

# **PERSONNEL COMMITTEE**

9/24/2014

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

8:30 AM

## **AGENDA**

- 1. CALL MEETING TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. CALL TO THE PUBLIC**
- 4. APPROVAL OF MINUTES**  
Meeting Minutes Dated: August 20, 2014
- 5. REPORTS**
- 6. RESOLUTIONS FOR CONSIDERATION**

---

**07 Treasurer**  
RESOLUTION APPROVING THE FILLING OF THE CHIEF DEPUTY  
TREASURER POSITION AT ABOVE HIRE RATE - TREASURER

---

- 8. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

AUGUST 20, 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: DIANE GREGOR, RICH MALEWICZ, RICH McNULTY, JENNIFER PALMBOS, TERRY LEE  
BELINDA PETERS, CINDY CATANACH

1. **CALL TO ORDER:** Meeting called to order by: Comm. Van Houten at 8:03 am.
2. **APPROVAL OF AGENDA:**

**MOTION TO APPROVE THE AGENDA WITH AMENDMENT MOVING  
RESOLUTIONS 9 AND 10 TO THE BEGINNING OF 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 July 16 and August 13, 2014:**

**MOTION TO APPROVE THE FOLLOWING MEETING MINUTES OF JULY 16 AND AUGUST 13, 2014  
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH  
ALL IN FAVOR – MOTION PASSED**

5. **REPORTS:** None.
6. **LETS:** Resolution To Approve a Non-Precedent Setting, One Time Only Donation of Vacation Time by any L.E.T.S. Employee Wishing to Participate, to an employee within L.E.T.S. Transportation

**MOTION TO APPROVE THE ABOVE RESOLUTION AND MOVE IT TO FULL BOARD  
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH  
ALL IN FAVOR - MOTION PASSED**

**7. INFORMATION TECHNOLOGY: Resolution to Approve a Non-Precedent Setting, One Time Only Donation of Vacation Time by any County Employee Wishing to Participate, to an employee within the Information Technology Department**

**MOTION TO APPROVE THE ABOVE RESOLUTION AND MOVE IT TO FULL BOARD  
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH  
ALL IN FAVOR - MOTION PASSED**

**8. HUMAN RESOURCES: Resolution Amending the Resolution Regarding the Selection and Termination of Non-Elected Department Heads**

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

**9. HUMAN RESOURCES: Resolution to Amend the Employee Complaint Procedure in the Personnel Manual for Non-Union Employees**

**MOTION TO DENY THE ABOVE RESOLUTION  
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH  
ROLL CALL: COMM. LAWRENCE, YES; COMM. GRIFFITH, YES; COMM. VANHOUTEN, YES**

**10. ADJOURNMENT**

**MOTIONED BY LAWRENCE / SECONDED BY GRIFFITH  
TO ADJOURN AT 8:38 AM  
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE  
HR COORDINATOR**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

---

**RESOLUTION APPROVING THE FILLING OF THE CHIEF DEPUTY TREASURER POSITION AT ABOVE HIRE RATE - TREASURER**

**WHEREAS,** the Chief Deputy Treasurer position has been vacant since 7/30/2014 due to employee retirement; and

**WHEREAS,** the position has been posted since May 29, 2014 both internally and externally; and

**WHEREAS,** applicants were interviewed by the Treasurer; and

**WHEREAS,** based on market conditions and the required experience qualifications, it is the request of the Treasurer to offer the Chief Deputy Treasurer position to the top candidate at a Grade N, Step 6 (\$68,138.25), 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 Administrative Guidelines, authorizes and approves the hiring of the Chief Deputy Treasurer at a Grade N, Step 6.

MOVED:

SECONDED:

CARRIED:

**EMPLOYEE NAME:** Jamie Palmer  
**JOB TITLE:** Chief Deputy Treasurer  
**POSITION ID#:** 101.253-002



**EMPLOYEES SUPERVISED:** Tax Records Specialist  
Accounting Supervisor  
2 Tax Records Clerks  
Senior Accountant  
2 Account Specialists

**IMMEDIATE SUPERVISOR:** Jennifer Nash

**TITLE OF IMMEDIATE SUPERVISOR:** Treasurer

**FLSA STATUS:** Exempt

**DEPARTMENT:** Treasurer                      **LOCATION:** Historic Court House

**EFFECTIVE:** 01/01/10      **GRADE** N      **RANGE:** \$57,053 - \$72,272

**WORKERS COMP. CODE:** 8810

**SUMMARY OF POSITION:**

This class is responsible for overseeing the daily operations of the Treasurer's office.

**ESSENTIAL FUNCTIONS:**

1. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations and decisions.
2. Oversees the County's investment portfolio based on the County's goals and objectives and applicable laws, rules, and regulations.
3. Oversees the accounting functions of the Treasurer's office for the County and has final oversight of various activities that affect the general ledger, and prepares related accounts and documents
4. Supervises the settlement of taxes with townships, cities and village treasurers.
5. Responds to and resolves complex or sensitive customer questions and concerns.
6. Prepares monthly documents and reports of financial information.
7. Provides support to County departments by solving financial related problems and reviewing internal controls.
8. Oversees the preparation and prepares final balances of several accounts, such as delinquent taxes and tax withholdings, and completes applicable forms and reports.
9. 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 emergency activities and/or preparedness drills in the case of a county declared disaster or emergency.

**LICENSING or CERTIFICATIONS:**

- A valid Driver's License and a good driving record.

**QUALIFICATIONS:**

1. Bachelor's Degree in Accounting and;
2. Minimum of 3 years of 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:**

- Supervisory principles;
- Budgetary principles;
- Applicable local, state and federal laws, rules, and regulations;
- Governmental accounting procedures, practices, and guidelines;
- Financial control practices and procedures;
- Generally Accepted Accounting Principles.

**Skill in:**

- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Operating a computer and applicable software applications;
- Applying local, state and federal laws, rules, and regulations;

- Researching financial discrepancies;
- Preparing financial reports and documents;
- Analyzing and developing financial procedures;
- Applying accounting procedures and principles;
- Analyzing 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.
- 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: fingering, grasping, 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.

#### **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 departmental 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 organization 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: 10/04**

**POSITION DESCRIPTION REVIEWED: 02/08**