

PERSONNEL COMMITTEE REVISED AGENDA

May 15, 2019, 8:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Pages

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. CALL TO THE PUBLIC
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8. CALL TO THE PUBLIC

9. ADJOURNMENT

PERSONNEL COMMITTEE

MEETING MINUTES

Livingston County

April 10, 2019, 8:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Members Present:

William Green, Carol Griffith, Douglas Helzerman

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Green at 8:00 a.m.

2. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By Douglas Helzerman

Seconded By Carol S. Griffith

Motion Carried (3-0)

3. CALL TO THE PUBLIC

None.

4. APPROVAL OF MINUTES

Minutes of Meeting Dated: March 13, 2019

Motion to approve the minutes as presented.

Moved By Carol S. Griffith

Seconded By Douglas Helzerman

Motion Carried (3-0)

5. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

6. REPORTS

Ken Hinton informed the committee that our Public Defender, James VerPloeg, had given his notice of termination. Ken stated he will be meeting with our Trial Court Administrator to review the position.

7. RESOLUTIONS FOR CONSIDERATION

7.1 Human Resources

RESOLUTION AUTHORIZING THE SIGNING OF A SERVICE AGREEMENT WITH NAVIA BENEFIT SOLUTIONS, INC. FOR FLEXIBLE SPENDING ACCOUNT AND COBRA ADMINISTRATION SERVICES

Motion to approve the above Resolution and move forward to Finance Committee.

Moved By Carol S. Griffith

Seconded By Douglas Helzerman

Motion Carried (3-0)

7.2 Human Resources

RESOLUTION TO APPROVE AN AGREEMENT WITH AON DISCOUNT DATABASE DISCLOSURES

Motion to approve the above Resolution and move forward to Finance Committee.

Moved By Carol S. Griffith

Seconded By Douglas Helzerman

Motion Carried (3-0)

7.3 Board Of Commissioners

RESOLUTION APPROVING APPOINTMENT(S) TO THE LIVINGSTON COUNTY BUILDING AUTHORITY

Motion to approve the above Resolution and move forward to Board of Commissioners.

Moved By Carol S. Griffith

Seconded By Douglas Helzerman

Motion Carried (3-0)

8. CALL TO THE PUBLIC

None.

9. ADJOURNMENT

Motion to adjourn the meeting at 8:17 a.m.

Moved By Douglas Helzerman

Seconded By Carol S. Griffith

Motion Carried (3-0)

Respectfully submitted by:

Amy Hill

Recording Secretary

Resolution Authorizing Reclassification of a Secretary/Circuit Court Position

WHEREAS, Patti Hunt is a current, full-time (40 hours per week) employee is the Secretary/Circuit Court position; and

WHEREAS, there are two position in this department, a Secretary/Recorder position, classified at a Grade 6, and the Secretary/Circuit Court position, classified at a Grade 4; and

WHEREAS, many of the same job duties are shared by both Secretary positions and both employees are cross-trained and expected to perform the duties of the other position within the department; and

WHEREAS, the Court recently reorganized the administrative structure of the Courts creating a Trial Court Services department which provides service to both the Circuit and District Courts thereby adding job duties to the Secretary/Circuit Court position; and

WHEREAS, employee attrition within this department as well as the reallocation of job duties within this department has added job duties to the Secretary/Circuit Court position; and

WHEREAS, the addition of job duties to the position has substantially changed the nature of the Secretary/Circuit Court position; and

WHEREAS, it became necessary to draft a new job description for the Secretary/Circuit Court position that more accurately reflects the current and ongoing duties of the position; and

WHEREAS, the new position title of Trial Court Administrative Support/Court Recorder and newly created job description more accurately encompasses the actual and additional duties of the position; and

WHEREAS, the position has been evaluated by Municipal Consulting Services, LLC., who is recommending the position be classified at a Grade 5 but the position is more appropriately classified at a Grade 6 because of the technical and analytical nature of the duties of the position and the organizational structure of the department including the comparable position within the department; and

WHEREAS, funding for this position is provided for in the current budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the reclassification of the Trial Court Administrative Support/Court Recorder position to a Grade 6.

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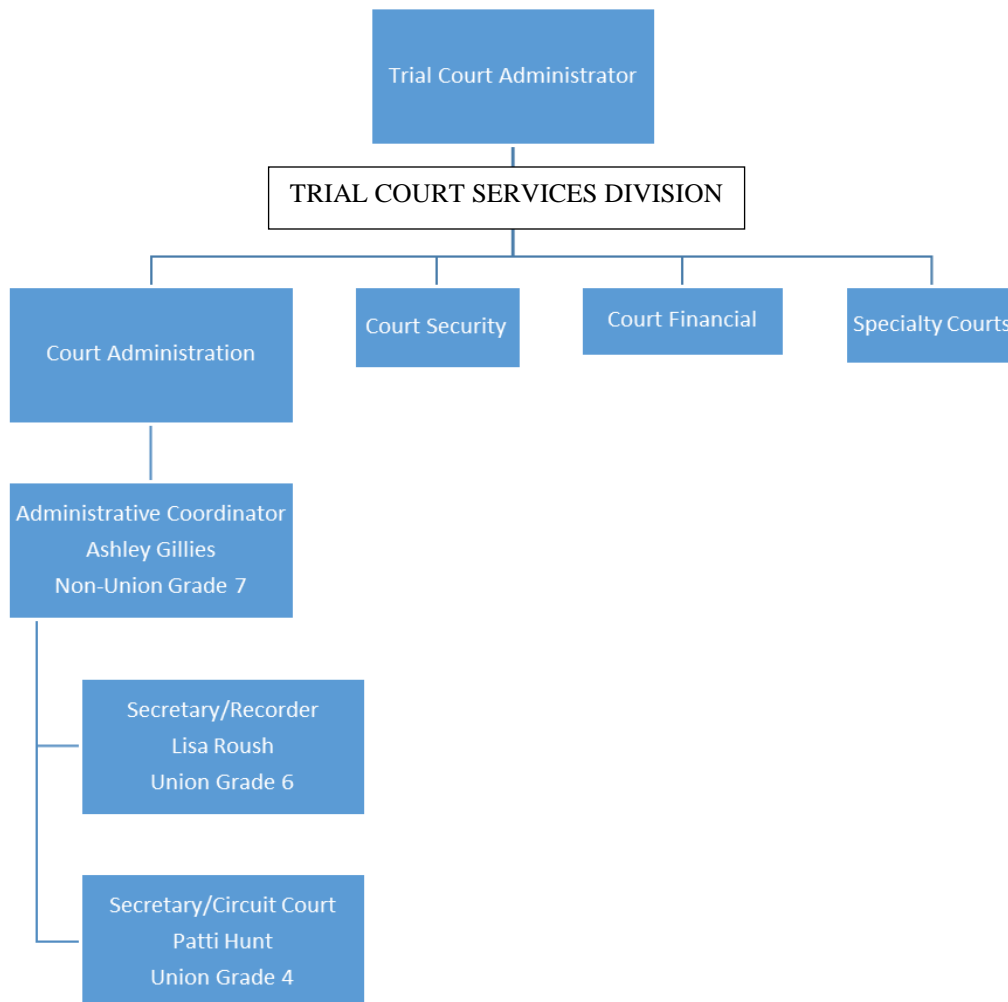
MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Roberta Sacharski, Trial Court Administrator
Date: 5/9/2019
Re: Reclassification of a Secretary/Circuit Court Position

The Livingston County Courts recently reorganized the administrative structure of the organization, creating a Trial Court Services division which provides services to both the Circuit and District Court. Housed within this division are such departments as Security, Financial and Court Administration. See below.



The Court Administration department is made up of an Administrative Coordinator and two secretary positions. One position (Secretary/Recorder) is a Grade 6 and the position at issue here (Secretary/Circuit Court) is a Grade 4. These positions share many of the same job duties and are cross trained, expected, and frequently called upon to perform the duties of the other position.

The Secretary/Circuit Court position was evaluated by the Court and a new job description was drafted which more accurately reflects the duties of the position. The position has also been renamed to “Trial Court Administrative Support/Court Recorder” to more accurately reflect the nature and duties of the position.

On April 19th, the position was sent to Municipal Consulting Services, LLC and reviewed by Mark Nottley. A phone consultation between Mr. Nottley and Trial Court Administrator Roberta Sacharski was scheduled for April 25th at which time Mr. Nottley indicated that he had reviewed the position, understood “what the Court was trying to do,” recognized the addition and complexity of the jury duties and LEIN responsibilities, and that the position would be scored at a Grade 6. Mr. Nottley stated that the position is “barely a 6 and will never be more than a 6” but that his recommendation would be Grade 6.

A mere two days later and despite this conversation, Mr. Nottley recommended to HR Director Jennifer Palmbo that the position be reclassified at a Grade 5. Based on the complexity of the position and the comparable position within the department, the Court is asking the Board to grant reclassification to a Grade 6.

The Court disagrees with the scoring of the following factors for the reasons stated below:

- Factor 2: Judgement and Independence of Action
- Factor 3: Internal and External Relations
- Factor 5: Job Complexity
- Factor 7: Technology Use

Factors	1	2	3	4	5	6	7	8	9	10	Total	Recommended Grade
Municipal Consulting Score	243	240	120	0	240	80	80	250	60	10	1323	5
Court Score	243	270	180	0	270	80	100	250	60	10	1463	6

Factor 2: Judgement and Independence of Action

The Court believes this factor should be scored at a 270. The employee in this position is required to understand policies and rules regarding summoning jurors and jury management best practices, policies to maintain compliance with the Court’s use of LEIN (law enforcement information network), and court rules relating to Court Recording, record retention policies as outlined by the State Court Administrative Office (SCAO). On this factor, the comparable Secretary/Court Recorder position scored a 270.

Factor 3: Internal and External Relations

The Court believes this factor should be scored at a 180. On any given day, the employee in this position maintains contacts with several hundred potential jurors, having to explain the jury process or determine a juror's qualification to serve. Additionally, this employee acts as the liaison with Courthouse Technologies, the jury software vendor, Michigan State Police to ensure compliance with LEIN policies, Judicial Information Systems (JIS) in regards to case management, and Judicial Audio Visual Systems (JAVS), the Courts' recoding system vendor. This employee also has complex contact with Michigan Department of Corrections agents, attorneys, Judges, SCAO, and CourtForms.

Factor 5: Job Complexity

The Court believes this factor should be scored at a 270. The employee in this position is required to monitor and analyze data in regards to jury management to determine such things as the Courts' juror yield percentage as well as the Courts' overall juror utilization rate. The employee must monitor the percentage of summonses received and jurors who fail to appear in order to make recommendations regarding the improvement of jury processes. On this factor, the comparable Secretary/Court Recorder position scored a 270.

Factor 7: Technology Use

The Court believes this factor should be scored at a 100. The employee in this position is required to competently navigate the following specialized systems: AS400 (case management system), Courthouse Technologies (jury management system), CourtForms, JAVS (court recording system), MCAP (state reporting system), LEIN, Munis, MICJIN (state system used in conjunction with LEIN), WestLawNext, and Polycom. This employee also maintains video recording drives and uses Excel to maintain and analyze data in excel.

For these reasons, the Court respectfully requests this board reclassify the newly titled Trial Court Administrative Support/Court Recorder position at a Grade 6.

Thank you.

MUNICIPAL CONSULTING SERVICES LLC

May 9, 2019

Ms. Jennifer Palmbos
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbos,

This letter is in regard to your request that I reply to the Trial Court Administrator's memorandum of May 9, 2019 concerning the reclassification analysis for the Trial Court Administrative Support/Court Recorder position. My recommendation was for a grade 5 placement (a one grade increase) due to the additional duties that the position has assumed (Please see my reclassification analysis letter to you dated April 27, 2019.)

The Trial Court Administrator cites our conversation concerning the position and my agreement to place the position in grade 6. I apologize for misleading her. This was her preferred grade placement and I did acknowledge that I thought I could meet her objective.

However this conversation was only one portion of the total job analysis. After an-depth review of the positional changes and prior point values, I could not justify the two grade increase for the position that was being suggested. The one grade increase that I have recommended will, in my opinion, ensure that the job is rated fairly in relation to other jobs in the Court's organization.

It's always a more enjoyable experience when the department head and I concur on the grade placement recommendation. I wish that could be the case in this instance; it would certainly be easier. My recommendation was for a grade 5 placement and it remains so.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving an Appointment to the Livingston County Community Correction Advisory Board

WHEREAS, the term of a representative on the Livingston County Community Corrections Advisory Board has expired; and

WHEREAS, the following appointment has been recommended:

Community Corrections Advisory Board

Judge Shauna Murphy

District Court Judge

Term expires 10.31.2022

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the above referenced appointment and expiration date.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Roberta Sacharski, Trial Court Administrator
Date: 4/22/2019
Re: Community Corrections Grant Application Approval for Fiscal Year 2020

The Livingston County Advisory Board (CCAB) currently has a vacancy for the District Court Judge membership. Judge Shauna N. Murphy has agreed to accept the vacancy. She was appointed to the 53rd District Court bench by Governor Rick Snyder on December 26, 2018.

Prior to her judicial appointment, Judge Murphy was a criminal prosecutor and career trial attorney. She worked as a Senior Assistant Attorney General in the Health Care Fraud Division of the Michigan Department of Attorney General where she specialized in the prosecution of complex cases involving elder abuse and financial exploitation, nursing home abuse and neglect, healthcare fraud, opioid overutilization, and white collar crime. Prior to joining the Attorney General's office, Judge Murphy was an Assistant Prosecuting Attorney in the Circuit Court Division of the Oakland County Prosecutor's Office where she worked as a felony trial prosecutor. Prior to beginning her career in public service, Judge Murphy was an Associate Attorney in the Complex Commercial Litigation Group of a large Southfield law firm.

Judge Murphy earned her *Juris Doctor* from the Michigan State University College of Law and a *Bachelor of Arts* degree in Political Theory and Constitutional Democracy from Michigan State University's James Madison College. Judge Murphy is a long-time resident of Livingston County.

Thank you for the opportunity to present this matter to you. If you have any questions, please contact me directly.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving an Appointment to the Livingston County Community Mental Health Authority Board

WHEREAS, a term on the Livingston County Community Mental Health Authority Board has been vacated by representative, Barbara Cox; and

WHEREAS, the following appointment has been recommended to complete the term:

Community Mental Health Authority Board

Mary Serio..... Term expires 12.31.19

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the above referenced appointments and expiration dates.

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MOVED:
SECONDED:
CARRIED:

[REDACTED]
[REDACTED]
[REDACTED]

Livingston County Board of Commissioners
Attn: CMH Board Appointment
304 E. Grand River Ave., Suite 201
Howell, MI 48843

April 15, 2019

Dear Livingston County Board of Commissioners:

I would like to be considered for a position on the Livingston Community Mental Health Authority (CMH) Board of Directors appointment, vacated by Barbara Cox.

I've been a resident of Livingston County for the last 10 years. Prior to 2009, I lived in Penfield, New York for 25 years.

I've known Barbara Cox for the last 9 years as she was on the Board of Directors for Ashley's Friends. Ashley's Friends is a grief support program for children who have had someone important to them die. We have weekly sessions held at LESA from September to June. Offering children and their caregivers a place to feel they are not alone in their grief. I am the President of the Board of Directors for Ashley's Friends and have been a volunteer working with the younger children starting in 2010. It is a passion of mine.

I also volunteer at St. Mary Magdalen Catholic Church as a teacher of Religious Formation for 6th graders.

My educational qualifications are a MBA and BS degrees from Wayne State University.

Most recently I was an account manager at Ballard Benefits Works, providing consultation to small businesses on their employee benefits offerings.

I'm excited about learning more about the mental health services available through the CMH organization and serving the community in which I live.

I look forward to hearing from you and thank you for this opportunity.

Sincerely,


Mary K. Serio

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

[Click here to enter a date.](#)

Resolution Authorizing an Agreement with Energage, LLC. to Provide Employee Engagement Surveying and Results Analysis and Briefing Services - Human Resources

WHEREAS, Livingston County has a need for confidential employee engagement surveying and survey results analysis services; and

WHEREAS, Livingston County currently pays a total amount of \$15,000 per year for these services; and

WHEREAS, the current contract has expired; and

WHEREAS, in accordance with the County's Purchasing Policy, a formal quoting process was performed and the submitted quotes were evaluated; and

WHEREAS, Energage, LLC. of Exton, PA, submitted a quote that will provide the confidential employee engagement surveying and survey results analysis services at the rate of \$18,500 per year for the period of June 1, 2019 through May 31, 2022; and

WHEREAS, funding for same is available through the Human Resource Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Energage, LLC. for confidential employee engagement surveying, survey results analysis services and executive briefing at the rate of \$18,500 per year for the period of June 1, 2019 through May 31, 2022.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY CREATED PUBLIC DEFENDER POSITION AT GRADE 16 – County Administration

WHEREAS, the Public Defender is a new position that will report to the County Administrator and will have the full range of department head responsibilities including budget administration, personnel management, mentoring and strategizing, overall case management, compliance with the law and the institution of approaches for continuous improvement; and

WHEREAS, in 2018 the County created a new position of Public Defender Administrator with responsibility for administering a program for indigent defense utilizing contract attorneys. With the recent departure of the incumbent, the County has made a determination to provide a large portion of these attorney services using in-house resources, while retaining contract attorneys for some of the more complex Circuit Court cases. To administer this “hybrid” system the County requires an incumbent with administrative experience as well as a greater experience level and competency in criminal and case law, and public defender processes and procedures; and

WHEREAS, the Public Defender position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 16; and

WHEREAS, this position will be funded by grant funds.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the newly created Public Defender position at Grade 16, effective with the approval of this resolution.

NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee. The resolution to create the new position of Public Defender will need Board approval under separate resolution.

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MOVED:

SECONDED:

CARRIED:

LIVINGSTON COUNTY JOB DESCRIPTION

PUBLIC DEFENDER

Supervised By: County Administrator

Supervises: Subordinate attorneys and other departmental employees

FLSA Status: Exempt

Position Summary:

Under the direction of the County Administrator serves as the responsible attorney of record for all indigent or partially indigent adult criminal, juvenile and select civil cases; as the first choice for appointment by the courts to provide competent, constitutionally-mandated legal representation. Serves as counterpart to all prosecution components within the judicial system. Directs a staff of in-house assistant public defender attorneys as well as contracted attorneys to provide legal representation. Provides technical assistance and guidance to staff while ensuring strict conformance to all legal and procedural requirements. Maintains all administrative, budgetary and supervisory functions of the department.

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. Manages the public defender operation separate from the court including budgeting, planning, and general administration. Provides the County Administrator with ongoing reports regarding caseload, legal resources and costs.
2. Supervises all professional and support staff. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance and assures necessary training and professional development. Recommends disciplinary action according to established procedures.
3. Directs assistant public defender attorneys in gathering and analyzing case evidence, preparing arguments, filing necessary documents, and presenting cases in court. Assigns cases to assistants, reviews progress, and provides technical assistance and guidance.
4. Supervises contracted attorneys working on behalf of the Public Defender's Office. Identifies attorneys that are qualified to accept assignments. Ensures that interested attorneys meet the MIDC standards established for legal providers – including skill levels and annual training requirements. Assigns cases, manages workload and ensures that all representation is in accordance with established and mandated procedures.

5. Develops and implements long and short term goals, objectives, policies, procedures and work standards for the department to include the establishment and direction of programs to maximize operational effectiveness and cost efficiency.
6. Directs the preparation and administration of the department's budget, makes budget and program presentations to the Board of Commissioners and monitors expenditures to ensure that they are within budget guidelines.
7. Develops and implements programs to assess, meet or exceed mandated standards adopted as a requirement by the American Bar Association (ABA) and the State Bar of Michigan (SBM) for competent legal defense services.
8. Confers with departmental staff to monitor activities, coordinate work effort and resolve problems and issues unique to the attorney staff.
9. Provide professional assistance to staff, other County departments and public and private organizations in areas of legal expertise to include meetings with appointed and elected governmental officials, civic leaders and others.
10. Monitors legal developments, including legislation and court decisions which may impact the work of the department and ensures that legal staff is kept up to date on such developments.
11. Directs the maintenance of accurate legal records and files and prepares or directs the preparation of briefs, legal materials, reports, correspondence and other written materials.
12. Substitutes for attorneys as necessary and/or personally handles complex, sensitive or significant representation problems.
13. Interacts productively with the Sheriff's Department, State Police and other law enforcement agencies, courts, private attorneys and social services agencies to ensure the adequateness of criminal investigations and evidence to justify prosecutions.
14. Actively collaborates, cooperates, coordinates and/or directs programs designed to reduce recidivism through effective rehabilitation of convicted criminals.
15. Approves the use of investigators, experts and other resources required for particular cases and assigned counsel.
16. Reviews and approves vouchers for payment to assigned attorneys, investigators, experts and other expenditures associated with particular cases.
17. Assists with the coordination of compliance with the MIDC standards, including annual grant requests for funding compliance plans.

18. Attends legal conferences and seminars to stay current on legal issues and updates administrative techniques regarding public defender requirements and other legal matters.
19. 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:

- Juris Doctorate Degree and seven years of progressively more responsible experience as a public defender or prosecuting attorney at a supervisory and administrative level.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Licensed to practice law in the State of Michigan and a member in good standing with the Michigan Bar Association.
- 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.
- Ability to effectively manage a cadre of attorneys, coordinate a complex workload and perform the supervisory duties required to direct a professional staff.
- Thorough knowledge of the principles and practices of State of Michigan criminal and case law, and public defender processes and procedures.
- 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 and the courts, 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 the ability to learn data base software utilized in public defender administration.
- Ability to attend meetings 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 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. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance.

The typical work environment of this job is a business office or court setting where the noise level is quiet and sometimes moderate.

MUNICIPAL CONSULTING SERVICES LLC

May 10, 2019

Ms. Jennifer Palmbos
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct a classification analysis for the new position of Public Defender in the Livingston County organization. In completing the classification analysis for this position I have performed the following tasks:

- Reviewed job-related information including the job description that was submitted.
- Discussed the positional duties with the County Administrator.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the revised classification utilizing the accumulated understanding of the position, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the classification.

The results of the classification analysis for the position are included in the attached Table A. The position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County's pay grade structure.

BACKGROUND FOR THE POSITION OF PUBLIC DEFENDER

In 2018 the County created a new position of Public Defender Administrator with responsibility for administering a program for indigent defense utilizing contract attorneys. With the recent departure of the incumbent, the County has made a determination to provide a large portion of these attorney services using in-house resources, while retaining contract attorneys for some of the more complex Circuit Court cases. To administer this "hybrid" system the County requires an incumbent with administrative experience as well as a greater experience level and competency in criminal and case law, and public defender processes and procedures. This new position, titled simply Public Defender, will have the full range of department head responsibilities including budget administration, personnel management, mentoring and

strategizing, overall case management, compliance with the law and the institution of approaches for continuous improvement.

The point factor analysis and grade recommendation for the position is summarized below.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 3,007 for the Public Defender. This would place the new position in grade 16 of the County's pay grade structure.

* * * * *

We have appreciated the opportunity to assist Livingston County in this important classification analysis. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF MAY 10, 2019

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Public Defender	477	600	400	100	570	180	90	550	40	0	3007	16