

PERSONNEL COMMITTEE

5/22/2013

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: April 17, 2013
5. **REPORTS**
6. **RESOLUTIONS FOR CONSIDERATION**
7. **BUILDING INSPECTION**
RESOLUTION TO APPROVE THE HIRING OF A MECHANICAL INSPECTOR AT A RATE OF PAY ABOVE THE CURRENT HIRE RATE
8. **SHERIFF**
RESOLUTION TO PURCHASE SERVICE CREDIT WITH LIVINGSTON COUNTY IN MERS FOR ROBERT L. MARSHALL III
9. **LETS**
NON UNION APPEAL OF EMPLOYEE COMPLAINT TO STEP 2 **

07 Human Resources
RESOLUTION TO APPROVE THE HIRING OF A MECHANICAL INSPECTOR AT A RATE OF PAY ABOVE THE CURRENT HIRE RATE (BUILDING INSPECTION)

08 Human Resources
RESOLUTION TO PURCHASE SERVICE CREDIT WITH LIVINGSTON COUNTY IN MERS FOR ROBERT L. MARSHALL III - Sheriff / Human Resources/ Personnel Committee / Finance Committee

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- 10. ADJOURNMENT**
** Denotes no back-up material attached.

MEETING MINUTES

LIVINGSTON COUNTY

APRIL 17, 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: RICH McNULTY, WILLIAM VAILLIENCOURT, BELINDA PETERS, BOB SMITH, CINDY CATANACH

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

2. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA WITH ADDITION OF RESOLUTION FROM EMS
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
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 MARCH 20, 2013
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

5. **REPORTS:** None

6. **EMERGENCY MEDICAL SERVICES:** Resolution To Approve A Non-Precedent Setting, One Time Only Donation Of Vacation Days/PTO By Employees In The EMS Department And Other County Departments To An Employee Within The EMS Department

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

7. CLOSED SESSION: DISCUSSION REGARDING PRIVILEGED ATTORNEY CLIENT COMMUNICATION

<p>MOTION TO RECESS TO CLOSED SESSION AT: <u>8:05</u> AM MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH MOTION PASSED</p>
<p>RETURN TO OPEN SESSION AT: <u>9:15</u> AM</p>

8. ADJOURNMENT

<p>MOTIONED BY GRIFFITH / SECONDED BY LAWRENCE TO ADJOURN AT 9:15 AM ALL IN FAVOR – MOTION PASSED</p>
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Respectfully Submitted,

BOB SMITH
BENEFITS SPECIALIST

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE HIRING OF A MECHANICAL INSPECTOR AT A RATE OF PAY ABOVE THE CURRENT HIRE RATE – Building Inspection

Personnel Committee May 22, 2013

WHEREAS, due to the steady increase in both the number of permits and inspections which directly impacts the workload of our staff due to the continued demand for timely inspections of the building construction; and

WHEREAS, per the recently approved resolution No. 2013-05-128 granting the hiring of a full-time mechanical inspector; and

WHEREAS, due to the new State of Michigan’s (LARA) new regulations requiring credits from their required continuing education/testing requirement in which the state has not yet developed leaving us unable to hire anyone unless they are currently state certified; and

WHEREAS, due to the repeated postings for the mechanical inspector which generated only one certified mechanical inspector; and

WHEREAS, Mr. Mitchell Watkins qualifications, knowledge and experience as a mechanical inspector with Walled Lake and Commerce Township makes him a good fit for the position; and

WHEREAS, the Building Official is requesting authorization to hire Mr. Watkins at Grade L, Step 3 (\$52,184); and

WHEREAS, pursuant to Board policy, the Personnel Committee is vested with the authority of approving a starting rate of pay above the one (1) year step; and

THEREFORE BE IT RESOLVED that the Livingston County Personnel Committee hereby approves the hiring of Mr. Mitchell Watkins as a Mechanical Inspector, Grade L, Step 3 effective with the approval of this resolution at the Personnel Subcommittee level.

Note: This resolution does not need further approvals; approval to hire above Step 1 is final at the Personnel Subcommittee level.

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MOVED:
SECONDED:
CARRIED:

**Livingston County Building Department
Inspections
January - April, 2013**

January 2013	No. of Insp. Performed	No. of Days Insp.Perf	Avg.No. of Insp.
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BUILDING:

Jim Berry	109	18	6.06
Katie Haling	0	0	0.00
Lance Heximer	90	20	4.50
John Pihalja	193	18	10.72
Jim Rowell	0	0	0.00
Rick Swanson	56	13	4.31
Total	448		6.40

ELECTRICAL:

Greg Calme	3	0	0.00
Don Sigler	208	20	10.40
Larry Zirkle	8	0	0.00
Total	219		10.40

PLUMBING:

Lenny Czinski	5	0	0.00
Dan Drew	183	19	9.63
Total	188		9.63

MECHANICAL:

Lenny Czinski	45	0	0
Bob Luttmann	214	20	10.70
Total	259		10.70

Dept. Total **1,114** **9.28**

February, 2013	No. of Insp. Performed	No. of Days Insp.Perf	Avg.No. of Insp.
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BUILDING:

Jim Berry	80	17	4.71
Katie Haling	17	3	0.00
Lance Heximer	28	13	2.15
John Pihalja	178	18	9.89
Jim Rowell	0	0	0.00
Rick Swanson	76	19	4.00
Total	379		5.19

ELECTRICAL:

Greg Calme	25	0	0.00
Don Sigler	186	18	10.33
Larry Zirkle	15	0	0.00
Total	226		10.33

PLUMBING:

Lenny Czinski	39	0	0.00
Dan Drew	149	15	9.93
Total	188		9.93

MECHANICAL:

Lenny Czinski	66	0	0
Bob Luttmann	221	19	11.63
Total	287		11.63

Dept. Total **1,080** **9.27**

March, 2013	No. of Insp. Performed	No. of Days Insp.Perf	Avg.No. of Insp.
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BUILDING:

Jim Berry	109	18	6.06
Katie Haling	40	6	0.00
Lance Heximer	95	21	4.52
John Pihalja	120	12	10.00
Jim Rowell	1	0	0.00
Rick Swanson	81	20	4.05
Total	446		6.16

ELECTRICAL:

Greg Calme	14	0	0.00
Don Sigler	220	21	10.48
Larry Zirkle	0	0	0.00
Total	234		10.48

PLUMBING:

Lenny Czinski	28	0	0.00
Dan Drew	211	19	11.11
Total	239		11.11

MECHANICAL:

Lenny Czinski	47	0	0
Bob Luttmann	279	21	13.29
Total	326		13.29

Dept. Total **1,245** **10.26**

April, 2013	No. of Insp. Performed	No. of Days Insp.Perf	Avg.No. of Insp.
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BUILDING:

Jim Berry	115	19	6.05
Bart Fraley	9	0	0
Katie Haling	81	10	0
Lance Heximer	94	19	4.95
John Pihalja	268	22	12.18
Jim Rowell	0	0	0
Rick Swanson	83	18	4.61
Total	650		6.95

ELECTRICAL:

Greg Calme	3	0	0.00
Don Sigler	208	20	10.40
Larry Zirkle	8	0	0.00
Total	271		11.36

PLUMBING:

Lenny Czinski	5	0	0.00
Dan Drew	183	19	9.63
Total	302		11.6

MECHANICAL:

Lenny Czinski	47	0	0
Bob Luttmann	279	21	13.29
Total	329		12.95

Dept. Total **1,552** **10.72**

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO PURCHASE SERVICE CREDIT WITH LIVINGSTON COUNTY IN MERS FOR ROBERT L. MARSHALL III - Sheriff / Human Resources/ Personnel Committee / Finance Committee

WHEREAS, As of June 7, 2013, Robert L. Marshall III has 24 years of service credit with the Michigan Employee's Retirement System (MERS); and

WHEREAS, Robert L. Marshall III has requested that he be allowed to purchase up to 1 year of service with MERS; and

WHEREAS, MERS requires that the Governing Body of the employing municipality approve the purchase; and

WHEREAS, Robert L. Marshall III will pay up to \$ 28,743.00, which is the total actuarial cost for purchasing 1 year of service.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes Robert L. Marshall III be credited with up to an additional 1 year of service with Livingston County in MERS providing he pays up to \$28,743.00 in employee costs.

BE IT FURTHER RESOLVED that the County Clerk is authorized to sign the necessary certification for MERS.

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MOVED:

SECONDED:

CARRIED:

Robert J. Smith, SPHR
Benefits Specialist
304 East Grand River Suite 205
Howell, MI 48843
517-540-8793
bsmith@co.livingston.mi.us



Livingston County
Human Resources

Memo

To: Livingston County Board of Commissioners
From: Robert J. Smith, SPHR
Date: May 17, 2013
Re: Resolution for purchase of MERS service Credit

This resolution is being submitted at the request of Undersheriff Murphy. Sergeant Marshall has conferred with both The Sherriff and Undersheriff who endorse this resolution.

Sergeant Marshall has worked directly with MERS to determine actuarial costs.

This request has been reviewed by Human Resources who have confirmed that the purchase would be allowed under the MERS plan document. County Administration also concurs with this resolution.

Sergeant Marshall will be purchasing generic service credit.

Please see attached material from MERS regarding purchasing service credit.



Active members are allowed to purchase three types of additional service credit (other governmental, non-intervening military and generic service) upon approval of their governing body. If you are interested in purchasing additional time, please submit an online service purchase request or contact MERS Employee and Retiree Services Department. General rules are:

1. Other Governmental Service

- Member must provide verification of service performed with another non-MERS governmental entity (complete form "Verification for the Crediting of Other Governmental Service").
- Break in service between prior employment and current employment cannot exceed 180 months (15 years). Note: Eligible service under the Reciprocal Retirement Act may help "bridge" this break in service. Contact MERS Employee and Retiree Services Department for more information.
- Purchased service credit may not be used to meet vesting requirement unless member joined MERS with current employer prior to 7/1/97.
- Service credit may not be purchased if member is going to receive a retirement benefit based on that service credit from another retirement system.

Non-Intervening Military Service

- Member must provide verification of non-intervening active duty military service (provide copy of DD Form 214).
- To be eligible to purchase military service credit, the member must have joined MERS with this employer prior to 7/1/97.
- Maximum purchase - five years.
- Service credit may not be recognized until the member has earned 10 years of service credit.
- Service credit may not be purchased if member is going to receive a retirement benefit based on service credit from another retirement system.

Generic

- Generic service is credit to be purchased without actual "service performed."
- Maximum purchase - five years for all MERS employers combined.
- May not be used to meet vesting requirement.

<http://www.mersofmich.com/MERS/Resources/Help/QuestionID/55/AFMID/593>