

PERSONNEL COMMITTEE AGENDA

September 18, 2019, 8:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Pages

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9. CALL TO THE PUBLIC

10. ADJOURNMENT

PERSONNEL COMMITTEE

MEETING MINUTES

Livingston County

August 14, 2019, 8:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Members Present:

William Green, Douglas Helzerman

Members Absent:

Carol Griffith

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 Agenda as presented.

Moved By Doug Helzerman

Seconded By William Green

Motion Carried: (2-0-1)

3. CALL TO THE PUBLIC

None.

4. APPROVAL OF MINUTES

Minutes of Meeting Dated: July 17, 2019

Motion to approve the minutes as presented.

Moved By Doug Helzerman

Seconded By William Green

Motion Carried: (2-0-1)

5. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

6. REPORTS

Ken Hinton informed the committee the Indigent Fund request has been approved. Contingent employment offer has been made for Public Defender position.

Ken Hinton informed the committee the EMS Director position has been posted. Goal is to close position by September and begin selections for interviews. Continuing to partner with Hiring Solutions.

7. RESOLUTIONS FOR CONSIDERATION

7.1 Treasurer

Resolution Authorizing the Job Reclassification of the Vacant Tax Records Clerk to the Office Manager

Motion to approve the above Resolution as presented.

Moved By Doug Helzerman

Seconded By William Green

Motion Carried: (2-0-1)

7.2 Board of Commissioners

Resolution Terminating Taxpayer Funding of Abortions in Livingston County

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

Moved By Doug Helzerman

Seconded By William Green

Motion Carried: (2-0-1)

7.3 Planning Commission

Resolution Approving Appointments to the Livingston County Planning Commission

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

Moved By Doug Helzerman

Seconded By William Green

Motion Carried: (2-0-1)

7.4 Board of Commissioners

Resolution Approving Appointments to the Substance Use Disorder Oversight Policy Board

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

Moved By Doug Helzerman

Seconded By William Green

Motion Carried: (2-0-1)

8. DISCUSSION

AON Medical-Marketing Results

Jennifer Palmbo provided an overview to the Committee of AON's recent process to obtain quotes from vendors for medical coverage for 2020. Recommendation is to continue with BCBS as Third Party Administrator for 2020.

9. CALL TO THE PUBLIC

None.

10. ADJOURNMENT

Motion to adjourn the meeting at 8:30 a.m.

Moved By Doug Helzerman

Seconded By William Green

Motion Carried: (2-0-1)

Respectfully submitted by:

Kim Kanik

Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution Approving the Job Reclassification for the Chief Deputy County Clerk
- County Clerk – Legal Division**

WHEREAS, since the initial classification and compensation study was completed in 2015, the County Clerk’s office has undergone significant change. Following a change in leadership, the department has undergone reorganization. Following the reorganization of the Clerk’s Office, the County Clerk has come to rely more heavily on the Chief Deputy County Clerk – Legal Division for professional support; and

WHEREAS, duties have been expanded to some degree to use the incumbent’s abilities to best advantage (as with procedures development and file auditing) and the financial responsibilities of the position have also increased. Moreover, the oversight duties related to overall operations are now better articulated; and

WHEREAS, the Chief Deputy County Clerk position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 11; and

WHEREAS, there are sufficient funds in the 2019 budget to cover this increase in costs.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the Chief Deputy County Clerk position at Grade 11, 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.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

August 27, 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 revised position of Chief Deputy County Clerk in the Livingston County organization. In completing the classification analysis for this position we have performed the following tasks:

- Reviewed job-related information including a job description containing a summary of upgraded job duties submitted by the County Clerk as well as additional information pertaining to job duties.
- Spoke with the County Clerk and position incumbent to gain additional information concerning changes to the position.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the 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 existing pay grade structure.

BACKGROUND FOR THE POSITION OF CHIEF DEPUTY COUNTY CLERK

Since the initial classification and compensation study was completed in 2015, the County Clerk's office has undergone significant change. Following a change in leadership, the department has undergone reorganization. As a result both duties and reporting relationships have been altered. Under the previous County Clerk, the Chief Deputy County Clerk was largely relegated to the day-to-day management of the Legal Division. To emphasize the importance of this responsibility the previous County Clerk titled the position: Chief Deputy County Clerk – Legal Division. However, there was also an implicit understanding that the position was the second-in-command. This was reinforced in the job description which clearly stated that the position would serve as the County Clerk in the absence of the incumbent.

Following the reorganization of the Clerk's Office, the County Clerk has come to rely more heavily on the Chief Deputy County Clerk – Legal Division for professional support. As a result, the County Clerk is requesting a classification analysis to determine if the position should be moved to a higher grade. Related to this, the County Clerk desires that "legal division" be removed from the title to emphasize the wider span of control. The County Clerk also desires a change in minimum educational requirement to a Bachelor's Degree. To justify these changes the County Clerk notes a number of responsibilities that the position has assumed including greater independence in dealing with court matters, a larger role in budget development, administration and revenue generation, policies development responsibility and the backlogged task of internal audit and correction of numerous case file errors.

The above duties primarily relate to the legal division and were mostly noted (and anticipated) in the job description developed in 2015 (similar to the requirement to assume responsibility in the County Clerk's absence). However, duties have been expanded to some degree to use the incumbent's abilities to best advantage (as with procedures development and file auditing) and the financial responsibilities of the position have also increased. Moreover, the oversight duties related to overall operations are now better articulated.

Summarily, in evaluating the position, I have concluded that many of the duties put forth to justify reclassification were considered in evaluating the position in 2015. Though the title implied a "legal division" specialization at that time, the position was graded (and compared to the market) as a true Chief Deputy County Clerk. This is considered in evaluating the position for reclassification as is the minimal impact (on point factoring) of some duties, such as LEIN certification that may enhance output and/or increase workload but do not increase job complexity. What are considered are the legitimate upgrades including increased education requirement, additional oversight responsibility and greater professional independence. The results of the job evaluation are summarized below.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, we 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 2,220 for the Chief Deputy County Clerk. This would place the new position in grade 11 of the County's pay grade structure.

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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 AUGUST 27, 2019

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Chief Deputy County Clerk	360	420	300	60	390	120	110	400	60	0	2220	11

LIVINGSTON COUNTY JOB DESCRIPTION

CHIEF DEPUTY COUNTY CLERK

Supervised By: County Clerk

Supervises: All employees of the County Clerk, either directly or indirectly

FLSA Status: Exempt

Position Summary:

Under the supervision of the County Clerk is responsible for the day-to-day management and operations of the County Clerk's Legal Division. Coordinates the activities of the various legal divisions and delegates responsibility accordingly. Assists with overseeing the daily operations of the County Clerk's Office, Vital Records, and Election Divisions as directed by the County Clerk. Acts as the County Clerk in the absence of the incumbent as directed.

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 the operations of the Legal Division including personnel, budgeting, planning, and general administration. Develops and implements departmental policies and procedures.
2. 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.
3. Acts as administrator to the Circuit Court Case Management System. Oversees the processing and review of case filings, overall case flow, fees and costs, and develops alternate methods when required. Oversees the processing and maintenance of all records of the Circuit Court and estimates future caseloads to project possible changes in staffing or case processing procedures.
4. Manages financial transactions for the Circuit Court. Ensures receivables, expenditures, and disbursements are processed as required with accepted financial controls. Reviews daily, monthly, and annual reports. Addresses any accounting related irregularities.
5. Is responsible for creating and maintaining a plan for the collection, disbursement, and reconciliation of court-ordered payables and restitution. Balances accounts, prepares financial statements and reports for the State Court Administrator's Office and Trust and Agency recipients.

6. Identifies goals and objectives for subordinate staff and provides training and development opportunities. Designs, develops, and maintains training and office procedural manuals for subordinate employees.
7. Arranges and presides at informal hearings to address accounts receivable with the debtors (collection conferences).
8. Assist in the development of the County Clerk's budget. Prepares and administers the County Clerk's Legal Division budget and ensures that the authorized budgetary and purchasing policies are properly followed.
9. 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.
10. Is responsible for overseeing the entry of criminal histories and other information into the Law Enforcement Information Network.
11. Investigates and resolves problems and complaints by the general public or that are otherwise referred by the judges or others regarding County Clerk or Circuit Court matters. Resolves complex or sensitive customer questions and concerns. Performs legal research as necessary.
12. Prepares and reviews a variety of reports and documents, on request or as required by state or federal agencies, detailing department operations, such as statistics, financials, and other figures that require operational research, explanation, and opinions.
13. Collaborates with Information Technology, the 44th Circuit Court, local units, and other county departments and consultants to design, develop, test, and implement e-filing and electronic document management programs, such as OnBase.
14. Provides support to related County departments by working closely with them to resolve inter-departmental issues and reviewing internal controls, as well as providing support with their utilization of the written and electronic records of the County Clerk's Office. Attends meetings of the Judicial Administration group, as well as the Supervisors' Council.
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 business administration, public administration, or related field and five years of progressively more responsible experience in a clerk's or judicial records office.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified Court Manager's Certificate.
- LEIN Certification.
- 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 entire State of Michigan Court System and the related procedures and statutes.
- Considerable knowledge of County Clerk office management policies and procedures, court rules, policies and procedures, maintaining detailed and accurate records, managing a complex file system in both electronic and non-electronic format, and performing research.
- Skill in assembling and analyzing data, and 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 and financial applications, database entry and maintenance, and microfilm machine.
- Skill in the use of document imaging software and equipment.
- Ability to attend meetings scheduled at times other than normal business hours.

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. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Job Reclassification of the Director of Environmental Health/Deputy Health Officer – Health Department

WHEREAS, the Health Department is divided into two major operating divisions including Environmental Health and Personal Preventive Health Services. Each is led by a director with the Director of Personal Preventive Health Services also designated as Deputy Health Officer. The Health Officer has now decided to create a second deputy position titled: Director of Environmental Health/Deputy Health Officer. The rationale for this change is multi-faceted; and

WHEREAS, the anticipated retirement of the Director of Personal Preventive Health Services/Deputy Health Officer will create a leadership void. The elevation of the Director of Environmental Health to Deputy Health Officer will allow for rational succession planning; and

WHEREAS, the position has been evaluated by Municipal Consulting Services who advises that the position should be placed at a grade 14 of the non-union pay scale; and

WHEREAS, sufficient funds are available in the 2019 budget to cover the additional costs of this action.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Director of Environmental Health / Deputy Health Officer at grade 14 of the non-union wage scale.

NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee.

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**MOVED:
SECONDED:
CARRIED:**

MUNICIPAL CONSULTING SERVICES LLC

September 6, 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 revised position of Director of Environmental Health/Deputy Health Officer in the Livingston County organization. In completing the classification analysis for this position we have performed the following tasks:

- Reviewed job-related information including a job description containing a summary of upgraded job duties submitted by the Health Officer.
- Spoke with the Health Officer to gain additional information concerning changes to the position.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the 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 existing pay grade structure.

BACKGROUND FOR THE POSITION OF DIRECTOR OF ENVIRONMENTAL HEALTH/DEPUTY HEALTH OFFICER

The Health Department is divided into two major operating divisions including Environmental Health and Personal Preventive Health Services. Each is led by a director with the Director of Personal Preventive Health Services also designated as Deputy Health Officer. The Health Officer has now decided to create a second deputy position titled: Director of Environmental Health/Deputy Health Officer. The rationale for this change is multi-faceted including the following:

- Both federal and state regulations pertaining to environmental health have increased in complexity with the Director now being responsible for increasingly more complex (and higher level) interpretation and implementation of directives as well as the issuance of orders on a wider variety of environmental issues.
- Related to the above, the need to strategically plan on a higher level is now greater while interacting with regulatory agencies more frequently to ensure a pre-emptive approach to emerging issues.
- Regarding the designation as Deputy Health Officer, the anticipated retirement of the Director of Personal Preventive Health Services/Deputy Health Officer will create a leadership void. The elevation of the Director of Environmental Health to Deputy Health Officer will allow for rational succession planning

Summarily, the request for reclassification notes the greater complexity of environmental health duties, the desire to increase the department head's authority to potentially face and address environmental emergencies in the absence of the Health Officer and the desire to refine the management structure to facilitate succession planning.

The results of the job evaluation for the position are summarized below.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, we 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 2,714 for the Director of Environmental Health/Deputy Health Officer. This would place the revised position in grade 14 of the County's pay grade structure.

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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 SEPTEMBER 6, 2019

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Director of Environmental Health/Deputy Health Officer	404	540	340	100	510	160	100	500	40	20	2714	14

LIVINGSTON COUNTY JOB DESCRIPTION

DIRECTOR OF ENVIRONMENTAL HEALTH/ DEPUTY HEALTH OFFICER

Supervised By: Health Officer

Supervises: All employees of the Environmental Health Division, either directly or indirectly

FLSA Status: Exempt

Position Summary:

Under the direction of the Health Officer, is responsible for the overall management of the Environmental Health Division of the Health Department. Develops and implements policies, codes and procedures for the enforcement of local, state and federal environmental health statutes, regulations, and codes. Responsible for the supervision of administrative, professional and clerical staff within the Environmental Health Division. Assumes the job responsibilities of the Health Officer in his/her absence.

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 divisional operations including personnel, budgeting, planning, and general administration. Develops and implements divisional policies, procedures and regulations. Interprets applicable federal, state, and local laws and regulations and County policies to subordinates. Assumes the job responsibilities of the Health Officer in his/her absence.
2. Assesses divisional 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. Identifies potential sources of funding for programs and services and develops and/or supervises the development of funding proposals for submission to public and private funding agencies.
4. Prepares and presents annual budget requests, administers divisional budget and ensures that the authorized budgetary and purchasing procedures are properly used.

5. 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.
6. Provides oversight, leadership, development, and implementation of the Department's strategic plan, strategic goals and objectives, performance management system, quality improvement program, and the workforce development plan.
7. Oversees the Environmental Health Division and uses evidence-based and scientific methodologies to determine community needs and monitor service quality to meet program goals and objectives. Seeks innovative ways to address existing and/or potential environmental health hazards.
8. Represents the Health Department and establishes relationships with federal, state and local organizations, agencies and businesses. Serves as the County's liaison and expert in environmental health matters. Educates and guides the Board of Commissioner's decisions related to public health philosophy and practice. Maintains effective working relationships with public officials, community organizations, business leaders, funding organizations and the media on environmental health issues. Promotes the mission and programs of the Department and serves as the primary liaison with local units of government.
9. Participates as departmental representative in various committees, conferences, professional meetings, and public hearings.
10. Arranges and presides at informal office hearings concerning license status, orders, suspensions of licenses upon determination of imminent hazard to the public health and enforces closure of such business operations. Represents the department in formal hearings before the Food Code Board and Sanitary Code Board of Appeals.
11. In consultation or absence of the Health Officer, provides leadership during community health incidents and communicable disease outbreaks and consults with community responders, health care providers and state agencies as required. Issues imminent danger/emergency orders as required to protect public health.
12. Prepares various reports on services provided by the division; assures program documentation is completed and assures maintenance of program standard operating procedures.
13. Develops and monitors annual program goals for quality improvement and provides leadership to ensure that the department maintains national (Public Health Accreditation Board) accreditation status.
14. Establishes and implements policies and procedures to ensure that all divisional programs, practices and services comply with statutory requirements, standards of professional practice and ethics, and quality and accreditation standards.

15. Participates in emergency response activities and responds to public health emergencies in coordination with other state and local agencies.
16. Assumes responsibility during public health emergencies, and consults with the Medical Director, management team, and appropriate local, state, or federal agencies to develop appropriate public information, orders and procedures.
17. Conducts site investigations and evaluations for more complex and/or unusual circumstances to determine compliance with local, state or federal rules and regulations.
18. 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.
19. Negotiates and oversees contract arrangements between the department and independent contractors who are providing services to the department.
20. 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:

- Master's Degree in public administration, public health administration or related field and five years of progressively more responsible experience in public health administration, including supervisory and management experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Registered Sanitarian in the State of Michigan or Registered Environmental Health Specialist with the National Environmental Health 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.
- Thorough knowledge of the principles and practices of environmental health, epidemiology, public health, and enforcing relevant local, state or federal laws and regulations including the State Public Health Code, State Communicable Disease Rules,

Safe Drinking Water Act and the Michigan Food Code.

- Considerable knowledge of public health issues, policy and procedure development practices, environmental health status, regulations and codes.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.
- Skill in setting priorities, coordinating multiple projects and meeting critical deadlines.
- 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 use sound independent judgement within established policies and procedural guidelines.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Ability to respond to emergencies or service needs on a 24-hour basis.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, data/document management systems, permit processing software, GIS management software, and other software programs utilized by the Health Department. Ability to understand how the various data management systems, software programs and computer hardware work in coordination to provide the greatest outcome with respect to department operations. Keeps abreast of changes in technology and determines need to make changes.
- Ability to attend meetings scheduled at times other than normal business hours.

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. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Job Reclassification of the Lead Veterans Counselor position – Veterans Services

WHEREAS, over time, the Veterans Services Department has undergone increases in service demand. In response to this demand, the Director of Veterans Services has introduced techniques and procedures for continuous improvement and the institution of best practices; and

WHEREAS, consistent with this approach, The Veterans Committee has now approved a new position titled Lead Veterans Benefits Counselor. The new classification will be an intermediary professional position that will provide coaching, monitor departmental performance and apply and report upon metrics that will measure performance and impacts and provide a baseline from which to monitor output and service quality; and

WHEREAS, the Lead Veterans Counselor position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 7; and

WHEREAS, there are sufficient funds in the 2019 budget to cover this increase in costs.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the Lead Veterans Counselor position at Grade 7, 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.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

July 25, 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 Lead Veterans Benefits Counselor 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.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the new 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 LEAD VETERANS BENEFITS COUNSELOR

Over time, the Veterans Services Department has undergone increases in service demand. In response to this demand, the Director of Veterans Services has introduced techniques and procedures for continuous improvement and the institution of best practices. Consistent with this approach, The Veterans Committee has now approved a new position titled Lead Veterans Benefits Counselor. The new classification will be an intermediary professional position that will provide coaching, monitor departmental performance and apply and report upon metrics that will measure performance and impacts and provide a baseline from which to monitor output and service quality. The new position will be highly knowledgeable of available veterans' programs and benefits and use this knowledge to instruct and counsel other employees as well as clients.

The point factor analysis and grade recommendation for the new 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 1,715 for the Lead Veterans Benefits Counselor. This would place the new position in grade 7 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 JULY 25, 2019

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Lead Veterans Benefits Counselor	295	300	260	30	300	90	80	300	40	20	1715	7

LIVINGSTON COUNTY JOB DESCRIPTION

LEAD VETERANS BENEFITS COUNSELOR

Supervised By: Director of Veterans Affairs

Supervises: May function as a leader

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Director of Veterans Affairs serves at an intermediary professional level in assisting the Director by providing coaching, monitoring team performance and reporting on metrics pertaining to service volume and quality. Functions as a benefits counselor with responsibility for assisting veterans, dependents, and survivors with preparing claims for services and programs to obtain federal, state and local benefits. Assists with administration of the Veterans Relief Fund and assists indigent veterans in securing benefits as warranted. Maintains a high level of knowledge and understanding of available veterans' programs and benefits and use this knowledge to instruct and counsel other employees as well as clients.

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. Serves at an intermediary professional level in assisting the Director by providing coaching, monitoring team performance and reporting on metrics pertaining to service volume and quality.
2. Measures performance and impacts and provide a baseline from which to monitor output and service quality.
3. Determines training needs and provides coaching.
4. Creates an inspiring team environment with an open communication culture.
5. Ensures compliance with regulations and policies pertaining to veterans' claims.
6. Maintains a high level of knowledge and understanding of available veterans' programs and benefits and uses this knowledge to instruct and counsel other employees as well as clients.
7. Assists clients with reviewing and understanding veterans' programs and benefits.

Assists veterans, dependents, and survivors with preparing and completing claims for benefits, services and programs. Provides assistants to those who cannot come into the office by conducting visits where the client resides.

8. Performs case management by following up with clients, tracking circumstances and conditions, responding to questions and complaints, and preparing related documents.
9. Researches military and medical history, obtains medical and military records, and reviews other documentation to assist veterans in applying for assistance and programs. Corresponds with appropriate agencies to secure affidavits, certificates, and other required papers to properly submit necessary documentation for clients to the U.S. Department of Veterans Affairs and other agencies.
10. Interviews clients, families, and medical personnel, and prepares and files claims for veterans and their families.
11. Recommends and prepares applications for county burial and marker foundations for posting and submits payments.
12. Follows up on denied claims by reviewing decisions and assisting with appeals to the U.S. Department of Veterans Affairs. Represents clients at hearings, and assists supervisor(s) of other agencies with appeals to military boards and courts.
13. Assists the Director in administering the Veterans Relief Fund. Initiates or investigates benefit requests and maintains all related case files. Develops service plans for successful applicants.
14. Works with the court system to assist the courts in handling indigent veterans and post-sentencing treatment. Serves as liaison to the Veterans Court and assists in program development.
15. Assists in coordinating mentors and veterans. Recruits new veteran mentors by advertising need and screening applicants.
16. Researches changes in veteran laws, regulations, court decisions and U.S. Department of Veterans Affairs procedures, and implements appropriate changes and operations. Assists state and local governments in implementing and understanding changes in the law.
17. Assists clients in obtaining emergency medical treatment and provides related referrals.
18. Attends annual training conferences needed to earn continuing education credits to maintain accreditation through the U.S. Department of Veterans Affairs.
19. Assists the Director at committee meetings, as needed, by attending and providing the more specific information regarding benefit provision.

20. Attends community functions to inform the public of services and programs available.
21. Interacts with other human service providing agencies to provide expanded services for clients.
22. Assists the Director in developing and implementing plans and goals for the department.
23. 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 sociology, psychology or a related field.
- One year of experience in veterans' benefits counseling and claims.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certification in Training, Responsibility, Involvement and Preparation of Claims (T.R.I.P.) from the U.S. Department of Veterans Affairs.
- Michigan Vehicle Operator's License.
- Ability to pass a federal background check.
- Expert knowledge of the principles and practices of veterans' affairs, social work, counseling, and advocacy for veterans, dependents, and survivors.
- Specialized knowledge of local, state, and federal laws, rules and regulations as they relate to veteran benefits, services and programs, interpreting and applying veterans' benefit programs, screening and assessment, conducting investigations, and researching veterans' benefit options.
- Knowledge and an intermediate understanding of medical terminology and principles of legal research.
- Specialized skill in assembling and analyzing data and preparing comprehensive and accurate reports.

- Specialized skill in effectively communicating ideas and concepts orally and in writing.
- 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.
- Strong people skills and the ability to organize team members and lead by example.
- 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, County applications and federal databases.
- Expert knowledge of veterans' claims/specific programs to include, but not limited to, VetraSpec and VBMS.
- Expert knowledge of veterans' claim processes.
- Ability to attend meetings scheduled at times other than normal business hours.

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. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate but the employee must also periodically travel to other sites. The employee may be exposed to home situations in which unsanitary or unhygienic materials, individuals and situations are encountered in the course of performing required duties.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Affirming the Pay Grade for the Emergency Management Coordinator Position – Human Resources

WHEREAS, the position of Emergency Manager currently reports to the EMS Director but will soon report to the County Administrator with a revised title of Emergency Management Coordinator; and

WHEREAS, the position will continue to operate with a high degree of judgment and independence in performing assigned duties. The duties of the position will be largely unchanged with a continuing focus on directing and coordinating the development of the County’s emergency action guidelines, consistent with the County’s Emergency Operations Plan. The minimum experience level of the position has been increased from three to seven years in recognition of the importance of related responsibilities, however such change did not lead to a recommendation for a higher pay grade; and

WHEREAS, Municipal Consulting Services has reviewed the changes to the position of Emergency Management Coordinator and is not recommending a change to the pay grade.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby affirms the recommendation of Municipal Consulting Services to retain the grade placement at grade 12 for the position of Emergency Management Coordinator once the reporting structure changes from EMS Director to County Administrator.

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**MOVED:
SECONDED:
CARRIED:**

MUNICIPAL CONSULTING SERVICES LLC

August 6, 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 Emergency Management Coordinator 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.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the new 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 EMERGENCY MANAGEMENT COORDINATOR

The position of Emergency Manager currently reports to the EMS Director but will soon report to the County Administrator with a revised title of Emergency Management Coordinator. The position will continue to operate with a high degree of judgment and independence in performing assigned duties. The duties of the position will be largely unchanged with a continuing focus on directing and coordinating the development of the County's emergency action guidelines, consistent with the County's Emergency Operations Plan. The minimum experience level of the position has been increased from three to seven years in recognition of the importance of related responsibilities.

The point factor analysis and grade recommendation for the new position are 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 2,418 for the Emergency Management Coordinator. This would retain the position in grade 12 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 AUGUST 6, 2019

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Emergency Management Coordinator	383	480	360	30	450	170	80	425	40	0	2418	12

LIVINGSTON COUNTY JOB DESCRIPTION

EMERGENCY MANAGEMENT COORDINATOR

Supervised By: County Administrator

Supervises: No supervisory responsibility

FLSA Status: Exempt

Position Summary:

Under the supervision of the County Administrator, is responsible for addressing local and regional emergency management issues. Coordinates the mitigation, preparedness, response, and recovery processes for both natural and man-made emergencies and disasters within the County in accordance with Public Act 390. Complies with the standards and requirements as established by the Department of State Police Emergency Management Homeland Security Division and applies for and administers state and federal grants as may be applicable.

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. Serves as the Emergency Management Coordinator under the Emergency Management Act, Act 390 of 1976.
2. Directs and coordinates the development of the County's emergency action guidelines, which shall be consistent in content with the County's Emergency Operations Plan (EOP). Updates the plan as needed. Ensures programs and activities comply with federal, state, and local laws, rules, regulations, and guidelines. Oversees the implementation of all functions necessary during an emergency or disaster in accordance with the EOP.
3. Develops and maintains a MI CIMS resource listing and maintains government emergency telephone services roster of all active employees and active accounts.
4. Coordinates the recruitment, appointment, and utilization of staff and volunteer personnel.
5. Develops and maintains the emergency management budget. Applies for grant funding to ensure sufficient funding as well as any and all additional funding opportunities for equipment, training, technology, and facilities. Assures the emergency management program meets eligibility requirements for state and federal aid.

6. Coordinates and/or conducts training, drill, and exercise programs for the preparation of emergencies within the County and to test the adequacy of the County's Emergency Operation Plan (EOP). Plans, conducts, and evaluates local and regional exercises involving response teams.
7. Through public information programs, educates the population as to actions necessary for the protection of life and property in an emergency disaster. Facilitates community awareness by speaking to various community groups, the media, and citizens on emergency management topics and to raise awareness of emergency management. Assists the school districts with emergency and homeland security issues.
8. Develops, conducts and evaluates mutual aid agreements with appropriate local, state, and federal agencies.
9. Organizes, plans, and/or serves as a liaison/member with a variety of committees, organizations, and agencies within the County, other governmental agencies, and the public sector.
10. Coordinates the County's Emergency Management/Homeland Security activities with those of the state agencies and adjacent jurisdictions and coordinates with other municipalities on matters pertaining to the Emergency Management/Homeland Security programs.
11. Coordinates all preparedness activities including maintaining primary and alternate emergency operations centers. Ensures the operational readiness of the County's emergency communications and warning systems as well as duplicate communications in the event of a failure.
12. Maintains continued regionalization and collaboration efforts in Region 1 Homeland Security and Region 1 Medical Coalition. Assists the Region 1 Board in the development of regional public education and outreach campaigns promoting citizen and community preparedness.
13. Responds to severe weather alerts, hazardous material incidents, and other natural or man-made emergencies on a 24-hour basis. Serves as an emergency operations center command team member and provides information to the Emergency Management Division of the Michigan Department of State Police in the event of a disaster.
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, business administration, public safety, emergency management or related field and seven years of progressively more responsible experience in emergency programming.
- The County, at its discretion, may consider an alternative combination of formal education, certifications, and work experience.
- Certifications in NIMS 100, 200, 300, 400, 700 and 800 as required by state and federal mandates within two years of hire and Professional Emergency Manager (PEM) certification within two years of hire.
- General First Aid training.
- 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 emergency management.
- Considerable knowledge of providing familiarity with emergency preparedness, mitigation, response and recovery planning concepts and working with various governmental and public entities and citizens.
- Ability to deal effectively with the public in situations of a difficult and sometimes volatile nature, direct and supervise individuals during emergency situations, maintain accurate and detailed records, and apply applicable local, state, and federal laws, rules, and regulations.
- 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 radio and computer technology, including Microsoft Suite and financial applications, database entry and maintenance, and viewing GIS/mapping software.
- 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. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. The incumbent must also travel to other locations.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Job Reclassification of the Senior Financial Analyst position - Fiscal Services

WHEREAS, the Senior Financial Analyst – Fiscal Services was formerly titled Financial Analyst, a generic classification spanning several employees. The new position is being requested to recognize the added job complexity which will result from the assignment of new duties in the Finance Department; and

WHEREAS, this change reflects the assumption of additional higher-level job duties pertaining to grant administration, rate calculations for Internal Service Funds, ERP software report generation for wage and benefit calculation and position authorization and ERP testing and troubleshooting for assigned functions; and

WHEREAS, Municipal Consulting Services has evaluated this new position and has determined it should be placed at a grade 11 of the non-union pay scale; and

WHEREAS, there are sufficient funds in the 2019 budget to cover the increase in costs.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the Senior Financial Analyst position at Grade 11, 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.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

September 8, 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 revised position of Senior Financial Analyst – Fiscal Services in the Livingston County organization. In completing the classification analysis for this position we have performed the following tasks:

- Reviewed job-related information including a job description containing a summary of upgraded job duties submitted by the Health Officer.
- Spoke with the Deputy County Administrator/Financial Officer to gain additional information concerning changes to the position.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the 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 existing pay grade structure.

BACKGROUND FOR THE POSITION OF SENIOR FINANCIAL ANALYST – FISCAL SERVICES

The Senior Financial Analyst – Fiscal Services was formerly titled Financial Analyst, a generic classification spanning several employees. The new position is being requested to recognize the added job complexity which will result from the assignment of new duties in the Finance Department. Related to this, the Finance Department currently functions without a deputy position. In many respects the Senior Financial Analyst – Fiscal Services will fill this void through the assumption of additional higher-level job duties pertaining to grant administration, rate calculations for Internal Service Funds, development of the GFOA submittal for distinguished budget award, ERP software report generation for wage and benefit calculation and

position authorization and ERP testing and troubleshooting for assigned functions. The revised position will also have responsibility for coordination of workload for subordinate employees and will perform necessary duties to support financial functions in the absence of the Deputy County Administrator/Financial Officer.

The results of the job evaluation for the position are summarized below.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, we 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 2,147 for the Senior Financial Analyst – Fiscal Services. This would place the revised position in grade 11 of the County's pay grade structure.

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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 SEPTEMBER 8, 2019

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Senior Financial Analyst - Administration	337	390	280	30	420	100	130	400	60	0	2147	11

LIVINGSTON COUNTY JOB DESCRIPTION

SENIOR FINANCIAL ANALYST - FISCAL SERVICES

Supervised By: Deputy County Administrator / Financial Officer

Supervises:

FLSA Status: Exempt

Position Summary:

Under the supervision of the Deputy County Administrator/Financial Officer, is responsible for analysis and preparation of a variety of complex financial, budget, and operational data. The position's duties are concentrated in countywide budget development and implementation, internal service fund rate analysis, asset replacement planning, financial analysis and grant management.

Serves as the senior staff position for Fiscal Services and is delegated with workflow approval authority by the Deputy County Administrator/Financial Officer for invoices, requisitions, contract change orders, budget amendments, and providing direction to staff as needed, to maintain operations.

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. Analyzes complex organizational and departmental financial issues, and formulates, develops and presents solution options and/or recommendations to the Deputy County Administrator/Financial Officer Financial Officer.
2. Assists in the development and administration of the County's budget, including revenue and expenditure projections, preparing related operational and financial reports, coordinating development of a budget book presentation that meets the Government Finance Officers Association (GFOA) distinguished budget standards and serves as a policy document, operational guide, financial plan, and communication device.
3. Reviews and authorizes county-wide budget transfers.
4. Prepares complex annual wage and benefit projection for all employee groups utilizing the enterprise resource planning (ERP) software. Maintains a thorough understanding of the payroll and benefit process, special pay types, employee payout allowances, and union contracts.

5. Maintains the Position Control application in the ERP software to ensure that all County position requests are authorized positions and have appropriate funding identified.
6. Prepares the annual Schedule of Expenditures of Federal Awards (SEFA). Serves as a liaison between the external auditors and department staff.
7. Acts as the designated grant manager, at the request of the Deputy County Administrator/Financial Officer, for all local, state and federally awarded grants within the County. Maintains knowledge of various federal and state directives and guidelines to ensure compliance.
8. Plans, reviews, and advises in the development of the Capital Improvement Plan (CIP) process alongside the County's Planning Department. Develops and implements effective budget monitoring practices for approved capital projects.
9. Develops, analyzes, and recommends the implementation of Internal Service Fund cost allocation rates. Recommends efficient fiscal methodologies that achieve accurate, equitable and fair chargebacks.
10. Provides additional financial support to the departments as directed by the Deputy County Administrator/Financial Officer including, but not limited to, financial analysis, budget development, and analysis for rate setting.
11. Coordinates the county-wide Program Performance Measurement activities with the department directors and elected officials and assists in the development of goals and objectives to align with the County's strategic plan.
12. Responds to audit requests or requests for information from other agencies that require a full working knowledge of accounting principles and practices.
13. Administers and configures the project and grant module of the County's ERP software including testing of application processes and quality control, training, development of user manuals, troubleshooting and assisting in resolving system errors, assigning end-user permissions, and oversight and reconciliation of project ledger to general ledger.
14. Audits the processes, practices, and related operations of departments to eliminate inefficiencies, ensure proper controls are established, and recommends appropriate changes.
15. Analyzes and reviews financial data for compliance with the County's accounting policies and procedures and assists in developing related policies and procedures.
16. 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 accounting, finance or related field and four years of progressively more responsible experience in municipal finance or accounting.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Considerable knowledge of the principles and practices of governmental accounting procedures and guidelines, auditing principles, financial and operational controls and Generally Accepted Accounting Principles (GAAP).
- Considerable knowledge of U.S. Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200.
- Considerable knowledge of applicable local, state and federal laws, rules and regulations, researching financial discrepancies, preparing financial reports and documents and analyzing and interpreting financial information.
- High-level skill and independent judgement when developing and analyzing complex data and preparing comprehensive and accurate reports.
- Skill in effectively communicating complex financial concepts orally and in writing.
- Strong leadership skills and the ability to establish effective working relationships, use discretion, good judgment, initiative and resourcefulness when dealing with County employees, Elected Officials, contractors to the County, representatives of other governmental units, professional contacts, and the public.
- Ability to handle multiple assignments concurrently, 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 and financial applications, and the ability to master the County's enterprise resource planning software system and related technologies.

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 setting where the noise level is quiet and sometimes moderate.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

Resolution Approving Appointment to the Livingston County Community Corrections 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

Karen Groenhout

Public Defender

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:



LIVINGSTON COUNTY, MICHIGAN
TRIAL COURTS

204 S. Highlander Way, Howell, MI
Phone 517-540-7814 Fax 517-546-3731
Web Site: <https://www.livgov.com/courts>

Memorandum

To: Livingston County Board of Commissioners
From: Roberta Sacharski, Trial Court Administrator
Date: 9/11/2019
Re: Resolution Approving Appointment to the Livingston County Community
Corrections Advisory Board

Pursuant to MCL 791.407(1)(i), the Livingston County Community Corrections Advisory Board consists of, among other members, a person who is a criminal defense attorney and who may be a local public defender. Due to a recent vacancy, the Board wishes to appoint Karen Groenhout to the position. Ms. Groenhout was recently appointed to the position of Chief Public Defender for the County and has expressed an interest in serving on the Board. Ms. Groenhout shares the goal of providing local, community-based sanction alternatives to jail and prison for the County's felon population.

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 Appointments to the Livingston County Parks and Open Space Advisory Committee - Board of Commissioners

- WHEREAS,** the terms of representatives on the Livingston County Parks and Open Space Advisory Committee have expired and/or seats have been vacated; and
- WHEREAS,** the Parks and Open Space Advisory Committee was created by Resolution 105-039 which authorizes the Chairman of the Advisory Committee to recommend members for appointment and affirmation by the Board of Commissioners; and
- WHEREAS,** the following appointments have been recommended by Commissioner Gary Childs, Chairman of the Parks and Open Space Advisory Committee:

Parks & Open Space Advisory Committee

New Members:

- Martha HaglundTerm expires 3.31.2020
- Michael PowersTerm expires 3.31.2020

Reappointments:

- Brian JonckheereTerm expires 3.31.2020
- Chris FoltsTerm expires 3.31.2020
- Jan LoburTerm expires 3.31.2020
- Michael ArensTerm expires 3.31.2020
- Gary EdwardsTerm expires 3.31.2020
- Bill CallTerm expires 3.31.2020
- Bill RubinTerm expires 3.31.2020

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

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 105-039

LIVINGSTON COUNTY

DATE: January 18, 2005

RESOLUTION AUTHORIZING THE CREATION OF THE LIVINGSTON COUNTY PARKS AND OPEN SPACE ADVISORY COMMITTEE, AND THE ASSIGNMENT OF THE LUTZ PARK AND CONFERENCE CENTER TO SAID COMMITTEE - BOARD OF COMMISSIONERS

- WHEREAS,** Livingston County accepted the bequest of the “Lutz Park and Conference Center” from Mr. Owen Lutz; and
- WHEREAS,** currently this park consist of approximately 320 acres of farmed land; and
- WHEREAS,** Mr. Lutz’s last will and testament contains stipulations as to the use of this land; and
- WHEREAS,** in order to provide for the orderly development and utilization consistent with the wishes and stipulations of Mr. Lutz as stated in his last will and testament; and
- WHEREAS,** no body, commission, committee or board currently exists possessing the responsibility or assignment to provide input and advice to the Livingston County Board of Commission as to the immediate and long-term use and development of land, such as the Lutz Park and Conference Center.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the creation of the Livingston County Parks and Open Space Advisory Committee consisting of no less than seven (7) nor more than eleven (11) members. Committee members shall be appointed by the Chairman of the Board of Commissioners after receiving recommendations from the Chairman of the Advisory Committee and will be subject to the affirmation of the Board of Commissioners. Administrative support for the Committee shall be provided by a Department chosen by the County Administrator.

BE IT FURTHER RESOLVED that the Livingston County Parks and Open Space Advisory Committee shall undertake activities especially related to the maintenance and development of park and open space land in Livingston County as assigned from time-to-time by the Board of Commissioners.

BE IT FURTHER RESOLVED that the initial referral to the Livingston County Parks and Open Space Advisory Committee shall be the “Lutz Park and Conference Center.”

BE IT FURTHER RESOLVED that the County’s General Counsel is hereby directed to prepare any ordinances and by-laws necessary to create the Livingston County Parks and Open Space Advisory Committee.

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MOVED: Commissioner Dolan
SECONDED: Commissioner Van Houten
CARRIED: 8-0-0-1 Roll call vote: Ayes: Jones, Randall, Domas,
Van Houten, Williams, Rogers, Dolan, LaBelle
Nays: None Absent: None Abstain: Parker

RESOLUTION

NO: 2015-03-062

LIVINGSTON COUNTY

DATE: March 2, 2015

RESOLUTION AMENDING RESOLUTION 105-039 TO INCREASE THE NUMBER OF MEMBERS SERVING ON THE LIVINGSTON COUNTY PARKS AND OPEN SPACE ADVISORY COMMITTEE – BOARD OF COMMISSIONERS

WHEREAS, The Livingston County Board of Commissioners approved the addition of Commissioner Gary Childs as the Vice Chair of the Livingston County Parks and Open Space Advisory Committee at the Board of Commissioners meeting held on January 5, 2015; and

WHEREAS, the addition of the above mentioned seat has increased the number of members from eleven (11) to twelve (12) members; and

WHEREAS, all current members of the Livingston County Parks and Open Space Advisory Committee wish to remain on this committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the amendment to Resolution 105-039 authorizing the Livingston County Parks and Open Space Advisory Committee to consist of no less than (7) seven nor more than twelve (12) members.

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MOVED: Commissioner Lawrence

SECONDED: Commissioner Dolan

CARRIED: 8-0-1absent (Parker)

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Modify the Non-Union Employees, Elected Officials, Commissioners, and Judges Benefit Plans for 2020 Fiscal Year – Human Resources

WHEREAS, Livingston County’s Benefits broker, Aon, projects the County’s total healthcare, prescription, and dental costs to decrease 5.6% in 2020 as compared to projected total costs for 2019. This is below the national trend which is expected to be a 6% increase for 2020; and

WHEREAS, Livingston County has historically taken proactive measures to impact utilization of healthcare services including a wellness program, employee cost sharing at point of service, and low \$2 generic drug costs; and

WHEREAS, through Resolution 2019-08-121 eliminates elective abortion coverage for health care coverage for non-union employees, commissioners, and judges effective no later than January 1, 2020; and

WHEREAS, in order to continue to have maximum impact on utilization of healthcare services, we will continue to utilize Healthcare Bluebook, an online healthcare pricing tool, and Blue Cross Blue Shield’s licensed Michigan telemedicine provider and continue a high deductible health plan coupled with a health savings account; and

WHEREAS, should the IRS employee contribution limits for §125 flexible spending, dependent care, or health savings accounts increase for 2020 to allow employees to increase their voluntary salary reduction, Livingston County will allow for the maximum contribution allowed under law; and

WHEREAS, effective 1/1/2020 an across the board wage increase of 1.5% has been budgeted for all non-union employees who are not red-circled; and

WHEREAS, the Board of Commissioners took action via Resolutions #2011-12-321, #2012-10-282, #2013-12-353, #2014-10-294, #2015-11-230 #2016-11-192, #2017-11-180, #2018-10-185 to exempt the County from the employee premium sharing contributions required under 2011 PA 152 and all of the six (6) collective bargaining agreements require 10% and 20% employee premium sharing, depending on date of hire.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Human Resources Department to make the following modifications to the non-union employees, elected officials, and judges health plan and other benefits for 2020:

1. Benefit changes effectuated by Resolutions #2018-10-165, #2017-11-180, #2016-11-192, #2015-11-230, #2014-10-294, #2013-12-353, #2012-10-282, #2011-10-276, #2010-10-277, #2009-08-266 and #2009-10-316 shall remain in full force and effect.

2. The wellness program for regular non-union employees, elected officials, and judges approved in Resolution #2012-09-250 shall continue for the 2020 benefit year.

3. The Livingston Flexible Benefits Plan document is hereby amended to allow employees to contribute the maximum salary reduction contributions to their flex spending, dependent care, and health saving accounts.

4. Livingston County continue to offer a high deductible health plan (HDHP) with a health savings account (HSA). The plan shall be offered through Blue Cross/Blue Shield of Michigan with Health Equity as the HSA and Limited Purpose Flexible Spending Account administrator and shall provide the following: \$2,000/\$4,000 deductible, 80%/20% coverage once deductible is reached, 100% preventative coverage, Rx \$10/\$40/\$80, and preventative prescription drug rider. There shall be no employee premium sharing on a per pay basis. The County shall deposit contributions into the HSA account in the following manner: \$500 for single/\$1,000 family coverage effective 1/1/2020. The County will match employee contributions to the HSA account up to an additional \$500 for single/\$1,000 for family.

BE IT FURTHER RESOLVED that acting pursuant to the authority granted to a County under Section 8 of Act 152 of 2011, the Livingston County Board of Commissioners hereby exempts Livingston County from the requirements of 2011 P.A. 152 for the medical benefit plan coverage year 2020 (January 1, 2020 through December 31, 2020).

BE IT FURTHER RESOLVED that effective January 1, 2020, non-union employees including elected officials, but excluding County Commissioners and judges, shall receive a 1.5% increase in wages. For those employees whose wages have been red-circled, this 1.5% increase may be reduced to prevent them from exceeding the salary range maximum of their assigned pay grade.

BE IT FURTHER RESOLVED that the interpretation and operation of the benefits outlined above are within the sole discretion of the Livingston County Board of Commissioners and the benefits outlined above may be added to, expanded, reduced, deleted, or otherwise modified by the County Board and such modifications shall be solely within the discretion of the Livingston County Board of Commissioners.

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, after approval as to form by civil counsel.

BE IT FINALLY RESOLVED that this resolution supersedes all previous resolutions that would apply to the benefits plan for non-union employees, elected officials, and judges.

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MOVED:
SECONDED:
CARRIED: