

# PERSONNEL COMMITTEE

6/18/2014

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: May 21, 2014
5. **REPORTS**
6. **RESOLUTIONS FOR CONSIDERATION**
7. **RESOLUTION TO MODIFY THE WAGES OF REGULAR NON-UNION EMPLOYEES ENGAGED IN EQUALIZATION**
8. **RESOLUTION TO RECLASSIFY THE VETERANS AFFAIRS DIRECTOR POSITION FROM GRADE L TO GRADE M**
9. **RESOLUTION TO RECLASSIFY THE CHIEF DEPUTY TREASURER POSITION FROM GRADE M TO GRADE N**
10. **RESOLUTION TO ESTABLISH THE PAY GRADE FOR THE NEWLY CREATED LETS DEPUTY DIRECTOR POSITION AT GRADE L**
11. **RESOLUTION TO APPROVE THE PAY FOR THE NEWLY CREATED POSITIONS OF 911-CENTRAL DISPATCH/EMS DIRECTOR**

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### **Human Resources**

RESOLUTION TO MODIFY THE WAGES OF REGULAR NON-UNION EMPLOYEES ENGAGED IN EQUALIZATION

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### **Human Resources**

RESOLUTION TO RECLASSIFY THE VETERANS AFFAIRS DIRECTOR POSITION FROM GRADE L TO GRADE M

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### **Human Resources**

RESOLUTION TO RECLASSIFY THE CHIEF DEPUTY TREASURER POSITION FROM GRADE M TO GRADE N

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### **Human Resources**

RESOLUTION TO ESTABLISH THE PAY GRADE FOR THE NEWLY CREATED LETS DEPUTY DIRECTOR POSITION AT GRADE L To  
Personnel Committee June 18, 2014

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### **Human Resources**

RESOLUTION TO APPROVE THE PAY FOR THE NEWLY CREATED  
POSITIONS OF 911-CENTRAL DISPATCH/EMS DIRECTOR, 911-CENTRAL  
DISPATCH DEPUTY DIRECTOR, AND EMS DEPUTY DIRECTOR To  
Personnel Committee June 18, 2014

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# MEETING MINUTES

LIVINGSTON COUNTY

MAY 21, 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: JENNIFER NASH, DEBRA KUBITSKEY, MARGARET DUNLEAVY, LISA BETH HARVEY,  
DIANNE McCORMICK, JEFF BOYD, MELISSA SCHARRER,  
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**  
**MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE**  
**ALL IN FAVOR - MOTION PASSED**

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

4. **APPROVAL OF MEETING MINUTES of April 16, 2014 and CLOSED SESSION MEETING MINUTES of April 16, 2014:**

**MOTION TO APPROVE THE FOLLOWING MEETING MINUTES APRIL 16, 2014 AND**  
**CLOSED SESSION MEETING MINUTES OF APRIL 16, 2014**  
**MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH**  
**ALL IN FAVOR – MOTION PASSED**

5. **REPORTS:**

➤ **Quarterly Status of Temporary Employees**

6. **HUMAN RESOURCES: Resolution to Approve the Creation of a Pre-Trial Services Specialist by Combining Duties of the Community Corrections Manager (GR M) with the Pre-Trial Investigator (GR I) Resulting in this new position of Pre-Trial Services Specialist, Grade Level J**

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

7. **TREASURER: Resolution Authorizing Vacation Time Payoff to Include Hours Earned in Excess of Allowed Hours**

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

8. **HUMAN RESOURCES: Resolution To Modify the Vacancy Review Policy**

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

9. **HUMAN RESOURCES: Resolution Authorizing a Contract with Municipal Consulting Services LLC For a Classification and Compensation Study**

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

10. **ADJOURNMENT**

**MOTIONED BY LAWRENCE / SECONDED BY GRIFFITH  
TO ADJOURN AT 8:20 AM  
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE  
HR COORDINATOR**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO MODIFY THE WAGES OF REGULAR NON-UNION EMPLOYEES ENGAGED IN EQUALIZATION**

**WHEREAS**, Resolution 2013-12-353 provides effective July 1, 2014, regular non-union employees shall receive a percentile wage increase equal to the percentile increase in the County's Taxable Value from 2013 to 2014 after final equalization and reported July 1, 2014, capped at 3%, but specifically excludes regular non-union employees engaged in equalization; and

**WHEREAS**, the State of Michigan Department of Treasury has certified the equalized property valuations for 2014 and it is the interest of the Livingston County Board of Commissioners that regular non-union employees engaged in equalization should also receive the percentile wage increase equal to the percentile increase in the County's Taxable Value from 2013 to 2014 as of July 1, 2014, which is 1.95%.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Human Resources Department to make the following modifications to the wages of regular non-union employees engaged in equalization:

Effective July 1, 2014, regular non-union employees engaged in equalization shall receive a percentile wage increase equal to the percentile increase in the County's Taxable Value from 2013 to 2014 after final equalization and reported July 1, 2014, capped at 3%. Employees receiving compensation pursuant to the Special Pay policy shall in no case receive a salary greater than the top step of the salary range of the higher classification for out-of-class pay, acting pay, or job splitting pay.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Commissioners is authorized to sign any and all documents needed to effectuate these changes.

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**MOVED:**

**SECONDED:**

**CARRIED:**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE VETERAN AFFAIRS DIRECTOR POSITION FROM GRADE L TO GRADE M**

*To Personnel Committee June 18, 2014*

**WHEREAS,** the position of Veterans Affairs Director was last reviewed by Plante Moran in 2004 and was classified as a Grade L; and,

**WHEREAS,** due to additional responsibilities, increased staffing levels and complexity over the past 10 years; and,

**WHEREAS,** this position has been evaluated by Rahmberg Stover and Associates and is recommending this position be reclassified to a non-union, Grade M; and,

**WHEREAS,** funding for this additional grade is covered by the difference in step levels from the current Veterans Affairs Director position to the new one.

**THEREFORE BE IT RESOLVED** that the Personnel Subcommittee hereby approves the reclassification of the Veterans Affairs Director position from Grade L to 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: Director of Veterans Affairs  
 Evaluated: 6/2/14

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	4ab	360	5a	190	4a	550	3a	160	4a	550	2a	150	2785	M

LEVELS Point ranges:

D	1180-1200	G	1501-1650	J	2001-2200	M	2601-2800	P	3401-3700	S	4301+
E	1201-1350	H	1651-1825	K	2201-2400	N	2801-3100	Q	3701-4000		
F	1351-1500	I	1826-2000	L	2401-2600	O	3101-3400	R	4001-4300		



To: Jennifer Palmbos

From: Karine Stover

Date: May 2, 2014

Re: Director of Veterans Affairs

At your request, I have reviewed the position of Director of Veterans Affairs based on the JAQ that was submitted as well as the Memorandum and Resolution that were prepared detailing additional job responsibilities that would be assumed by a full-time incumbent.

Based on the information provided and my understanding of the position, my evaluation yielded total points of 2785. With a point value of 2785, 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:

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**RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE CHIEF  
DEPUTY TREASURER POSITION FROM GRADE M TO GRADE N**

*To Personnel Committee June 18, 2014*

**WHEREAS**, the position of Chief Deputy Treasurer was last reviewed by Plante Moran in 2004 and was classified as a Grade M; and,

**WHEREAS**, due to additional responsibilities and complexity over the past 10 years including but not limited to increased accounting responsibilities previously performed by auditing consultants; and,

**WHEREAS**, this position has been evaluated by Rahmberg Stover and Associates and is recommending this position be reclassified to a non-union, Grade N; and,

**WHEREAS**, funding for this additional grade is covered by the difference in step levels from the current Deputy Treasurer to the new one.

**THEREFORE BE IT RESOLVED** that the Personnel Subcommittee hereby approves the reclassification of the Chief Deputy Treasurer position from Grade M Grade N, 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: Chief Deputy Treasurer  
 Evaluated: 6/10/14

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	
5e	570	3c	330	3ab	285	6b	305	4b	600	2a	70	4c	650	1a	50	2860	N

**LEVELS Point ranges:**

<b>D</b> 1180-1200	<b>G</b> 1501-1650	<b>J</b> 2001-2200	<b>M</b> 2601-2800	<b>P</b> 3401-3700	
<b>E</b> 1201-1350	<b>H</b> 1651-1825	<b>K</b> 2201-2400	<b>N</b> 2801-3100	<b>Q</b> 3701-4000	<b>S</b> 4301+
<b>F</b> 1351-1500	<b>I</b> 1826-2000	<b>L</b> 2401-2600	<b>O</b> 3101-3400	<b>R</b> 4001-4300	



**To:** Jennifer Palmbos

**From:** Karine Stover

**Date:** June 11, 2014

**Re:** Chief Deputy Treasurer

At your request, I have reviewed the new position of Chief Deputy Treasurer based on the JAQ that was submitted.

Based on the information provided and my understanding of the position, my evaluation yielded total points of 2860. With a point value of 2860, the position would be assigned to Grade N.

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 PAY GRADE FOR THE NEWLY CREATED LETS DEPUTY DIRECTOR POSITION AT GRADE L**

*To Personnel Committee June 18, 2014*

**WHEREAS,** LETS has a staff of 38 and is currently managed by a Director, who primarily deals with the complex federal and state transportation grant funding, and an Operations Manager, who primarily manages the day to day operations of the 24 vehicles operated by the department; and

**WHEREAS,** in an effort to address succession planning within the LETS department's senior management, the department has requested the creation of a Deputy Director; and,

**WHEREAS,** this position has been evaluated by Rahmberg Stover and Associates and is recommending this position be classified as a non-union, Grade L; and,

**WHEREAS,** funding for this position will be covered by State and Federal Operations.

**THEREFORE BE IT RESOLVED** that the Personnel Subcommittee hereby approves the pay grade for the newly created LETS Deputy Director position at Grade L, 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. However, the resolution to create the new position of LETS Deputy Director requires Board approval under separate resolution.***

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**MOVED:**

**SECONDED:**

**CARRIED:**

Position: LETS Deputy Director  
 Evaluated: 6/10/14

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		
5c	430	3b	300	2ba	205	6e	380	3c	500	3a	160	3a	400	1a	50	2425	L



**To:** Jennifer Palmbos

**From:** Karine Stover

**Date:** June 11, 2014

**Re:** LETS Deputy Director

At your request, I have reviewed the new position of LETS Deputy Director based on the JAQ that was submitted.

Based on the information provided and my understanding of the position, my evaluation yielded total points of 2425. With a point value of 2425, the position would be assigned to Grade L.

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 PAY FOR THE NEWLY CREATED POSITIONS OF 911-CENTRAL DISPATCH/EMS DIRECTOR, 911-CENTRAL DISPATCH DEPUTY DIRECTOR, AND EMS DEPUTY DIRECTOR**

*To Personnel Committee June 18, 2014*

**WHEREAS,** Resolution #2014-06-179 authorized the creation of three (3) new positions including the 911 – Central Dispatch /EMS Director, the 911 – Central Dispatch Deputy Director, and the EMS Deputy Director; and

**WHEREAS,** these positions have been evaluated by Rahmberg Stover and Associates and is recommending these positions be classified as follows:

- 911 – Central Dispatch/EMS Director – Grade R
- 911 – Central Dispatch Deputy Director – Grade O
- EMS Deputy Director – Grade O

**THEREFORE BE IT RESOLVED** that the Personnel Subcommittee hereby approves the pay grades for the newly created 911 – Central Dispatch/EMS Director at Grade R, the 911 – Central Dispatch Deputy Director at Grade O, and the EMS Deputy Director at Grade O, 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: EMS/911 Director  
 Evaluated: 6/10/14

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		
5g	755	5a	470	5ba	430	7e	500	5a	700	4b	330	4c	650	3a	250	4085	R

Position: 911 Deputy Director  
 Evaluated: 6/10/14

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	4bb	385	7e	500	4b	600	3a	160	4b	600	2a	150	3335	O

Position: EMS Deputy Director  
 Evaluated: 6/10/14

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	4bb	385	7e	500	4b	600	3a	160	4b	600	2a	150	3335	O





**To:** Jennifer Palmbos

**From:** Karine Stover

**Date:** June 11, 2014

**Re:** EMS/911 Positions

At your request, I have reviewed the three new positions of EMS/911 Director, 911 Deputy Director, and EMS Deputy Director based on the job descriptions that were submitted, supplemented by a phone conference with Jeff Boyd and Kevin Wilkinson.

Based on the information provided and my understanding of the positions, my evaluation yielded the following:

<b>Position</b>	<b>Total Points</b>	<b>Grade</b>
EMS/911 Director	4085	R
EMS Deputy Director	3335	O
911 Deputy Director	3335	O

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