

# **PERSONNEL COMMITTEE**

5/20/2015

304 E. Grand River Ave, Conf. Rm. 4A, Howell, MI 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: April 15, 2015
  - 5. REPORTS**
  - 6. RESOLUTIONS FOR CONSIDERATION**
- 
- 07**     **Juvenile Court**  
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF A  
JUVENILE PROBATION OFFICER TO JUVENILE PROBATION OFFICER /  
ADOPTIONS CASEWORKER
- 
- 8. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

APRIL 15, 2015 – 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  COMM. GREEN

OTHERS: JEFF BOYD, CHAD CHEWNING, JONI STIDHAM, RICH MALEWICZ, SALLY REYNOLDS, JENNIFER PALMBOS, BELINDA PETERS, CINDY CATANACH, 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**  
**MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH**  
**ALL IN FAVOR - MOTION PASSED**

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

4. **APPROVAL OF MEETING MINUTES of March 18, 2015 and March 26, 2015 and Closed Session Meeting Minutes of March 18, 2015:**

**MOTION TO APPROVE THE REGULAR MINUTES OF MARCH 18 AND MARCH 26, 2015**  
**AND CLOSED SESSION MEETING MINUTES OF MARCH 18, 2015**  
**MOVED BY: LAWRENCE / SECONDED BY: GREEN**  
**ALL IN FAVOR – MOTION PASSED**

5. **REPORTS:** New County Administrator – Ken Hinton will begin on June 1, 2015

6. **CENTRAL DISPATCH:** Resolution Authorizing Holiday Pay For 12-Hour 9-1-1 Operation Shift Supervisors

**MOTION TO APPROVE THE ABOVE RESOLUTION AND FORWARD RESOLUTION TO FINANCE**  
**MOVED BY GRIFFITH / SECONDED BY GREEN**  
**ALL IN FAVOR – MOTION PASSED**

**7. INFORMATION TECHNOLOGY: Resolution Approving The Filling Of The Application Developer Position At Above Hire Rate**

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

**8. ADMINISTRATION: Resolution To Amend The County Business Expense Reimbursement Policy For Livingston County**

**MOTION TO APPROVE THE ABOVE RESOLUTION AND FORWARD RESOLUTION TO FINANCE  
MOVED BY LAWRENCE / SECONDED BY GREEN  
ALL IN FAVOR – MOTION PASSED**

**9. HUMAN RESOURCES: Resolution To Immediately Discontinue The Hiring Freeze And To Rescind The Vacancy Review Policy**

**MOTION TO APPROVE THE ABOVE RESOLUTION AND FORWARD RESOLUTION TO FINANCE  
MOVED BY LAWRENCE / SECONDED BY GREEN  
ALL IN FAVOR – MOTION PASSED**

**10. HUMAN RESOURCES: Resolution To Make Amendments To The Personnel Manual For Non-Union Employees**

**MOTION TO APPROVE THE ABOVE RESOLUTION AND FORWARD RESOLUTION TO FINANCE  
MOVED BY GRIFFITH / SECONDED BY LAWRENCE  
ALL IN FAVOR – MOTION PASSED**

**11. HUMAN RESOURCES: Resolution To Modify The Non-Union Employees And Elected Officials Wages For 2015 Fiscal Year**

**MOTION TO APPROVE THE ABOVE RESOLUTION AND FORWARD RESOLUTION TO FINANCE  
MOVED BY GREEN / SECONDED BY GRIFFITH  
ALL IN FAVOR – MOTION PASSED**

**12. ADJOURNMENT**

**MOTIONED BY LAWRENCE / SECONDED BY GRIFFITH  
TO ADJOURN AT 8:27 AM  
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE  
HR COORDINATOR**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: May 20, 2015

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**RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF A JUVENILE PROBATION OFFICER TO JUVENILE PROBATION OFFICER / ADOPTIONS CASEWORKER**

**WHEREAS**, historically the Court's adoption responsibilities were handled by a full-time Adoptions Supervisor. When that employee retired, the duties were shifted among current staff. This arrangement is no longer workable and the Courts desire to designate a single Probation Officer to assume the additional adoption caseworker duties; and

**WHEREAS**, the department intends to shift the case load of a current Probation Officer to include Adoption Caseworker duties; and

**WHEREAS**, because this represents a significant change in the duties and responsibilities for the position, a job reclassification has been performed; 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/experience, judgment, communications, complexity, and responsibility for others; and

**WHEREAS**, Rahmberg, Stover and Associates is recommending this position be reclassified to a Grade IX on the Court union scale, representing a one (1) grade increase; and

**WHEREAS**, the Juvenile Court currently has money available in its 2015 personnel budget from internal budget transfers to cover this increase; and

**THEREFORE BE IT RESOLVED** that the Personnel Subcommittee hereby approves the reclassification of one (1) Juvenile Probation Officer position from Grade VIII to Juvenile Probation Officer / Adoption Caseworker, Grade IX, 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:** Juvenile Probation Officer /  
Adoptions Caseworker



**POSITION ID#:**

**EMPLOYEES SUPERVISED:** None

**IMMEDIATE SUPERVISOR:** Tanya Morrow

**TITLE OF IMMEDIATE SUPERVISOR:** Juvenile Officer

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Juvenile Court      **LOCATION:** Judicial Center

**EFFECTIVE:** 05/20/15      **GRADE:** Union IX

**WORKERS COMPENSATION CODE:** 9410

### **SUMMARY OF POSITION**

Under supervision of the County Juvenile Officer, this class is responsible for providing assistance to adoption clients regarding programs and overseeing program cases. Conducts pre-adoptions home study investigations and provides written reports with recommendations to the Court. Investigates the background of delinquent youths in order to assist the court in determining the most proper disposition of each juvenile case. Supervises and counsels juvenile probationers and their parents and attempts to modify or eliminate behavioral problems, reduce recidivism and enhance community safety. Makes referrals to other agencies for evaluation or treatment. Responsible for ensuring the disposition of the case is carried out and that court orders are enforced.

### **Essential Functions**

1. Performs adoption case management in following up with clients, tracking circumstances and conditions, responding to questions and complaints, and preparing related documents.
2. Responds to questions and concerns regarding adoption programs, provides applications, interprets policies and procedures to customers, and provides related assistance.
3. Reviews adoption applications, forms and other documents and opens files.
4. Determines if adoption or foster care clients are suitable by performing background checks, visiting homes, interviewing clients, and performing related activities.
5. Investigates assigned cases, includes investigating the social history of youths and their families, analyzing and interpreting social documents, and interviews representatives of schools, enforcement agencies, social service agencies, and continues contacts with the youth and the family. Prepares pre-dispositional reports in order to assist the court in determining the most appropriate disposition of each case. Recommends probationary terms, treatment, placement, support services, restitution and/or other action.
6. Develops and implements individual treatment plans for assigned youths designed to meet short and long-term rehabilitative goals and modifies the plan as appropriate.

7. Supervises juveniles placed on probation. Visits youths regularly at home, school and the office and counsels them on a variety of emotional, psychological and behavioral problems. Monitors and evaluates their progress.
8. Interviews parents of assigned juveniles and provides advice on how to improve the family situation and resolve conflicts. May refer families to other agencies to further assist them in dealing with family problems.
9. Makes referrals to appropriate community agencies including substance and mental health treatment centers, residential programs, community service work, educational programs, psychological, sexual, and substance abuse evaluations, job placement and training, and various other agencies and services.
10. Maintains regular contacts with professional and social service agencies which provide juveniles with counseling, testing and guidance. Evaluates feedback on youths from outside agencies. Confers regularly with families, police, schools, detention facilities and victims regarding progress/actions of youths.
11. Attends formal hearings of assigned juveniles and responds to questions of the court. Recommends dispositional alternatives to the court. Assumes responsibility for ensuring the disposition of case is carried out and court orders are enforced.
12. Provides crisis intervention counseling and referral services. Responsible for responding to crises that may occur with youth and their families that come to the attention of the Court, and provides informal mediation services and attempts to diffuse crisis situations.
13. Evaluates and recommends placement decisions and considers alternatives of care and custody of parent or guardian, detention, foster placement, psychiatric or substance abuse treatment facility or any other appropriate placement to review the juvenile's needs and safety to the community.
14. Maintains files on assigned cases to include all legal documentation, correspondence, records of verbal and personal contacts, and other documentation related to the case.
15. Responsible for urine screens of juveniles, includes collecting urine samples, ensuring safety procedures, and processing, mailing, and evaluating results.
16. Responds to calls from the Department of Human Services and the Sheriff's Department seeking permission to place youth in both dependent/neglect cases and delinquency cases.
17. Files motions for probation violations and prepares for hearings and files forms with the Department of Human Services as required.
18. Serves in rotation for on-call duty on nights and week-ends.

### **Other Functions**

May serve as emergency referee for preliminary inquires and hearings on delinquency, as well as neglect and abuse cases. Advises parties on the nature of the hearing, advises children and parents of legal rights, swears in witnesses, makes determinations and findings, and determines bonds and/or conditions for release from detention.

### **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.
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 inquires 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.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

**Employment Qualifications**

**Licensing or Certifications:**

- Valid Michigan License and a good driving record.
- PRIDE Certification from the Michigan Foster Adoptive Parent Association is preferred
- Certification by the Michigan Judicial Institute within 2 years of employment

**Education:** Bachelor's Degree or equivalent in social work, criminal justice or related area.

**Experience:** Preferred of 4-6 years prior casework experience dealing with juveniles and families, which may have been in the capacity of an internship. Ability to handle crisis situations and solid conflict resolution skills. Good writing and communication skills.

**Other Requirements:** No felony convictions. Must have available and reliable transportation.

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Climbing stairs and otherwise accessing homes, schools and other buildings in order to conduct interviews and gather information.
- Ability to conduct home inspections and visits.
- Ability to access schools, community agencies and other facilities used as referral or information sources.
- Driving to various sites to conduct interviews and follow-up on youths.
- Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including



the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

- May be exposed to hazardous materials found in a home or general office environment; use of household cleaning products and disinfectants may be required.

**Working Conditions:**

Exposure to various weather conditions while conducting field work.

Exposure to youths with various emotional problems and their parents and others, including visits to the homes of juvenile offenders.

Required to be available for calls in evenings and weekends.

Exposure to communicable diseases of clients and families.

Exposure to homes of various states of cleanliness and hygiene.

**Staff Development Training:**

Prevention of Harassment in the Workplace

Michigan Right to Know

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: 2015**

**POSITION DESCRIPTION REVIEWED: May 20, 2015**



**To:** Jennifer Palmbos

**From:** Karine Stover

**Date:** May 15, 2015

**Re:** Probation Officer/Adoption Worker

At your request, I have reviewed the position of Probation Officer/Adoption Worker based on the JAQ that was submitted as well as the job descriptions for the separate positions.

Based on the information provided and my understanding of the position, my evaluation yielded total points of 2495. With a point value of 2495, the position would be assigned to Grade IX in the MAPE classification structure.

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

**Position:** Probation Officer/Adoption Worker  
**Evaluated:** 5/12/15

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	
5e	570	3b	300	3ac	325	1a	0	3b	450	4a	250	3b	450	2a	150	2495	IX