

PERSONNEL COMMITTEE

4/16/2014

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: March 19, 2014
 5. **REPORTS**
 6. **RESOLUTIONS FOR CONSIDERATION**
 7. **District Court**
Resolution to Approve the Reclassification of the Chief Account Clerk from Grade Level V to VI
 8. **Circuit Court Central Svcs.**
Resolution to Approve the Creation of a Courts Program Coordinator Position at Grade Level J
 9. **Closed Session**
Union Negotiations
-
7. **Human Resources**
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE DISTRICT COURT CHIEF ACCOUNT CLERK FROM GRADE V TO GRADE VI
-
8. **Human Resources**
RESOLUTION TO APPROVE THE CREATION OF A COURTS PROGRAM COORDINATOR AT GRADE LEVEL J (CENTRAL SVCS COURTS)
-
10. **Adjournment**

MEETING MINUTES

LIVINGSTON COUNTY

MARCH 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: DEBRA KUBITSKEY, KEVIN WILKINSON, RICH MALEWICZ, MARGARET DUNLEAVY

DIANNE MCCORMICK, CINDY CATANACH, BELINDA PETERS, JENNIFER PALMBOS, TERRY LEE

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

2. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA WITH REMOVAL OF ITEM NO. 9 TO TABLE TO NEXT MEETING

Moved by: GRIFFITH / SECONDED BY: VAN HOUTEN

ALL IN FAVOR - MOTION PASSED

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

4. **APPROVAL OF MEETING MINUTES of February 19, 2014:**

MOTION TO APPROVE THE FOLLOWING MEETING MINUTES FEBRUARY 19, 2014

Moved by: GRIFFITH / SECONDED BY: VAN HOUTEN

ALL IN FAVOR – MOTION PASSED

5. **HUMAN RESOURCES:** Resolution to Approve the Job Reclassification of the Network Assistant To Senior Network Administrator, Grade K to Grade M (Information Technology)

MOTION TO APPROVE THE ABOVE RESOLUTION

Moved by: GRIFFITH / SECONDED BY: VAN HOUTEN

ALL IN FAVOR - MOTION PASSED

6. HUMAN RESOURCES: Resolution To Approve the Job Reclassification Of The Groundwater Specialist To Field Program Coordinator, Grade L to Grade M (Environmental Health)

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

7. HUMAN RESOURCES: Resolution To Approve The Job Reclassification Of The District Court Chief Account Clerk From Grade V To Grade VI

RESOLUTION TABLED UNTIL APRIL 16, 2014 MEETING

8. HUMAN RESOURCES: Resolution Approving The Filling Of The Benefits Specialist Position At Above Hire Rate

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

9. DISCUSSION:

Special Pay Policy Underpayments – Based on the discussion, this policy will be reviewed at with the Wage and Compensation Committee around the same time as the Non-Union Wage Study.

10. ADJOURNMENT

**MOTIONED BY GRIFFITH / SECONDED BY VAN HOUTEN
TO ADJOURN AT 8:17 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 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 as of the date of the previous Personnel Committee of March 19, 2014 due to lack of a quorum, 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	Grade
Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	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:

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RESOLUTION TO APPROVE THE CREATION OF A COURTS PROGRAM COORDINATOR
AT A GRADE LEVEL J (CENTRAL SERVICES / COURTS)

Personnel Subcommittee 04/16/14

WHEREAS, the Courts have Specialty Courts and Specialty Programs, including Drug Treatment Court, Intensive Treatment Mental Health Court, Family Treatment Court, Juvenile Drug Court, Swift and Sure Sanctions Probation Program, and Safe Havens Supervised Visitation and Safe Exchange. The programs are characterized by collaboration with community resources. They work to achieve positive outcomes for the community, such as reduced crime, reduced jail days, and improved public safety. They receive grant funding from state and federal funding sources; and

WHEREAS, grant funding covers staff to support the success of these programs in achieving their goals, and in satisfying the requirements of the funders. The current grants support the addition of a full time staff person, who will be qualified to provide leadership to assigned programs to support their continued development and success through working with collaborative teams and funders, and making contacts with other successful programs in the state and throughout the country to learn about and adopt best practices; and

WHEREAS, this position will replace the current Administrative Specialist, Grade H, who has transferred to District Court, and

WHEREAS, the creation of this position has been approved by Chief Circuit Court Judge David Reader, and

WHEREAS, funding for this position will be covered 100% through grants, and

WHEREAS, Rahmberg Stover and Associates is recommending this position be classified as a Grade J; and

WHEREAS, The Personnel Sub-Committee has reviewed and supports the recommendation,

THEREFORE BE IT FURTHER RESOLVED that the Livingston County Personnel Subcommittee hereby establishes the Courts Program Coordinator position at the Grade Level J with the approval of this resolution.

NOTE: This newly created position only needs Personnel Subcommittee approval with regards to the establishment of its grade; will need further approvals due to the slight reorganization of this department.

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MOVED:
SECONDED:
CARRIED:



To: Jennifer Palmbos

From: Karine Stover

Date: April 8, 2014

Re: Court Programs Coordinator

At your request, I have reviewed the proposed position of Court Programs Coordinator.

Based on the information provided in the new Job Evaluation Questionnaire (JAQ) and my understanding of the position, the evaluation yields total points of 2175. With a point value of 2175, the position should be slotted into Grade J.

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

