

# PERSONNEL COMMITTEE AGENDA

October 16, 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
4. APPROVAL OF MINUTES 2  
Minutes of Meeting Dated: September 18, 2019
5. TABLED ITEMS FROM PREVIOUS MEETINGS
6. REPORTS
7. RESOLUTIONS FOR CONSIDERATION
  - 7.1 LETS Department 6  
Resolution Approving the Job Review for the Dispatcher/Trainer/Driver position
  - 7.2 LETS Department 14  
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  - 7.3 Human Resources 18  
Resolution Authorizing the Purchase of MERS Military Service Credit by Todd Cox
  - 7.4 Public Defender 20  
Resolution Approving the Pay Grades for Five Newly Created Positions in the Public Defender Department
8. CLOSED SESSION  
Collective Bargaining Update
9. CALL TO THE PUBLIC
10. ADJOURNMENT

# PERSONNEL COMMITTEE

## MEETING MINUTES

### Livingston County

September 18, 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 the 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: August 14, 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

None.

## **7. RESOLUTIONS FOR CONSIDERATION**

### **7.1 Circuit County Clerk**

Resolution Approving the Job Reclassification for the Chief Deputy County Clerk

Motion to approve the above Resolution as presented.

**Moved By** Doug Helzerman

**Seconded By** William Green

**Motion Carried: (2-0-1)**

### **7.2 Health Department**

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

Motion to approve the above Resolution as presented.

**Moved By** Doug Helzerman

**Seconded By** William Green

**Motion Carried: (2-0-1)**

### **7.3 Veterans Services**

Resolution Approving the Job Reclassification of the Lead Veterans Counselor position

Motion to approve the above Resolution as presented.

**Moved By** Doug Helzerman

**Seconded By** William Green

**Motion Carried: (2-0-1)**

### **7.4 Human Resources**

Resolution Affirming the Pay Grade for the Emergency Management Coordinator Position.

Motion to approve the above Resolution as presented.

**Moved By** Doug Helzerman

**Seconded By** William Green

**Motion Carried: (2-0-1)**

## **7.5 Fiscal Services**

Resolution Approving the Job Reclassification of the Senior Financial Analyst position

Motion to approve the above Resolution as presented.

**Moved By** Doug Helzerman

**Seconded By** William Green

**Motion Carried: (2-0-1)**

## **7.6 Court Central Services**

Resolution Approving Appointment to the Livingston County Community Corrections Advisory 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)**

## **7.7 Board of Commissioners**

Resolution Approving Appointments to the Livingston County Parks and Open Space Advisory Committee

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

**Moved By** D. Helzerman

**Seconded By** William Green

**Motion Carried: (2-0-1)**

## **7.8 Human Resources**

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

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)**

**8. CLOSED SESSION**

Collective Bargaining Update

Motion to go into Closed Session at 8:35 a.m.

**Moved By** Doug Helzerman

**Seconded By** William Green

**Motion Carried: (2-0-1)**

Motion to return to Open Session at 9:03 a.m.

**Moved By** Doug Helzerman

**Seconded By** William Green

**Motion Carried: (2-0-1)**

**9. DISCUSSION**

Defined Contribution Retirement Plan

Commissioner Nakagiri presented an Executive Summary pertaining to the Livingston County Pension Plan. Suggesting review of current plans and the establishment of a committee to further explore options for future consideration.

**10. CALL TO THE PUBLIC**

None.

**11. ADJOURNMENT**

Motion to adjourn the meeting at 9:35 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.

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**Resolution Approving the Job Review for the Dispatcher/Trainer/Driver position - [L.E.T.S]**

**WHEREAS,** L.E.T.S. has redefined the duties of the Dispatcher/Trainer/Driver position to reflect that the position requires driving duties and acts as trainer for other drivers utilizing a more comprehensive training program than was historically in place; and

**WHEREAS,** the Dispatcher/Trainer/Driver position has been evaluated by Municipal Consulting Services who is recommending this position continue to be classified as a non-union, Grade 3 which is the grade placement of the current position.

**THEREFORE BE IT RESOLVED** that the Personnel Committee hereby affirms the placement of the Dispatcher/Trainer/Driver position at non-union Grade 3 as recommended by Municipal Consulting Services.

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**MOVED:  
SECONDED:  
CARRIED:**

# Municipal Consulting Services LLC

September 13, 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 Dispatcher/Trainer/Driver 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 Director of Transportation.
- Spoke with the Deputy Director of Transportation and Director of Transportation 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 DISPATCHER/TRAINER/DRIVER**

The Dispatcher/Trainer/Driver is a redefined position that was previously titled Dispatcher/Trainer. The addition of "driver" to the title is consistent with the department's desire to remain flexible in employee usage and ensure operational readiness. Related to this, the requirement for driving also appeared on the original job description (i.e. Dispatcher/Trainer). The Director estimates that going forward the position will spend 60% of time as a trainer and 20% in each of the other two functions.

The basis for the reclassification request focuses primarily on the training duties. The department now utilizes a more comprehensive transit industry training program and the incumbent is responsible for training new employees, re-training existing employees, updates/circulars,

continuing education, ADA training and related administrative tasks. The position will also assume back-up responsibility for the Drug and Alcohol program. These duties are similar to duties that the position has traditionally performed, albeit with a broader and more complete program of training which requires greater preparation and learning as well as a higher training workload. Though workload is not a factor that is considered in a reclassification analysis, the additions to the training program would result in a more complex work assignment.

The results of the job evaluation for the 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 1,097 for the Dispatcher/Trainer/Driver. This includes an increase in points awarded for job complexity. The revised point total would place the revised position in grade 3 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



## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **DISPATCHER/TRAINER/DRIVER**

**Supervised By:** Operations Manager - L.E.T.S.

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

#### **Position Summary:**

Under the supervision of the Operations Manager is responsible for providing training for staff and performing clerical and administrative support activities as needed in support of department operations. Though primarily responsible for training, also performs duties in driving and dispatch as directed. When driving, is responsible for providing safe, efficient, customer-friendly transportation via bus, van, or County vehicle to the public in the County and/or any location in surrounding counties.

#### **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. Coordinates and performs training for employees to include new employee and refresher training to ensure that the best practices of customer service are followed and employees have the appropriate licenses and certifications. Trains and assists employees with usage of scheduling and driver logging software.
2. Rides with and observes drivers on daily routes at least twice annually per driver to ensure they are operating in a safe manner based on established safety guidelines. Takes corrective action, and provides proper training when necessary.
3. Serves as back-up for maintaining and administering the Federal Transit Administration Drug and Alcohol policy, Drug and Alcohol Program Manager and designated Employer Representative as required by the Federal Transit Administration and Michigan Department of Transportation.
4. Provides ADA training opportunities to staff twice annually.
5. Functions as a dispatcher as needed. Receives telephone, email, and fax requests for transportation, both in and outside the County, determines if requested time and route can be accommodated, and suggests alternative times if appropriate. Schedules rides taking into consideration the special needs (e.g., physical requirements, mental disabilities, etc.) of many of the passengers served by the department.

6. Responds by phone to provide professional customer service and answers questions from the public regarding transportation services in the County. May require setting up transports with adjoining counties.
7. Assists motor pool staff with reserving County pool cars for County employees.
8. Performs general office support functions such as, but not limited to, preparing mailings and copying documents.
9. May function as a driver to fill shift shortages, special runs, or special events, as needed. Drives L.E.T.S. vehicle to transport passengers to various destinations. Provides customer assistance to a variety of passenger ranging from school age to the elderly. Passengers may have special needs or require additional assistance. Operates chairlift to assist passengers in boarding the bus and ensures passengers are properly secured based on standards and guidelines. Some transports require transportation out of the county and some door-to-door service. Maintains a log of trips and number of passengers. Verifies monies, proper fares, fuel, and mileage.
10. Trains and assists employees with usage of scheduling and driver software including tablets.
11. Attends approved staff development activities, in-services and supervisory sessions.
12. Shows initiative in seeking out training opportunities for all employees.
13. May participate in community education activities including presentations and informational sessions.
14. Responsible for conducting driveway checks and completing follow-up paperwork and communication with passengers.
15. Participates in approved preparedness drills or emergency activities and will be available in the event of a county-declared disaster or emergency.
16. Functions as a specialized trip coordinator for contract services
17. 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:

- High school diploma or GED and two years of progressively more responsible experience

as a dispatcher or driver in public transportation.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Commercial Driver's License - Class C with passenger endorsement.
- Must pass a Michigan Department of Transportation physical and drug screen prior to employment.
- Must obtain a Michigan Department of Transportation Medical Examiner's certification within ten days of employment and CPR training within six months of employment. Certifications must be maintained throughout employment.
- Certification in the Federal Transit Administration Drug and Alcohol Program.
- Knowledge of the principles and practices of safe driving techniques, training drivers and dispatch in public transportation, and providing customer service.
- Considerable knowledge of scheduling transportation requests for passengers and drivers, County roads, reading maps, providing customer service over the phone and in person, working with a variety of people including providing service to passengers with special needs and assistance, performing basic math, preparing receipts and daily log reports, training employees, and driving safely in all weather conditions.
- Skill in assembling and analyzing data and preparing accurate reports.
- 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.
- 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, the County's financial software and software applications utilized by L.E.T.S.
- Skill in the use of specialized vehicle transportation equipment such as chair lifts and securing passengers prior to transport.
- Skill in the use of electronic equipment on County vehicles.

**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 typically works in an office setting 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. When assigned as a driver, the employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job the employee works in outdoor weather conditions while driving and is exposed to fumes or airborne particles, noxious odors, vibrations from driving a bus and traffic. The noise level in the work environment is usually moderate, but can be loud.

**TABLE A**  
**LIVINGSTON COUNTY**  
**POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF SEPTEMBER 13, 2019**

<b>Classification Reviewed:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>Recommended Total Points:</b>	<b>Recommended Grade:</b>
<b>Dispatcher/Trainer/Driver</b>	<b>197</b>	<b>180</b>	<b>160</b>	<b>0</b>	<b>210</b>	<b>40</b>	<b>70</b>	<b>200</b>	<b>20</b>	<b>20</b>	<b>1097</b>	<b>3</b>

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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Resolution Amending the LETS Inclement Weather Policy - LETS

**WHEREAS,** LETS is requesting to amend its current Inclement Weather policy to allow employees to take inclement weather days without pay rather than have to use their banked time to cover the lost time from work; and

**WHEREAS,** this Policy has been reviewed by civil counsel; and

**WHEREAS,** this Resolution has been recommended for adoption by the Personnel Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby adopts the attached Inclement Weather Policy for LETS.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**



**Livingston Essential Transportation Service**  
**3950 W. Grand River Ave., Howell, MI 48855**  
**Tel: (517)546-6600 Fax: (517)546-5088**

Greg Kellogg  
Director

Adam Baranski  
Deputy Director

Trisha Reed  
Operations Manager

## **Inclement Weather Policy**

Management will consider many factors regarding when to close including but not limited to:

- Road conditions
- Weather forecast
- Local School Closings:
  - If all county schools close for road conditions, L.E.T.S. will operate on paved roads only.
  - If all county schools close for other reasons, management may maintain full operations.

### **Closure during regular hours:**

If County Administration requires all County offices to close, due to inclement weather during regular hours, employees will be expected to finish their assignment, unless otherwise instructed by management. All employees at work or scheduled to work at the time of the closure will be paid for their scheduled hours. This includes employees who are notified of the closure during the normal report to duty window.

If L.E.T.S. management independently determines to cease operations due to inclement weather during regular hours, employees will be expected to finish their assignment, unless otherwise instructed by management. Employees at work or scheduled to work at the time of the closure will be paid for their scheduled hours. This includes employees who are notified of the closure during their normal report to duty window.

Employees notified of a closure due to inclement weather outside of the normal report to duty window have the option of reporting to work as scheduled or not reporting as scheduled. If the employee chooses not to report the employee may use time from their sick or vacation bank or may take the time off as unpaid. .

### **Closure prior to start of work day:**

If L.E.T.S. management independently determines to cease operations due to inclement weather prior to the start of the work day, dispatchers may need to report to work to prepare the following

days schedule and will be compensated accordingly for all hours worked. Full time office personnel must contact the Lead Dispatcher or Operations Manager to determine if they need to report to work to perform their daily duties. All other employees scheduled to work on a day of closure will not be required to report to work. Employees may choose to use time from their sick or vacation bank or may take the time off as unpaid.

If County Administration requires all county offices to close in advance of L.E.T.S. operating hours, employees will be paid for the time they were scheduled to work.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**L.E.T.S.**  
**Inclement Weather Policy**  
**Revised October 24, 2011**

When management determines to cease bus operations due to inclement weather, ~~drivers will be notified one hour prior to their scheduled start time. Full time and permanent part time drivers may choose to report to work, take the day as a vacation day, if accumulated, or as a \*personal day. You must let the Operations Manager know that morning what you choose to do. If you choose to report to work, you will need to stay busy the entire day. This may include cleaning busses, cleaning car pool vehicles, light cleaning in the building or duties instructed by management. You must keep busy or you will be sent home unpaid for the remainder of the day. Temporary employees will not report to work.~~

If management determines to cease bus operations after drivers have reported to work ~~but have not punched in, full time and permanent part time drivers may choose to take the remainder of the day as a vacation day, if accumulated, or as a \*personal day. You must let the Operations Manager know that morning what you choose to do. If you choose to remain at work, you will need to stay busy the entire day. This may include cleaning busses, cleaning car pool vehicles, light cleaning in the building or duties instructed by management. You must keep busy or you will be sent home unpaid for the remainder of the day. Temporary employees will be paid for one hour and then be sent home unpaid for the remainder of the day.~~

If the county closes during regular hours, employees will be expected to finish their daily schedule, unless otherwise instructed by management.

~~When management determines to cease bus operations, full time office personnel must report to work from 7:00 AM to 4:00 PM to perform their daily duties. Times may be adjusted by management. If all county offices are closed, dispatchers will need to report to work to prepare the following days schedule and will be compensated accordingly.~~

~~Drivers may report to work 15 minutes earlier than their scheduled time when it is necessary to start earlier due to weather conditions. Drivers need to report early start times to dispatchers so they may adjust your schedule if possible.~~

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Revised 10/24/11**

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution Authorizing the Purchase of Military Service Credit by Todd Cox - Drain**

**WHEREAS,** as of October 1, 2019, Todd Cox has 28 years, 8 months earned service credit with the County's retirement plan administrator, Michigan Municipal Employee Retirement System (MERS); and

**WHEREAS,** Todd Cox has requested that he be allowed to purchase 3 years, 7 months military additional service credit; and

**WHEREAS,** MERS requires the governing body of the employing municipality to approve such purchase of service credit; and

**WHEREAS,** Todd Cox will pay \$48,966, which is the total actuarial cost of purchasing 3 years, 7 months military additional service credit.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes Todd Cox to be credited with 3 years, 7 months military additional service credit with MERS providing he pays the total actuarially determined cost of \$48,966.

**BE IT FURTHER RESOLVED** that the Board Chair is authorized to sign the necessary documentation to effectuate this purchase of service credit.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**

## Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution applies to reporting unit(s) # all 4703 divisions of the participating municipality listed below.

**WHEREAS,** Livingston County ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

**WHEREAS,** MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

**WHEREAS,** the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

**WHEREAS,** this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. Chair of the Livingston County Board of Commissioners

Optional additional job positions:

2. \_\_\_\_\_
3. \_\_\_\_\_

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on \_\_\_\_\_, 20\_\_\_\_.

Authorized signature (must be currently in a position named above): \_\_\_\_\_

Name: Donald Parker

Title: Board Chair

Witness signature: \_\_\_\_\_

Witness name: Jennifer Palmbo

Witness title: Human Resources/Labor Relations Director

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Approving the Pay Grades for Five Newly Created Positions in the Public Defender Department - [Public Defender]**

**WHEREAS,** the Public Defender Department is newly established with the intention of being staffed by County employees in addition to contracted positions; and

**WHEREAS,** the County staff positions are Chief Assistant Public Defender, Assistant Public Defender I, II, and III, and Lead Investigator – Public Defender’s Office; and

**WHEREAS,** these positions have been evaluated by Municipal Consulting Services who is recommending the positions be graded as follows:

Chief Assistant Public Defender – Grade 15  
Assistant Public Defender I – Grade 11  
Assistant Public Defender II – Grade 13  
Assistant Public Defender III – Grade 14  
Lead Investigator – Public Defender’s Office – Grade 9

**WHEREAS,** funding for same is available in the Public Defender Department Budget; and,

**WHEREAS,** this Resolution has been recommended for approval by the Personnel Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby establishes these positions as evaluated by Municipal Consulting Services who is recommending the positions be placed on the non-union wage scale as follows, effective upon approval of this resolution:

Chief Assistant Public Defender – Grade 15  
Assistant Public Defender I – Grade 11  
Assistant Public Defender II – Grade 13  
Assistant Public Defender III – Grade 14  
Lead Investigator – Public Defender’s Office – Grade 9

***NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee. The resolution to create these new positions will need Board approval under separate resolution.***

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**MOVED:**

**SECONDED:**

**CARRIED:**

# MUNICIPAL CONSULTING SERVICES LLC

September 23, 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 classification analyses for five new positions in the Public Defender's Office of the Livingston County organization, including the following:

- Chief Assistant Public Defender
- Assistant Public Defender I
- Assistant Public Defender II
- Assistant Public Defender III
- Lead Investigator – Public Defender's Office.

In completing the classification analyses for these positions I have performed the following tasks:

- Reviewed job-related information including the job description information developed and submitted by the Chief Public Defender.
- Spoke with the Chief Public Defender concerning particular job duties.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the five classifications utilizing the accumulated understanding of the positions, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for each classification.

The results of the classification analyses for the five positions are included in the attached Table A. Each 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.

## **OVERVIEW OF THE PUBLIC DEFENDER'S OFFICE**

In 2018 Livingston County created a new position of Public Defender Administrator with

responsibility for administering a program for indigent defense utilizing contract attorneys. Since that time, the County has determined that an in-house operation would provide more responsive and potentially higher quality legal services. Toward this end, the County has changed the department head's title to Chief Public Defender and has opted to staff the department with in-house attorneys and investigative staff. Related to this, there are five job classifications that must be evaluated for proper pay grade placement. Each is discussed separately below, followed by a recommendation for grade placement within Livingston County's pay grade structure.

### **DISCUSSION AND SUGGESTED GRADE PLACEMENT FOR THE CHIEF ASSISTANT PUBLIC DEFENDER**

The Chief Assistant Public Defender is responsible for assisting in the operations and management of the department as directed by the Chief Public Defender. The incumbent will address the most complex problems and cases while still performing all of the case management duties of an Assistant Public Defender. The incumbent will provide oversight of other attorneys and assigned cases and will function as the Public Defender in her absence to insure that statutory duties are consistently performed.

In evaluating the new classification of Chief Assistant Public Defender, I have considered the legal and management responsibilities of the new position. 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 2,842 for the Chief Assistant Public Defender. This would place the new position in grade 15 of the County's pay grade structure.

### **DISCUSSION AND SUGGESTED GRADE PLACEMENT FOR THE ASSISTANT PUBLIC DEFENDER I**

The Assistant Public Defender I is the entry-level attorney position in the hierarchy of the Public Defender's Office. The incumbent(s) will perform the full range of criminal defense work, albeit at a more modest level than more seasoned attorneys. This will likely be reflected in case assignment similar to what is seen in the Prosecutor's Office. The presence of a hierarchy of attorneys with greater experience will provide for mentoring and counsel for this position. However, a high level of courtroom preparation, presentation and defense is required for all assigned cases.

In evaluating the new classification of Assistant Public Defender I, I have considered the professional responsibilities of the new position as well as the level of job complexity. 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 2,214 for the Assistant Public Defender I. This would place the new position in grade 11 of the County's pay grade structure.

### **DISCUSSION AND SUGGESTED GRADE PLACEMENT FOR THE ASSISTANT PUBLIC DEFENDER II**

The Assistant Public Defender II is higher-level attorney position in the hierarchy of the Public Defender's Office. The incumbent will perform the full range of criminal defense work, while functioning with broad latitude in defending assigned cases. These cases will often be of a more complex nature. The level of independence is a key factor in differentiating the position from the Assistant Public Defender I. Incumbents in this position are expected to have a minimum of four years of courtroom experience and a higher level of legal and procedural knowledge as well as demonstrated courtroom performance.

In evaluating the new classification of Assistant Public Defender II, I have considered the professional responsibilities of the new position as well as the level of job complexity. 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 2,258 for the Assistant Public Defender II. This would place the new position in grade 13 of the County's pay grade structure.

### **DISCUSSION AND SUGGESTED GRADE PLACEMENT FOR THE ASSISTANT PUBLIC DEFENDER III**

The Assistant Public Defender III is highest-level attorney under the Assistant Public Defender. Incumbents in this classification will be assigned to those cases requiring the highest level of acumen and experience. As dictated by the pending caseload, assigned cases will often be the most complex or of a sensitive nature. The incumbent will also function as a departmental resource, assisting lower level attorneys with interpreting legal information, courtroom policies and procedures, and preparing cases for trial.

In evaluating the new classification of Assistant Public Defender III, I have considered the professional responsibilities of the new position as well as the level of job complexity. 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 2,653 for the Assistant Public Defender III. This would place the new position in grade 14 of the County's pay grade structure.

### **DISCUSSION AND SUGGESTED GRADE PLACEMENT FOR THE LEAD INVESTIGATOR – PUBLIC DEFENDER'S OFFICE**

The Lead Investigator will conduct investigations of both felony and misdemeanor charges to support the legal defense. Duties include collecting information from a wide range of sources, conducting case-related interviews, visiting alleged crime scenes, analyzing statements, developing charts, drawing and creating supporting materials, appearing in court, coordinating the assignments of any contract investigators and performing additional duties in support of the defense.

In evaluating the new classification of Lead Investigator, I have considered the professional responsibilities of the new position as well as the level of job complexity. 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 1,947 for the Lead Investigator. This would place the new position in grade 9 of the County's pay grade structure.

\* \* \* \* \*

I have appreciated the opportunity to assist Livingston County in these important classification analyses. 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 23, 2019**

<b>Classification Reviewed:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>Recommended Total Points:</b>	<b>Recommended Grade:</b>
<b>Chief Assistant Public Defender</b>	<b>477</b>	<b>570</b>	<b>380</b>	<b>60</b>	<b>540</b>	<b>170</b>	<b>80</b>	<b>525</b>	<b>40</b>	<b>0</b>	<b>2842</b>	<b>15</b>
<b>Public Defender Attorney I</b>	<b>404</b>	<b>420</b>	<b>320</b>	<b>0</b>	<b>420</b>	<b>130</b>	<b>80</b>	<b>400</b>	<b>40</b>	<b>0</b>	<b>2214</b>	<b>11</b>
<b>Public Defender Attorney II</b>	<b>453</b>	<b>510</b>	<b>360</b>	<b>0</b>	<b>480</b>	<b>160</b>	<b>80</b>	<b>475</b>	<b>40</b>	<b>0</b>	<b>2558</b>	<b>13</b>
<b>Public Defender Attorney III</b>	<b>453</b>	<b>540</b>	<b>360</b>	<b>0</b>	<b>510</b>	<b>170</b>	<b>80</b>	<b>500</b>	<b>40</b>	<b>0</b>	<b>2653</b>	<b>14</b>
<b>Lead Investigator - Public Defender's Office</b>	<b>337</b>	<b>360</b>	<b>300</b>	<b>0</b>	<b>360</b>	<b>100</b>	<b>80</b>	<b>350</b>	<b>40</b>	<b>20</b>	<b>1947</b>	<b>9</b>

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **ASSISTANT PUBLIC DEFENDER I**

**Supervised By:** Chief Public Defender and Chief Assistant Public Defender

**Supervises:** No supervisory responsibility

**FLSA Status:** Exempt

#### **Position Summary:**

Under the supervision of the Chief Public Defender and Chief Assistant Public Defender is responsible for performing a wide assortment of criminal defense work in District and Circuit Courts.

#### **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. Researches and prepares cases for trial, motion, sentencing, and other proceedings in District and Circuit Courts.
2. Appears in court for arraignments, preliminary hearings, motions, pre-trials, trials, sentencing, and other related activities regarding cases in District and Circuit Courts.
3. Manages a docket that includes misdemeanor and felony cases from arraignment through sentencing.
4. Interviews and informs clients, witnesses, and other parties regarding cases, legal procedures and court appearances.
5. Discusses potential defenses and outcomes of cases with clients and explains legal rights, court procedures and responsibilities of the parties involved.
6. Reviews evidence, police reports, medical records, videos and researches legal issues, motions filed by opposing counsel and prepare a defense.
7. Coordinates prompt investigation, determines need for services of expert witnesses, agencies, and others in order to prepare a defense.

8. Keeps the Chief Public Defender and the Chief Assistant Public Defender apprised of case status.
9. Meets with clients at the jail and reviews case documents.
10. Attends legal conferences and seminars to stay current on legal issues updates and learns strategies and information regarding criminal and other matters.
11. 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 one year of progressively more responsible experience in the practice of law.
- 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 principles and practices of State of Michigan criminal and case law, and courtroom procedures.
- Considerable knowledge of performing legal research, reviewing and interpreting evidence, interviewing witnesses, preparing and interpreting legal documents, mediation and conflict resolution principles, document production and courtroom presentation, developing legal arguments, and maintaining detailed and accurate records.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in a courtroom setting.
- 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, 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, software programs utilized by the Public Defender's Office and specialized legal research software.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to be on call for hearing and other service needs.

**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 frequently 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 is required to reach with hands and arms. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of the courtroom setting. The employee must occasionally lift and/or move objects of light weight. 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 or court setting where the noise level is quiet and sometimes moderate.

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **ASSISTANT PUBLIC DEFENDER II**

**Supervised By:** Chief Public Defender and Chief Assistant Public Defender

**Supervises:** No supervisory responsibility

**FLSA Status:** Exempt

#### **Position Summary:**

Under the supervision of the Chief Public Defender and Chief Assistant Public Defender is responsible for performing a wide assortment of criminal defense work in District and Circuit Courts, while functioning with broad latitude in defending assigned cases.

#### **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. Researches and prepares cases for trial, motion, sentencing, and other proceedings in District and Circuit Courts. These cases are typically complex or of a sensitive nature.
2. Appears in court for arraignments, preliminary hearings, motions, pre-trials, trials, sentencing, and other related activities regarding cases in District and Circuit Courts.
3. Manages a docket that includes misdemeanor and felony cases from arraignment through sentencing and exercises discretion and independent judgment on a variety of cases.
4. Provides advice and/or training to County officials, attorneys, departments, employees, and law enforcement officers regarding legal obligations, authority and liability in connection with official duties.
5. Interviews and informs clients, witnesses, and other parties regarding cases, legal procedures and court appearances.
6. Discusses potential defenses and outcomes of cases with clients and explains legal rights, court procedures and responsibilities of the parties involved.
7. Assists lower level attorneys and supervisors with interpreting legal information, courtroom policies and procedures, and preparing cases for trial and court hearings.

8. Reviews and analyzes evidence, police reports, medical reports, videos and researches legal issues, motions filed by opposing counsel and prepares all aspects of a cases defense.
9. Coordinates prompt investigation, determines need for services of expert witnesses, agencies.
10. Keeps the Chief Public Defender and the Assistant Chief Public Defender apprised of case status and high profile cases.
11. Attends legal conferences and seminars to stay current on legal issues, updates and learns strategies and information regarding criminal and other matters.
12. 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 four years of progressively more experience as a Public Defender, private attorney or Assistant Prosecuting Attorney.
- 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 principles and practices of State of Michigan criminal and case law, and courtroom procedures.
- Considerable knowledge of performing legal research, reviewing and interpreting evidence, interviewing witnesses, preparing and interpreting legal documents, mediation and conflict resolution principles, document production and courtroom presentation, developing legal arguments, and maintaining detailed and accurate records.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and making

presentations in a courtroom setting.

- 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, 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, software programs utilized by the Public Defender's Office and specialized legal research software.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to be on call for hearings and other service needs.

**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 frequently 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 is required to reach with hands and arms. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of the courtroom setting. The employee must occasionally lift and/or move objects of light weight. 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 or court setting where the noise level is quiet and sometimes moderate.

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **ASSISTANT PUBLIC DEFENDER III**

**Supervised By:** Chief Assistant Public Defender

**Supervises:** No supervisory responsibility

**FLSA Status:** Exempt

#### **Position Summary:**

Under the supervision of the Chief Assistant Public Defender is responsible for performing a wide assortment of criminal defense work in District and Circuit Courts while functioning with broad latitude in defending assigned cases. This classification is typically assigned to ongoing caseload requiring the highest level of acumen and experience.

#### **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. Researches and prepares criminal cases for trial, motions, sentencing, and other proceedings in District and Circuit Courts. These cases are typically the most complex or of a sensitive nature.
2. Appears in court for arraignments, preliminary hearings, motions, pre-trials, trials, sentencing, and other related activities regarding cases in District, and Circuit Courts. These cases are typically the most complex or of a sensitive nature.
3. Provides advice and/or training to County officials, attorneys, departments, employees, and law enforcement officers regarding legal obligations, authority and liability in connection with official duties.
4. Interviews and informs clients, witnesses, and other parties regarding cases, legal procedures and court appearances.
5. Discusses potential defenses and outcomes of cases with clients and explains legal rights, court procedures and responsibilities of the parties involved.
6. Reviews and analyzes evidence, police reports, medical reports, and researches legal issues, motions filed by opposing counsel and prepares a defense.



7. Assists lower level attorneys and supervisors with interpreting legal information, courtroom policies and procedures, and preparing cases for trial. Aids and assists with scheduling other attorneys for court appearances, meetings, evaluating possible defenses and potential appeals.
8. Serves at the direction of the Chief Public Defender and/or Chief Assistant Public Defender in all courts to handle felonies, misdemeanors, appeals, and specialty courts.
9. Keeps the Chief Public Defender and Chief Assistant Public Defender apprised of case status and high profile cases.
10. Attends legal conferences and seminars to stay current on legal issues, updates and learns strategies and information regarding criminal and other matters.
11. 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 five years of progressively more responsible experience in criminal law as a Public Defender, private attorney or Assistant Prosecuting Attorney.
- 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 principles and practices of State of Michigan criminal and case law, and courtroom procedures.
- Considerable knowledge of performing legal research, reviewing and interpreting evidence, interviewing witnesses, preparing and interpreting legal documents, mediation and conflict resolution principles, document production and courtroom presentation, developing legal arguments, and maintaining detailed and accurate records.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.

- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in a courtroom setting.
- 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, 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, software programs utilized by the Public Defender's Office and specialized legal research software.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to be on call for hearings and other service needs.

**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 frequently 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 is required to reach with hands and arms. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of the courtroom setting. The employee must occasionally lift and/or move objects of light weight. 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 or court setting where the noise level is quiet and sometimes moderate.

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **CHIEF ASSISTANT PUBLIC DEFENDER**

**Supervised By:** The Chief Public Defender

**Supervises:** Subordinate departmental employees as assigned

**FLSA Status:** Exempt

#### **Position Summary:**

Under the direction of the Chief Public Defender is responsible for assisting in the operations and management of the department as directed by the Chief Public Defender. Performs all the duties of a Public Defender and provides oversight of other attorneys and assigned cases. Acts as the Chief Public Defender in their absence to insure that statutory duties are consistently performed.

#### **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. Assists in the management and direction of departmental operations including personnel, budgeting, planning, and general administration. Assists the Chief Public Defender with administrative functions, including, but not limited to, preparing and monitoring the budget, liaison with judiciary and law enforcement, implementing office, legal and court policies, and in the training of Assistant Public Defenders.
2. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of employees and assures necessary training and professional development. Recommends disciplinary action according to established procedures. Assists with hiring and terminations decisions.
3. Performs all duties of a Public Defender in District and Circuit Court and has sensitive case responsibilities.
4. Keeps the Chief Public Defender apprised of current case status, high profile cases, office functions, and other departmental activities.
5. Reviews incoming cases, determines the need of expert witnesses, determines defenses, and assigns attorney(s) to cases. Reviews evidence, police reports, and researches legal issues.

6. Responds to special or unique legal matters on cases involving considerable legal judgment and application of laws, rules, and regulations.
7. Handles all phases of criminal cases including, but not limited to, preliminary examinations, pre-trial and post-trial meetings and hearings, conferences, performing research, motions, line-ups, witness interviews, evidentiary hearings, negotiations, non-jury and jury trials, and sentencing and probation violation hearings.
8. Responds to cases with special or unique legal issues, cases involving considerable legal judgment and the application of laws, rules, and regulations to those cases. Handles cases with significant impact within the community.
9. Oversees and/or coordinates investigations and expert witness services.
10. Provides training to attorneys in the local community.
11. Reviews requests received under FOIA and directs the production of requested documents.
12. Attends legal conferences and seminars to stay current on legal issues, updates and learns strategies and information regarding criminal and other matters.
13. 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 criminal defense attorney, including two years' of supervisory experience.
- 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.

- Thorough knowledge of the principles and practices of State of Michigan criminal and case law, MIDC Standards and courtroom procedures.
- Considerable knowledge of performing legal research, reviewing and interpretation evidence, interviewing witnesses, assigning proper charges, preparing and interpreting legal documents, mediation and conflict resolution principles, document production and courtroom presentation, developing legal arguments and maintaining detailed and accurate records.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, software programs utilized by the Public Defender's Office and specialized legal research software.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to be on call for hearings and other service needs.

#### **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 frequently 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 is required to reach with hands and arms. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of the courtroom setting. The employee must occasionally lift and/or move objects of light weight. 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 or court setting where the noise level is quiet and sometimes moderate.

## **LIVINGSTON COUNTY COURTS JOB DESCRIPTION**

### **LEAD INVESTIGATOR – PUBLIC DEFENDER’S OFFICE**

**Supervised By:** Chief Public Defender and the Assistant Chief Public Defender

**Supervises:** Investigators as assigned

#### **Position Summary:**

Under the supervision of the Chief Public Defender and the Assistant Chief Public Defender, performs investigations of felony and misdemeanor charges filed against individuals being represented by the Livingston County’s Public Defender’s Office and/or it’s contracted attorneys. Coordinates incoming investigation referrals, assesses time restraints and urgency of matter.

#### **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 incoming investigation referrals, assesses time restraint, the urgency of the case, and balancing the workload to the extent possible.
2. Conducts investigations to support the legal defense of a variety of criminal cases.
3. Collects information to assist in investigations from sources such as teachers, therapists, physicians, protective services, law enforcement agencies, other courts and other agencies.
4. Interviews clients, suspects, relatives and others to obtain statements, documents and related factual evidence.
5. Visits scenes of crimes to evaluate physical and environmental factors related to case investigation.
6. Prepares diagrams, charts, and drawings and takes photographs of crime scenes.
7. Locates and interviews witnesses and analyzes their statements; presents finding and evaluations to the assigned Public Defender.
8. Appears in court; prepares reports, correspondence and serves subpoenas.

9. Operates computer programs/applications to obtain undisclosed and other sensitive information such as criminal activity, driving records, financial history, address changes, etc.
10. Provides court testimony regarding findings when necessary.
11. Maintains statistical data regarding the details of referrals and resulting time spent as recorded on a monthly basis for the Michigan Indigent Defense Commission.
12. Attends conferences, workshops and seminars to maintain certifications and remain abreast of developments in the field.
13. 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 qualified individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor’s Degree in criminal justice or related field.
- Two years of experience conducting legal or criminal investigation or a closely related field, preferably involving court action.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator’s License.
- Ability to gather, organize, analyze and evaluate facts and evidence and draw sound conclusions objectively
- Ability to prepare accurate reports, graphs, charts and diagrams.
- Ability to communicate effectively.
- Skill in analyzing and interpreting financial documents, criminal histories and maintaining case files and reports.
- Skill in assembling and analyzing data, and preparing comprehensive and accurate reports.
- Demonstrated ability to maintain professional integrity and effectively meet and deal



with the public.

- 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, accused parties and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database use and the ability to learn new software programs applicable to the position.

**Physical Demands and Work Environment:**

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

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to 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.

While performing the duties of this job, regularly travels between work sites using a motor vehicle. 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. The employee may occasionally be exposed to outside weather conditions and potentially dangerous situations. The noise level in the work environment can range from quiet to potentially very loud.