building Official

FLSA STATUS: Non-Exempt – Skilled Craft Workers

DEPARTMENT: Building Inspection **LOCATION:** East Complex

EFFECTIVE: 03/20/13 **GRADE** L
WAGE RANGE: Hired prior to 11/01/09: \$22.95 - \$29.08
Hired 11/01/09 or later: \$22.38 - \$28.35

WORKERS COMP. CODE: 9410

SUMMARY OF POSITION:

This class is responsible for the plan review of construction documents and inspection of structures for compliance with the approved documents and building code requirements.

ESSENTIAL FUNCTIONS:

1. Reviews plans, specifications and blueprints of buildings under construction or being remodeled for compliance to codes and ordinances. Approves permit application for construction or remodeling when requirements are met.
2. Conducts inspection of building sites to ensure compliance with State and local building codes. Inspects materials and construction to ensure compliance with approved plans and specifications includes inspecting footings, insulation, drywall, compaction, backfill, and all other elements of the backfill inspection.
3. Seeks voluntary compliance where standards are not met, advising for corrections, issuing violation notices when necessary, and performing re-inspections to determine actions taken to bring the structure into compliance with standards.
4. Gives approval of on-site conditions for temporary and permanent certificates of occupancy.
5. Answers inquiries from property owners, contractors, architects, local units of government, and others regarding code and ordinance interpretation, clarification of department policies and procedures, violation complaints, and general information. Provides information and advice to owners, contractors, developers, engineers and architects regarding building code requirements and construction procedures and offers assistance in making applications for permits.
6. Reviews records of permits issued and denied inspection requirements needed, complaints and their investigation, and prepares reports and correspondence.
7. Participates in continuing education to maintain required certifications. Attends various meetings, seminars, workshops, and conferences to keep current on the latest methods and techniques in building trades, housing and code inspection and enforcement.
8. 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, in-services and supervisory sessions.
4. Will adjust work schedule, with supervisory approval, to meet County needs.
5. Will accept other responsibilities and duties required by the supervisor consistent with the objectives and essential functions of this position. Such responsibilities shall be incorporated into the position description if they involve a lengthy commitment of time or are on going.
6. Will advise supervisor if actual practice (activity) begins to deviate significantly from specified essential functions.

SUPPLEMENTARY FUNCTIONS:

1. 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 preparedness drills or emergency activities, and will be available in the event of a county declared disaster or emergency.

LICENSING or CERTIFICATIONS:

- Registered Building Inspector and Plan Reviewer.
- Valid MI Driver's License and a good driving record.

QUALIFICATIONS:

- High school degree;
- Four years hands-on experience including but not limited to apprenticeship, journeyman license (or equivalent) or contractor's license to receive approval for registration as a Building Inspector and/or Plan Reviewer.

Knowledge of:

- Plan review principles;
- Inspection principles;
- Applicable local, state, and federal laws, rules, and regulations;
- Customer service principles;
- Building construction principles.

Skill in:

- Applying local, state, and federal laws, rules, and regulations;
- Conducting plan reviews and inspections;
- Providing customer service;
- 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.
- Must have ability to develop computer skills to manage implemented County documentation systems.

STAFF DEVELOPMENT/TRAINING:

Prevention of Harassment in the Workplace
Michigan Right to Know

WORKING CONDITIONS:

Physical Requirements:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises and travel.
- May be exposed to hazardous materials found in a home or general office environment.
- 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:

01/07

POSITION DESCRIPTION REVIEWED:

03/13

EMPLOYEE NAME:

JOB TITLE: Electrical Inspector

POSITION ID#: 542.371-011

EMPLOYEES SUPERVISED: None

IMMEDIATE SUPERVISOR: James Rowell

TITLE OF IMMEDIATE SUPERVISOR: Building Official

FLSA STATUS: Non-Exempt – Skilled Craft Workers

DEPARTMENT: Building Inspection **LOCATION:** East Complex

EFFECTIVE: 03/20/13 **GRADE** L
WAGE RANGE: Hired prior to 11/01/09: \$22.95 - \$29.08
Hired 11/01/09 or later: \$22.38 - \$28.35

WORKERS COMP. CODE: 9410

SUMMARY OF POSITION:

This class is responsible for the plan review of construction documents and inspection of residential and commercial electrical systems to comply with the approved documents and building code requirements.

ESSENTIAL FUNCTIONS:

1. Reviews plans, specifications and blueprints of buildings under construction or being remodeled for compliance to codes and ordinances. Approves permit application for construction or remodeling when requirements are met.
2. Conducts inspection of building sites to ensure compliance with State and local electrical codes. Inspects materials and construction to ensure compliance with approved plans and specifications, and inspects all aspects of electrical systems
3. Seeks voluntary compliance where standards are not met, advising for corrections, issuing violation notices when necessary, and performing re-inspections to determine actions taken to bring the structure into compliance with standards.
4. Gives approval of on-site conditions for temporary and permanent certificates of occupancy.
5. Answers inquiries from property owners, contractors, architects, local units of government, and others regarding code and ordinance interpretation, clarification of department policies and procedures, violation complaints, and general information. Provides information and advice to owners, contractors, developers, engineers and architects regarding building code requirements and construction procedures and offers assistance in making applications for permits.
6. Reviews records of permits issued and denied inspection requirements needed, complaints and their investigation, and prepares reports and correspondence.
7. Participates in continuing education to maintain required certifications. Attends various meetings, seminars, workshops, and conferences to keep current on the latest methods and techniques in building trades, housing and code inspection and enforcement.
8. 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, in-services and supervisory sessions.
4. Will adjust work schedule, with supervisory approval, to meet County needs.
5. Will accept other responsibilities and duties required by the supervisor consistent with the objectives and essential functions of this position. Such responsibilities shall be incorporated into the position description if they involve a lengthy commitment of time or are on going.
6. Will advise supervisor if actual practice (activity) begins to deviate significantly from specified essential functions.

SUPPLEMENTARY FUNCTIONS:

1. 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 preparedness drills or emergency activities, and will be available in the event of a county declared disaster or emergency.

LICENSING or CERTIFICATIONS:

- Registered Electrical Inspector and Plan Reviewer.
- Journeyman or Masters Electrical license required for two years.
- Valid MI Driver's License and a good driving record.

QUALIFICATIONS:

- High School Graduation or GED, and
- 4-6 years with documented hours of experience and written testing.

Knowledge of:

- Plan review principles;
- Inspection principles;
- Applicable local, state, and federal laws, rules, and regulations;
- Customer service principles;
- Building construction principles.

Skill in:

- Applying local, state, and federal laws, rules, and regulations;
- Conducting plan reviews and inspections;
- Providing customer service;
- 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.
- Must have ability to develop computer skills to manage implemented County documentation systems.

STAFF DEVELOPMENT/TRAINING:

Prevention of Harassment in the Workplace
Michigan Right to Know

WORKING CONDITIONS:

Physical Requirements:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises and travel.
- May be exposed to hazardous materials found in a home or general office environment.
- 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:

01/07

POSITION DESCRIPTION REVIEWED:

03/2013

EMPLOYEE NAME:

JOB TITLE: Mechanical Inspector

POSITION ID#: 542.371-008

EMPLOYEES SUPERVISED: None

IMMEDIATE SUPERVISOR: James Rowell

TITLE OF IMMEDIATE SUPERVISOR: Building Official

FLSA STATUS: Non-Exempt – Skilled Craft Workers

DEPARTMENT: Building Inspection **LOCATION:** East Complex

EFFECTIVE: 03/20/13 **GRADE:** L
WAGE RANGE: Hired prior to 11/01/09: \$22.95 - \$29.08
Hired 11/01/09 or later: \$22.38 - \$28.35



WORKERS COMP. CODE: 9410

SUMMARY OF POSITION:

This class is responsible for plan review of construction documents and inspection of residential and commercial mechanical systems to comply with the approved documents and building code requirements.

ESSENTIAL FUNCTIONS:

1. Reviews plans, specifications and blueprints of buildings under construction or being remodeled for compliance to codes and ordinances. Approves permit application for construction or remodeling when requirements are met.
2. Conducts inspection of building sites to ensure compliance with State and local mechanical codes. Inspects materials and construction to ensure compliance with approved plans and specifications, and inspects heating, air conditioning, refrigeration, prefab fireplaces, duct systems, gas lines, fire protection, and other elements of the mechanical systems.
3. Seeks voluntary compliance where standards are not met, advising for corrections, issuing violation notices when necessary, and performing re-inspections to determine actions taken to bring the structure into compliance with standards.
4. Gives approval of on-site conditions for temporary and permanent certificates of occupancy.
5. Answers inquiries from property owners, contractors, architects, local units of government, and others regarding code and ordinance interpretation, clarification of department policies and procedures, violation complaints, and general information. Provides information and advice to owners, contractors, developers, engineers and architects regarding building code requirements and construction procedures and offers assistance in making applications for permits.
6. Reviews records of permits issued and denied inspection requirements needed, complaints and their investigation, and prepares reports and correspondence.
7. Participates in continuing education to maintain required certifications. Attends various meetings, seminars, workshops, and conferences to keep current on the latest methods and techniques in building trades, housing and code inspection and enforcement.

8. 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, in-services and supervisory sessions.
4. Will adjust work schedule, with supervisory approval, to meet County needs.
5. Will accept other responsibilities and duties required by the supervisor consistent with the objectives and essential functions of this position. Such responsibilities shall be incorporated into the position description if they involve a lengthy commitment of time or are on going.
6. Will advise supervisor if actual practice (activity) begins to deviate significantly from specified essential functions.

SUPPLEMENTARY FUNCTIONS:

1. 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 preparedness drills or emergency activities, and will be available in the event of a county declared disaster or emergency.

LICENSING or CERTIFICATIONS:

- Registered Mechanical Inspector and Plan Reviewer (requires a Journeyman license)
- Valid MI Driver's License and a good driving record.

QUALIFICATIONS:

- High School Graduation or GED, and
- 4-6 years apprenticeship with documented hours of experience and a written test.

Knowledge of:

- Plan review principles;
- Inspection principles;
- Applicable local, state, and federal laws, rules, and regulations;
- Customer service principles;
- Building construction principles.

Skill in:

- Applying local, state, and federal laws, rules, and regulations;
- Conducting plan reviews and inspections;
- Providing customer service;
- 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.
- Must have ability to develop computer skills to manage implemented County documentation systems.

STAFF DEVELOPMENT/TRAINING:

Prevention of Harassment in the Workplace
Michigan Right to Know

WORKING CONDITIONS:

Physical Requirements:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises and travel.
- May be exposed to hazardous materials found in a home or general office environment.
- 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:

01/07

POSITION DESCRIPTION REVIEWED:

03/2013

EMPLOYEE NAME: VACANT

JOB TITLE: Plumbing Inspector / Plan Reviewer

POSITION ID#: 542.371-009

EMPLOYEES SUPERVISED: 0

IMMEDIATE SUPERVISOR: James Rowell

TITLE OF IMMEDIATE SUPERVISOR: Building Official

FLSA STATUS: Non-Exempt – Skilled Craft Workers

DEPARTMENT: Building Inspection LOCATION: East Complex

EFFECTIVE: 03/20/13 GRADE L
WAGE RANGE: Hired prior to 11/01/09: \$22.95 - \$29.08
Hired 11/01/09 or later: \$22.38 - \$28.35

WORKERS COMP. CODE: 9410

SUMMARY OF POSITION:

This class is responsible for plan review of construction documents and inspection of residential and commercial plumbing systems to comply with the approved documents and building code requirements.

ESSENTIAL FUNCTIONS:

1. Reviews plans, specifications and blueprints of buildings under construction or being remodeled for compliance to codes and ordinances. Approves permit application for construction or remodeling when requirements are met.
2. Conducts inspection of building sites to ensure compliance with State and local plumbing codes. Inspects materials and construction to ensure compliance with approved plans and specifications, and inspects the installation of all pipes and plumbing fixtures, drain waste and vent piping, hot water heaters, cross connections, back flow valves, and all other elements of the plumbing system.
3. Seeks voluntary compliance where standards are not met, advising for corrections, issuing violation notices when necessary, and performing reinspections to determine actions taken to bring the structure into compliance with standards.
4. Gives approval of on-site conditions for temporary and permanent certificates of occupancy.
5. Answers inquiries from property owners, contractors, architects, local units of government, and others regarding code and ordinance interpretation, clarification of department policies and procedures, violation complaints, and general information. Provides information and advice to owners, contractors, developers, engineers and architects regarding building code requirements and construction procedures and offers assistance in making applications for permits.
6. Reviews records of permits issued and denied inspection requirements needed, complaints and their investigation, and prepares reports and correspondence.
7. Participates in continuing education to maintain required certifications. Attends various meetings, seminars, workshops, and conferences to keep current on the latest methods and techniques in building trades, housing and code inspection and enforcement.



8. 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, in-services and supervisory sessions.
4. Will adjust work schedule, with supervisory approval, to meet County needs.
5. Will accept other responsibilities and duties required by the supervisor consistent with the objectives and essential functions of this position. Such responsibilities shall be incorporated into the position description if they involve a lengthy commitment of time or are on going.
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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 preparedness drills or emergency activities, and will be available in the event of a county declared disaster or emergency.

LICENSING or CERTIFICATIONS:

- Registered Plumbing Inspector and Plan Reviewer.
- Valid MI Driver's License and a good driving record.

QUALIFICATIONS:

- High School Graduation or GED, and
- Four-six years apprenticeship with documented hours of experience and written testing.

Knowledge of:

- Plan review principles;
- Construction Codes
- Inspection principles;
- Applicable local, state, and federal laws, rules, and regulations;
- Customer service principles;
- Building construction principles.

Skill in:

- Applying local, state, and federal laws, rules, and regulations;
- Conducting plan reviews and inspections;
- Providing customer service;
- 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.
- Must have ability to develop computer skills to manage implemented County documentation systems.

STAFF DEVELOPMENT/TRAINING:

Prevention of Harassment in the Workplace
Michigan Right to Know

WORKING CONDITIONS:

Physical Requirements:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises and travel.
- May be exposed to hazardous materials found in a home or general office environment.
- 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:

01/07

POSITION DESCRIPTION REVIEWED:

03/2013

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE SIGNING OF AN AMENDMENT TO THE BLUE CROSS BLUE SHIELD OF MICHIGAN ADMINISTRATIVE SERVICES CONTRACT - Human Resources

WHEREAS, Blue Cross and Blue Shield of Michigan has requested the County sign an amendment to the Administrative Services Contract in order to comply with the Patient Protection and Affordable Care Act as well as to certify that the County's Health Plan is exempt from ERISA as a nonfederal governmental plan and to certify the Plan Year; and

WHEREAS, compliance with federal law is mutually advantageous to both parties to the Administrative Services Agreement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Board Chair to sign the attached Amendment to Administrative Services Contract, ERISA Status Certification, and Customer Plan Year Certification after approval as to form by civil counsel.

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MOVED:

SECONDED:

CARRIED:

ERISA STATUS CERTIFICATION

I, _____, certify on behalf of _____
(Representative’s Name) **(Group’s Name)**

(“Group”) that the status of Group’s group health plan, as that term is defined in the Employee Retirement Income Security Act of 1974, as amended, 29 USC 1101, *et seq*, and regulations promulgated thereunder (collectively, “ERISA”), is as follows (please check the appropriate option):

- Group health plan is an employee benefit plan** established or maintained by an employer or an employee organization (such as a union) that provides medical, surgical or hospital care for participants or their dependents directly or through insurance reimbursement.
- Group health plan is a nonfederal “governmental plan.”** A governmental plan is “a plan established or maintained for its employees by the Government of the United States, by the government of any State or political subdivision thereof, or by any agency or instrumentality of any of the foregoing.” (29 USC § 1002 (32))
- Group health plan is an ERISA-exempt church plan** (a plan established and maintained for its employees or their beneficiaries by a church or by a convention or association of churches exempt from tax under section 501 of Title 26 (29 USC 1002 (33)(A)).

I acknowledge that this information will be used to determine when Group must comply with certain requirements under ERISA, the Patient Protection and Affordable Care Act, as amended, and applicable regulations, and other laws, and that failure to comply with these laws could result in serious penalties being imposed on Group/Blue Cross Blue Shield of Michigan/Blue Care Network, in addition to litigation, complaints and other actions being brought against Group/Blue Cross Blue Shield of Michigan/Blue Care Network. I agree that should the above certification be incorrect, Group will indemnify and hold Blue Cross Blue Shield of Michigan/Blue Care Network harmless for any fines, costs (including attorney fees) expenses, liabilities or financial penalties that are imposed on Blue Cross Blue Shield of Michigan/Blue Care Network that result from their reliance on this certification.

I also certify that I am authorized to sign this document on behalf of Group.

Group Representative

Date: _____

Title

CUSTOMER PLAN YEAR CERTIFICATION

I, _____, certify on behalf of _____
(Representative's Name) **(Group's Name)**

("Group") that Group's Plan Year, as that term is defined in the Patient Protection and Affordable Care Act, as amended, and applicable regulations (collectively, "PPACA"), begins on _____ and ends on _____.

To support this certification I have attached sections from Group's current Plan Document that reflect Group's Plan Year.

I acknowledge that Plan Year will be used to determine when Group must comply with certain PPACA requirements and other laws, and that failure to comply with these laws on Group's Plan Year could result in serious penalties being imposed on Group/Blue Cross Blue Shield of Michigan/Blue Care Network, in addition to litigation, complaints and other actions being brought against Group/Blue Cross Blue Shield of Michigan/Blue Care Network.

On behalf of Group, I request that you use the above noted Plan Year for purposes of PPACA and other pertinent laws, and agree that should the above Plan Year be incorrect, Group will indemnify and hold Blue Cross Blue Shield of Michigan/Blue Care Network harmless for any fines, costs (including attorney fees) expenses, liabilities or financial penalties that are imposed on Blue Cross Blue Shield of Michigan/Blue Care Network that result from their reliance on this certification of Plan Year.

I also certify that I am authorized to sign this document on behalf of Group.

Group Representative

Date: _____

Title

AMENDMENT TO ADMINISTRATIVE SERVICES CONTRACT

This Amendment to Administrative Services Contract ("Amendment") is effective as of the date indicated below and amends and is made a part of that Administrative Services Contract ("Contract") between Blue Cross and Blue Shield of Michigan ("BCBSM") and LIVINGSTON COUNTY ("Group"), on behalf of itself and as plan sponsor of its group health plan ("GHP"), in effect as of this date. Terms not defined herein have the same meaning as those terms have in the Contract.

RECITALS

Whereas, the Patient Protection and Affordable Care Act, as amended, and applicable regulations (collectively, "PPACA") requires that a number of changes and new requirements be implemented even before it is fully effective in 2014; and

Whereas, both parties to the Contract desire to continue conducting business with each other, to remain fully compliant with the law and to amend the Contract;

Therefore, in consideration of their mutual promises and other valuable consideration, the sufficiency of which is acknowledged by the parties, the parties agree to amend the Contract, in the form of Attachment 1. All other terms of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment and made it effective as of January 1, 2013, unless a particular provision is effective later as specified in the Amendment.

BCBSM:

GROUP, on behalf of itself and as Plan Sponsor and Plan Administrator of the GHP:

By: _____
(signature)

By: _____
(signature)

Name: _____
(print)

Name: _____
(print)

Title: _____

Title: _____

Group Name: LIVINGSTON COUNTY
CID: 106931
Territory Code: BU

Attachment 1
to Amendment to Administrative Services Contract

The following provisions supersede and replace in whole those similarly numbered provisions in the Contract or are added to the Contract with newly numbered sections as shown below:

Article VI.E. Amendment. This Contract may be amended only by a written agreement duly executed by authorized representatives of each party, provided, however that this Contract may be amended by BCBSM upon written notice to Group in order to facilitate compliance with applicable regulatory requirements, changes in regulations, or reporting requirements or data disclosure as long as such amendment is applicable to all BCBSM groups that would be similarly affected by the regulation in question. BCBSM will provide thirty (30) calendar days notice of any such amendment and regulatory provision, unless a shorter notice is necessary in order to accomplish regulatory compliance.

Upon request by Group BCBSM will consult with Group regarding the regulatory basis for any amendment to this Contract as a result of regulatory requirements.

Article VI.N. Group Disclosure of Other Coverage Vendors. Group agrees that, to the extent that BCBSM does not administer all of Health Care Plan's "essential health benefits," as that term is defined by the Patient Protection and Affordable Care Act, as amended, and applicable regulations (collectively, "PPACA"), Group shall identify for BCBSM all those vendors ("Vendors") that are also providing or administering essential health benefits to Health Care Plan's participants, the benefits the Vendors are providing to them, the number of participants receiving such benefits, and the cost sharing arrangements for such benefits.

In addition, Group shall cause its officers, directors, employees, and representatives and Vendors' officers, directors, employees and representatives to fully and timely cooperate with BCBSM and provide it with the necessary information for BCBSM to ensure its compliance and that of the Health Care Plan with PPACA to the extent BCBSM is obligated to do so by law or by contract. This information includes, but is not limited to, social security numbers or other forms of government identification numbers of each Health Care Plan participant.

Group is solely responsible to ensure Group's maximum out-of-pocket amount is in compliance with PPACA. If BCBSM agrees to assist Group in determining whether Group's maximum out-of-pocket amount is in compliance with PPACA, then Group authorizes all Vendors to, and shall inform the Vendors in Group's contract with them that they must, effective on the beginning of the Group's first plan year on or after January 1, 2014, disclose to BCBSM on a daily basis (or some other regularly scheduled period as determined by BCBSM) all claims data for the essential health benefit(s) of Health Care Plan participants that they possess.

Article VI.O. Other Data Requirements. Group agrees to provide to BCBSM all data reasonably necessary for BCBSM to comply with the requirements of PPACA or other applicable federal or state laws. Such data includes, but is not limited to, all enrollee data needed to comply with any reporting or other requirements of PPACA, e.g., the employer's share of any premium and social security or tax identification numbers. Group certifies that if it fails to provide all the data requested and if it has provided such information to BCBSM in response to a previous request, then Group shall be deemed to have certified to BCBSM that such information previously supplied remains correct and can be relied upon.

Group and Group's Vendors will maintain relevant books, records, policies, procedures, internal practices, and/or data logs relating to this Contract in a manner that permits review for a period of seven (7) years or (ten (10) years in the case of Medicare/Medicaid transactions) after the expiration of this Contract. With reasonable notice and during usual business hours, BCBSM, or its designated third party (with appropriate confidentiality obligations), may audit those relevant books, records, policies, procedures, internal practices, and/or data logs of Group and/or its Vendors, as necessary, to verify calculations related to the imposition of any taxes and fees under PPACA or other federal or state laws and to ensure compliance with this Contract and any applicable federal and state laws. Group shall cooperate with BCBSM in all reasonable respects in connection with such audits.

BCBSM's failure to detect, failure to notify Group of detection, or failure to require Group's remediation of any unsatisfactory practices does not relieve Group of its responsibility to comply with this Contract or applicable law, does not constitute acceptance of such practice, and does not constitute a waiver of BCBSM's enforcement rights under this Contract or applicable law.

If Group conducts, or contracts to have conducted, an internal audit or review of the services performed under any agreement with BCBSM, Group shall provide BCBSM with a copy of such audit or review within thirty (30) days of BCBSM's written request. This also applies to audits/reviews performed by or at the request of any federal or state regulatory agencies of BCBSM services. The selection of an independent auditor by Group to conduct an internal audit of Group does not preclude BCBSM from conducting an audit in accordance with the terms contained herein.

The provisions of this Section shall survive the termination of this Contract.

Article VI.P. Group Health Plan Type; Attestation. Concurrently with the signing of this Contract, Group will provide BCBSM with a written certificate in form and substance satisfactory to BCBSM certifying to BCBSM whether the Group Health Care Plan is an ERISA plan, a non-federal governmental plan, or an ERISA-exempt church plan.

Article VI.Q. Grandfather Status; Women's Preventative Care Religious Exemption. Group acknowledges and agrees that unless a written certificate of grandfather status and indemnity in form and substance satisfactory to BCBSM was previously provided to BCBSM by Group or, for a Group new to BCBSM as of January 1, 2013, was provided to and accepted by BCBSM concurrently with the signing of this Contract, Group will be considered non-grandfathered for all purposes.

In addition, Group acknowledges that the health care coverages provided to its Enrollees will include recommended women's preventive health services without cost sharing (as required by PPACA) unless the Health Care Plan (i) is a grandfathered group health plan that has not provided such coverage or (ii) qualifies as either an exempt group health plan or one eligible for the temporary safe harbor under PPACA and has provided a certificate to that effect in form and substance satisfactory to BCBSM.

Article VI.R. Summary of Benefits and Coverage. Group is solely responsible for compliance with the federal Summary of Benefit and Coverage (SBC) rules, including SBC creation and distribution. BCBSM does not assume any responsibility for SBC rule compliance relating to the Health Care Plan, or for creation or disclosure of compliant SBCs. BCBSM disclaims any liability or responsibility for any non-compliance by Health Care Plan with SBC rules and regulations relating to creation, disclosure or other requirements.

Article VI.S. Plan Year. If Group entered into this Contract on or after January 1, 2014, the GHP's Plan Year, as that term is defined in PPACA, is the one year period beginning on the Effective Date and ending one year (or less) later on the last day of the month immediately preceding the month in which the Effective Date falls ("Effective Date Month"). Each Plan Year thereafter shall begin on the first day of the Effective Date Month and end one year later.

If Group entered into this Contract prior to 2014, the GHP's first Plan Year on or after January 1, 2014 ("2014 Plan Year") is the one year period beginning on its Renewal Date and each year thereafter, unless the Renewal Date falls on a date other than the first of the month. In that case, the 2014 Plan Year is the one year period beginning on the first day of the first month after GHP's 2014 Renewal Date and each year thereafter.

If the GHP has a Plan Year that is not consistent with that reflected in the preceding paragraphs, Group will promptly notify BCBSM in writing either on the Effective Date or, if this Contract was entered into before 2014, at least six months before the earlier of (a) the GHP's 2014 Renewal Date or (b) the beginning of the GHP's 2014 Plan Year. Group will notify BCBSM at least six months in advance of any change in the GHP Plan Year.