

SPECIAL PERSONNEL COMMITTEE

6/24/2015

304 E Grand River, Conference Room 4A, Howell, Michigan 48843

9:00 AM

AGENDA

- 1. CALL MEETING TO ORDER**
 - 2. APPROVAL OF AGENDA**
 - 3. CALL TO THE PUBLIC**
 - 4. APPROVAL OF MINUTES**
Meeting Minutes Dated: June 17, 2015
 - 5. REPORTS**
 - 6. RESOLUTIONS FOR CONSIDERATION**
-
- 07 Human Resources**
RESOLUTION APPROVING THE FILLING OF THE ANIMAL CONTROL
DIRECTOR AT ABOVE HIRE RATE – ANIMAL CONTROL
-
- 8. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

JUNE 17, 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: KEVIN WILKINSON, KEN HINTON, RICH MALEWICZ, JENNIFER PALMBOS, CINDY CATANACH, TERRY LEE, MARGARET DUNLEAVY, SALLY REYNOLDS

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 May 20, 2015:**

MOTION TO APPROVE THE MINUTES OF MAY 20, 2015
MOVED BY: LAWRENCE / SECONDED BY: GREEN
ALL IN FAVOR – MOTION PASSED

5. **REPORTS:**
 - **Health Care Costs**
 - **Animal Control Director Vacancy**
6. **HUMAN RESOURCES: Resolution to Approve the Job Reclassification of the Communication and Administrative Specialist From Grade 6 to Grade 7**

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

7. HUMAN RESOURCES: Resolution To Modify the Wages of Regular Non-Union Employees Engaged in Equalization

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

8. HUMAN RESOURCES: Resolution Authorizing An Agreement With AON Hewitt To Provide Employee Benefits Broker and Consulting Services

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

9. HUMAN RESOURCES: Resolution To Establish A County Wide Internship Program Policy

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

10. ADJOURNMENT

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

Respectfully Submitted,

**TERRY LEE
HR COORDINATOR**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: June 24, 2015

RESOLUTION APPROVING THE FILLING OF THE ANIMAL CONTROL DIRECTOR AT ABOVE HIRE RATE – ANIMAL CONTROL

WHEREAS, the Animal Control Director position is vacant but has been budgeted as full-time for fiscal year 2015; and

WHEREAS, the position vacancy was posted both internally and externally; and

WHEREAS, three (3) applicants were interviewed by a team of the County Administrator, the Human Resources Director, and the Deputy County Administrator / EMS Deputy Director; and

WHEREAS, based on market conditions and the required experience qualifications, it is recommended to offer the Animal Control Director position to the top candidate at a Grade 10, Step 6 (\$68,819), contingent upon acceptable background and reference checks; and

WHEREAS, funding for this position is approved and included in 2015 operating budget.

THEREFORE BE IT RESOLVED that based upon the preceding considerations, the Livingston County Personnel Committee, pursuant to the Classification and Administrative Guidelines, authorizes and approves the hiring of the Animal Control Director at a Grade 10, Step 6.

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MOVED:

SECONDED:

CARRIED:

**LIVINGSTON COUNTY
JOB DESCRIPTION**

ANIMAL CONTROL DIRECTOR

Supervised By: County Administrator

Supervises: All employees of the Animal Control Department, either directly or indirectly

FLSA Status: Exempt

Position Summary:

Under the direction of the County Administrator is responsible for the overall management of the County's animal control services, the enforcement of the State of Michigan's and County's animal laws and ordinances, and the animal shelter.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, planning, and general administration. Develops and implements departmental policies, procedures, and regulations.
2. Assesses department operations, staffing levels, facilities, and equipment. Analyzes budgetary and resource needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
3. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used.
4. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees and assures necessary training and professional development. Takes disciplinary action according to established procedures.
5. Oversees the administration and operation of the animal shelter, which includes the adoption of animals, placement of confiscated animals, the sanitation and cleanliness of facilities, and the safety of staff and customers. Ensures compliance with applicable State of Michigan and local laws, rules, and regulations.
6. Responsible for the enforcement of the State of Michigan animal laws and County ordinances. Assists the Prosecutor with the prosecution of felonies under State of

Michigan criminal law. Acts as lead communicator with prosecutor and law enforcement agencies pertaining to animal neglect/abuse cases.

7. Oversees and monitors programs such as TNR (Trap, Neuter, Return) for cats and the low income spay/neuter program.
8. Oversees the investigation, follow-up, and resolution of citizen complaints, reviews previous daily logs and reports, reviews and monitors all dog bites in the County, and responds to complex or sensitive situations.
9. Performs duties as an Animal Control Officer as needed.
10. Determines if animals should be euthanized based on department policies and guidelines.
11. Manages the department's vehicle fleet.
12. Oversees the grant writing process for the department.
13. Participates in community organizations to promote the department's image and programs and performs related public relations on how to best benefit the shelter. Serves as the media contact for the department.
14. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
15. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in criminal justice or a related field and seven years of progressively more responsible experience in animal control and facility administration.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Deputized by the County Sheriff Department and certification as an Animal Control Officer from the State of Michigan Department of Agriculture.
- Michigan Vehicle Operator's License.

- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management, and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of shelter administration, shelter animal care, kennel cleanliness, and the Michigan criminal and civil court system as it relates to animal abuse, cruelty, and neglect.
- Considerable knowledge of observing and assessing animal behavior, animal control ordinances in the State and County, identifying animals that are victim to abuse, cruelty, and neglect, and maintaining good public relations.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and software utilized in animal control.
- Skill in the use of a variety of animal control equipment, including, but not limited to tranquilizer guns, bite sticks, batons, pepper spray, nets, traps, photographic equipment and other equipment as necessary.
- Ability to attend meetings or events scheduled at times other than normal business hours.
- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents

and enter data on a computer keyboard with repetitive keystrokes.

While performing the duties of an Animal Control Officer, the employee is frequently required to talk or hear, use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms. The employee is required to sit, stand, walk, run and move freely at any time. The employee must frequently lift and/or move objects of up to 40 pounds without assistance and restrain and/or control aggressive animals. The noise level in the work environment may be quiet to very loud. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties.