

# **PERSONNEL COMMITTEE**

7/23/2014

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: June 18, 2014
- 5. DISCUSSION**  
Discussion relating to the Resolution Regarding the Selection and Termination of Non-Elected Department Heads
- 6. RESOLUTIONS FOR CONSIDERATION**

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**07 Human Resources**  
RESOLUTION APPROVING THE FILLING OF THE PAYROLL CLERK POSITION AT ABOVE HIRE RATE – HUMAN RESOURCES

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**08 Human Resources**  
RESOLUTION TO CERTIFY OFFICER AND EMPLOYEE DELEGATES TO THE MUNICIPAL EMPLOYEES RETIREMENT SYSTEM ANNUAL MEETING – (Personnel – Finance – Full Board)

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- 9. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

JUNE 18, 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: Jeff Boyd, Kevin Wilkinson, Jennifer Nash, Carl Pardon, Katrina Maxwell, Doug Britz,

SALLY REYNOLDS, MARGARET DUNLEAVY, 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**  
**MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH**  
**ALL IN FAVOR - MOTION PASSED**

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

4. **APPROVAL OF MEETING MINUTES of May 21, 2014:**

**MOTION TO APPROVE THE FOLLOWING MEETING MINUTES MAY 21, 2014**  
**MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH**  
**ALL IN FAVOR – MOTION PASSED**

5. **REPORTS: None**

**6. HUMAN RESOURCES: Resolution to Modify The Wages Of Regular Non-Union employees Engaged in Equalization**

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

**7. HUMAN RESOURCES: Resolution To Reclassify The Veterans Affairs Director Position From Grade L to Grade M**

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

**8. HUMAN RESOURCES: Resolution To Reclassify The Chief Deputy Treasurer Position From Grade M to Grade N**

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

**9. HUMAN RESOURCES: Resolution To Establish The Pay Grade For The Newly Created LETS Deputy Director Position At Grade L**

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

**10. 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**

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

**11. ADJOURNMENT**

**MOTIONED BY LAWRENCE / SECONDED BY GRIFFITH  
TO ADJOURN AT 8:53 AM  
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE  
HR COORDINATOR**

RESOLUTION

NO: 2007-03-086

LIVINGSTON COUNTY

DATE: March 19, 2007

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RESOLUTION REGARDING THE SELECTION AND TERMINATION OF NON-ELECTED DEPARTMENT HEADS - COUNTY ADMINISTRATION / PERSONNEL COMMITTEE

WHEREAS, the benefit of the position of County Administrator is to relieve the Board of Commissioners from operational burdens so Commissioners could focus on long-range policy issues; and

WHEREAS, the County Administrator's authority to act is directed by the majority vote of the Board of Commissioners which insures consistent and uniform application of policy; and

WHEREAS, since the introduction of the Administrator, the Board of Commissioners has achieved high levels of efficient operation resulting in substantial savings of tax dollars to our residents; and

WHEREAS, the responsibilities and authority of the County Administrator has undergone a continuous and consistent evolution; and

WHEREAS, the guidance, coordination, development and evaluation of non-elected officials has become an increasingly essential component of the Administrator responsibilities; and

WHEREAS, it is critical in the management process that hiring, and reporting relationships be clearly defined; and

WHEREAS, it is clearly understood that all non-elected Department Directors and non-union subordinates are at-will employees; and

WHEREAS, in order to hold the County Administrator accountable for the actions of Department Directors, it is essential that the Administrator possess authority in the selection process.

NOW THEREFORE BE IT RESOLVED, that the following policy with regard to the selection and termination of non-elected Department Directors shall be implemented:

- ① The County Administrator, with assistance of the Human Resources Director, shall be responsible for the process of recruitment of non-elected Department Directors.
- ② The Administrator shall advise the appropriate Board Committee of the status of the process.
- ③ The Administrator will present his/her recommended candidate(s) to the appropriate Committee for recommendation to the full Board.
- ④ The Administrator shall present the individual to the Board of Commissioners for confirmation of the appointment.

BE IT FURTHER RESOLVED, that the County Administrator is vested with the authority to remove a non-elected Department Director with the concurrence of the Chairman and Vice-Chairman of the Board of Commissioners. This decision shall be final and binding on all parties concerned.

BE IT FURTHER RESOLVED, that Personnel Policies inconsistent with this Resolution are hereby modified in all or part in order to comply with this Resolution.

BE IT FURTHER RESOLVED, that this Resolution shall not apply to those positions, required by State Law to be appointed by the County Board of Commissioners.

# # #

MOVED: Commissioner LaBelle  
SECONDED: Commissioner Randall  
CARRIED: 9-0-0

**COMPARISON COUNTY CONTROLLER/ADMINISTRATOR AUTHORITY  
REGARDING DEPARTMENT HEADS OF COUNTY DEPARTMENTS WHICH ARE  
NOT UNDER THE AUTHORITY OF AN ELECTED OFFICIAL.**

**Livingston:** Authority to discipline or terminate department heads not within jurisdiction of an elected official with concurrence of chairperson and vice chairperson. (Resolution -- 2007-03-086)

**Ingham County:** Full authority to hire, discipline or terminate department heads not within jurisdiction of an elected official.

1. Hires, supervises, evaluates, and monitors the performance of the directors of the County's central administrative functions not within the jurisdiction of a County-wide elected official: Financial Services (accounting, payables, payroll); Purchasing, Facilities, Management Information Services (computers and telephones); Human Resources (recruitment and labor relations); and Budgeting. **May discipline or terminate as appropriate.**

Per job description: <http://pe.ingham.org/Portals/PE/Descriptions/Controller-Administrator.pdf>

**Jackson County** – Has been delegated full authority to discipline or terminate department heads department heads not within jurisdiction of an elected official. (Per conversation with County)

**Wayne and Oakland County** – Different structure, but authority to terminate vested in county executive. Both these Counties employ a county executive, whom by statute (MCL 45.558) have authority to:

(e) Appoint, supervise, and, at pleasure, remove heads of departments other than elected officials. The appointment of heads of departments shall require the concurrence of a majority of the county board of commissioners.

**Washtenaw County** Has been delegated full authority to discipline or terminate department heads department heads not within jurisdiction of an elected official. (Per conversation with County)

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION APPROVING THE FILLING OF THE PAYROLL CLERK POSITION  
AT ABOVE HIRE RATE – HUMAN RESOURCES**

**WHEREAS,** Resolution 2014-05-162 authorized the filling of the vacant Payroll Clerk position; and

**WHEREAS,** the position was posted to the public and applicants were interviewed by Human Resources staff; and

**WHEREAS,** based on market conditions and the required experience qualifications, it is the unanimous recommendation of the interview committee to offer the Payroll Clerk position to the top candidate at a Grade G, Step 6 (\$17.8271 per hour), contingent upon acceptable background and reference checks; and

**WHEREAS,** funding for this position is approved and included in the 2014 operating budget.

**THEREFORE BE IT RESOLVED** that based upon the preceding considerations, the Livingston County Personnel Committee, pursuant to the Classification and Compensation Administrative Guidelines, authorizes and approves the hiring of a Payroll Clerk in the Human Resources Department at a Grade G, Step 6.

# # #

***NOTE: This determination of starting rate of pay only needs Personnel Subcommittee Approval and does not need to move forward to any other committees.***

**MOVED:**

**SECONDED:**

**CARRIED:**



**Tiffanie E. Williams**

**Objective:**

To obtain a position as a full time Payroll Clerk or equivalent within your company.

**Employment History:**

*Livingston County  
Howell, MI.  
Senior Payroll Clerk*

*Aug. 2013-Current*

Enter Bi-weekly payroll and audit payroll results accurately and timely for 600+ employees utilizing ADP and Munis payroll software. Provide exemplary payroll service for all employees. Report information to MERS bi-weekly and monthly. Create employee files and complete filing of all employee information utilizing HIPAA guidelines. Knowledge of union and non-union contracts and policies applicable to the department. Assist staff and respond to employee inquires as needed.

*Caretel Inns of Brighton  
Brighton, MI  
Human Resource Clerk*

*Aug. 2012 – Aug. 2013*

Process biweekly payroll and audit payroll results accurately and timely for hourly and salaried employees. Benefit tracking and enrollment for all employees including medical, dental and 401K. Administer and provide information pertaining to FMLA and LOA leaves and track according to laws and regulations. Provide Human Resource/Payroll services for all employees. Create and maintain employee files and complete filing of all employee information utilizing HIPAA guidelines. Knowledge of benefit enrollment, auditing enrollees, termination of benefits. Knowledge of 401k benefits administration. Conduct New Hire orientation as needed. Assist staff and respond to employee inquiries. Track employee attendance according to company policy.

*Saint Joseph Mercy Health System Michigan Heart & Vascular Institute  
Ann Arbor, MI  
Medical Assistant*

*Jan 2011 – Aug. 2012*

Perform Ekg's, ABI's, and aquire blood pressure, pulse and weight. Prep patient for visit with information regarding their visit as well as record and change in medication/Current symptoms patient is experiencing. Check Coumadin levels. Keep clinic and physicians running on time. There are approximately 20 +/- providers that rotate in and out of this office.

*JAC Products  
Saline, MI  
Production Administrator*

*Feb 2010 – May 2010*

Assist Quality department with customer service to the automotive industry. (Ford, Chrysler, GM) Report any quality issues to the Quality and Production staff to ensure timely response. Record production data in Access software. Check Supplier systems daily for notifications of rejected material / parts.

**Livingston County (Aerotek)**  
**Howell, MI**  
**Payroll Specialist**

**Nov 2008 –Jan 2009**

Enter weekly payroll and audit payroll results accurately and timely. Provide payroll services for all employees. Create hourly employee files and complete filing of all employee information utilizing HIPAA guidelines. Assist staff and respond to employee inquires as needed.

**JCIM (Formerly Plastech Engineered Products, Inc)**  
**Hartland, MI**  
**Payroll Specialist/HR Assistant**

**June 1994 –Sept 2008**

Enter weekly payroll and audit payroll results accurately and timely. 401(k) training and enrollment for all employees. Provide Human Resource services for all employees. Create hourly employee files and complete filing of all employee information utilizing HIPAA guidelines. Assist in annual benefit roll – out. Knowledge of benefit enrollment, auditing enrollees, termination of benefits. Knowledge of 401k benefits administration. Conduct New Hire / Safety orientation as needed. Create job postings as needed and interview potential candidates. Assist staff and respond to employee inquiries.

**Education:**

Business Administration Degree  
Major: General Business  
Cleary University  
Howell, MI

**Skills and Abilities:**

Able to prioritize own workday schedule. Strong communication and interpersonal skills. Able to maintain confidentiality of company and employee issues. Able to plan, organize, communicate with and motivate employees. Possess Business writing skills and intermediate typing skills. Knowledge of Munis payroll software. Completed ADP payroll courses, including Reportsmith. Experience with Peoplesoft, Ultipro, Kronos, and e-time software. Work with Word, Excel and PowerPoint on a daily basis.

**EMPLOYEE NAME:** Leejeen Sobotta

**JOB TITLE:** Payroll Clerk

**EMPLOYEES SUPERVISED:** None

**IMMEDIATE SUPERVISOR:** Barb Ritchie

**TITLE OF IMMEDIATE SUPERVISOR:** Sr. Payroll Clerk

**FLSA STATUS:** Non-Exempt - Administrative Support

**DEPARTMENT:** Human Resources      **LOCATION:** Admin. Building

**EFFECTIVE:** 01/01/10      **GRADE**      **G**

**WORKERS COMPENSATION CODE:** 8810



**SUMMARY OF POSITION:**

This class is responsible for management and oversight of all aspects of payroll processing and to maintain communication with all county employees and relationships with outside payroll vendors.

**ESSENTIAL FUNCTIONS:**

1. Troubleshoot payroll and e-time timesheet problems, research back pay and reports pertaining to employee pay issues, benefits, sick & vacation accruals, and compensation
2. Process biweekly payroll for 700+ employees.
3. Implements and provides Attendance reports to all Departments heads.
4. Maintain all employee personal information regarding employment, pay, benefits, deductions in the Payroll software.
5. Maintain all attendance information regarding sick, vacation, compensation time off.
6. Calculates deduction, pay raises, retroactive payment amounts, and retirement figures for employees.
7. Performs accounting procedures relating to direct payroll processing activities.
8. Provides backup support for all aspects of the accounts payable procedures.
9. Required to inform and assist Department managers regarding any updates pertaining to payroll activities.
10. Implement new procedures for reporting payroll register information.
11. 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.
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.

**LICENSING or CERTIFICATIONS:**

- Valid Michigan License and a good driving record.

**QUALIFICATIONS:**

1. High School Graduation or equivalent and,
2. Two years of payroll or accounting experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Knowledge of:**

- Principles and practices of bookkeeping;
- Accounting principles;
- Office principles and practices;
- Customer service principles.

**Skill in:**

- Prioritizing and assigning work;
- Balancing accounts;
- Operating a computer and applicable software applications;
- Researching discrepancies;
- Reconciling accounts;
- Providing customer service;
- Overseeing the maintenance and processing of financial information;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**STAFF DEVELOPMENT/TRAINING:**

- Prevention of Harassment in the Workplace
- Hazardous Communications Training

**WORKING CONDITIONS:**

**Physical Requirements:**

- 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.
- Incumbents may be subjected to 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.

**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.
- Administers and monitors department budget within specifications outlined by the Board of Commissioners where total expenditures not exceed authorized budgetary amounts.
- Coordinates the activities of the department and its members forming a cohesive and effective team that can focus on accomplishing the organizations mission and purpose in an exemplary manner.
- Provides outstanding direction to the organization by setting an example of the conduct and work ethic expected of all employees.

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:**

**10/2004**

**POSITION DESCRIPTION REVIEWED:**

**05/2014**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO CERTIFY OFFICER AND EMPLOYEE DELEGATES TO THE MUNICIPAL EMPLOYEES RETIREMENT SYSTEM ANNUAL MEETING – (Personnel – Finance – Full Board)**

**WHEREAS,** the 2014 MERS Annual Meeting will be held on September 24 through September 26 at the Detroit Marriott Renaissance Center; and

**WHEREAS,** in accordance with the provision of the Retirement Act, delegates for the MERS Annual Meeting may be appointed by official action of the Board of Commissioners; and

**WHEREAS,** nominations were sought for Employee Delegates and two (2) staff received nominations and both are interested in attending the meeting; and

**WHEREAS,** the Human Resources Department has budgeted for employees' attendance at the MERS annual meeting.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners appoints Barbara Ritchie, Senior Payroll Clerk as Officer Delegate and Jennifer Slater, Benefits Specialist, as Alternate Officer Delegate, Steve Hasbrouck, Sanitary Facilities Superintendent, as the Employee Delegate, and Francine Sumner, Chief District Court Probation Officer, as the Alternate Employee Delegate for the 2014 MERS Annual Meeting.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes reasonable expenses in accordance with adopted Board policy.

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**MOVED:  
SECONDED:  
CARRIED:**