

PERSONNEL COMMITTEE REVISED AGENDA

February 19, 2020, IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE MEETING
304 E. Grand River, Conference Room 4, Howell, MI 48843

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9. ADJOURNMENT

PERSONNEL COMMITTEE

MEETING MINUTES

Livingston County

January 15, 2020, 8:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Members present: William Green, Carol Griffith, Douglas Helzerman

1. CALL MEETING TO ORDER

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

2. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By Carol Griffith

Seconded By Douglas Helzerman

Motion Carried (3-0-0)

3. CALL TO THE PUBLIC

None.

4. APPROVAL OF MINUTES

- Minutes of Meeting Dated: November 20, 2019
- Closed Session Meeting Minutes Dated: November 20, 2019

Motion to approve the minutes as presented.

Moved By Douglas Helzerman

Seconded By Carol Griffith

Motion Carried (3-0-0)

5. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

6. REPORTS

None.

7. RESOLUTIONS FOR CONSIDERATION

7.1 Human Resources

Resolution Authorizing the Signing of the 2020 Administrative Services Agreement, Schedules, and Exhibits for Renewal Term January 2020 to December 2020 with Blue Cross Blue Shield of Michigan

Motion to Approve the above Resolution and move forward to Finance Committee

Moved By Carol Griffith

Seconded By Douglas Helzerman

Motion Carried (3-0-0)

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7.2 Board of Commissioners

Resolution Approving Appointments to the Following Livingston County Boards and Committees

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

Moved By Carol Griffith

Seconded By Douglas Helzerman

Motion Carried (3-0-0)

7.3 Emergency Management

Resolution Approving Appointment(s) to the Livingston County Local Emergency Planning Committee 2020-2021 – Emergency Management /Public Safety/ Finance/ Board of Commissioners

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

Moved By C. Griffith

Seconded By D. Helzerman

Motion Carried (3-0-0)

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8. CLOSED SESSION

- Collective Bargaining Update

Motion to go into Closed Session at 8:22 a.m

Moved By Douglas Helzerman

Seconded By Carol Griffith

Motion Carried (3-0-0)

Motion to return to Open Session at 8:34 a.m.

Moved By Douglas Helzerman

Seconded By Carol Griffith

Motion Carried (3-0-0)

9. ADJOURNMENT

Motion to adjourn the meeting at 8:35 a.m.

Moved By Carol Griffith

Seconded By Douglas Helzerman

Motion Carried (3-0-0)

Respectfully submitted by:

Pam Dinsmore

Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Granting a Personal Day to Non Union Employees - [Board of Commissioners]

WHEREAS, the Livingston County Board of Commissioners recognizes that since 2007 the non-union employees have consistently been the first group affected when implementing changes to employee benefits and employee contributions to benefits; and

WHEREAS, the Board of Commissioners wants to recognize the non-union employee group for this by granting each full time employee eight (8) hours and part-time employees four (4) hours of Personal Day hours annually.

THEREFORE BE IT RESOLVED that upon approval of this resolution the Livingston County Board of Commissioners hereby authorizes a Personal Day for Regular Permanent non-union employees as follows:

Authorized Hours Per Week	Personal Day
30-40 hours per week	8 Hours
29 hours or less per week	4 hours

BE IT FURTHER RESOLVED that beginning in 2021 Regular Permanent employees will have the appropriate number of hours, as reflected in the above table, deposited into a Personal Day bank on January 1st of each year. Unused Personal Day hours remaining at the end of each year will be forfeited. There will be no payout of unused Personal Leave upon separation of employment with the County.

BE IT FURTHER RESOLVED that requests for a Personal Day may be taken with prior approval of the Department Head, or designee. The Department Head retains the right to approve or disapprove Personal Leave day requests and has the right to reschedule Personal Leave days dependent on the department's operational needs.

BE IT FURTHER RESOLVED that the Personal Leave day will be incorporated into the Non-Union Employee Personnel Manual upon approval of this resolution by the Livingston County Board of Commissioners.

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of the Office Manager – Clerk’s Office Position - [County Clerk]

WHEREAS, Office Manager – Clerk’s Office is a new position that will play a key technological and supervisory role under the County Clerk; and

WHEREAS, the position will replace the existing Administrative Coordinator classification retaining many current duties but also assuming responsibility for coordinating all technology and related upgrades for the department as well as assuming a more definitive scope of supervisory responsibility for the Vital Records Division. The position will also have responsibility for computer software training both within the department and across the organization for Clerk’s Office software. Related to technology, the redefinition/creation of this position will serve to fill an ever increasing need for centralization and management of both existing and emerging software use and upgrade; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Office Manager – Clerk’s Office position be classified at Grade 7; and

WHEREAS, the position change may require a budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Office Manager – Clerk’s Office position be at Grade 7.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

February 4, 2020

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 and re-titled position of Office Manager – Clerk's Office 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 draft job description submitted by the County Clerk.
- Spoke with the County Clerk to gain additional information concerning the duties of 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 OFFICE MANAGER – CLERK'S OFFICE

The Office Manager – Clerk's Office is a new position that will play a key technological and supervisory role under the County Clerk. The position will replace the existing Administrative Coordinator classification retaining many current duties but also assuming responsibility for coordinating all technology and related upgrades for the department as well as assuming a more definitive scope of supervisory responsibility for the Vital Records Division. The position will also have responsibility for computer software training both within the department and across the organization for Clerk's Office software. Related to technology, the redefinition/creation of this

position will serve to fill an ever increasing need for centralization and management of both existing and emerging software use and upgrade.

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 1,705 for the Office Manager – Clerk's Office. This would place the position in grade 7 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 FEBRUARY 4, 2020

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Office Manager – Clerk’s Office	295	270	260	50	300	70	100	300	60	0	1705	7

LIVINGSTON COUNTY JOB DESCRIPTION

OFFICE MANAGER – CLERK’S OFFICE

Supervised By: County Clerk

Supervises: Functions as a leader and working supervisor

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the County Clerk is responsible for supervising/overseeing the day-to-day support services for the Vital Records Division of the Clerk’s Office. Oversees the Vital Records Clerks with an emphasis on technological systems for this group. Responsibilities include coordinating, implementing, and maintaining multiple software systems and various technology used within the department, county-wide, and by outside organizations and the public. Responsible for recording and distributing the Board of Commissioners’ meeting minutes. Performs all of the duties of a Vital Records Clerk.

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. Provides day-to-day oversight of the Vital Records Clerks with an emphasis on monitoring the use of technology, providing troubleshooting assistance, and training for upgrades and changes to processes and procedures.
2. Oversees all technological aspects of the Clerk’s Vital Records Division, including implementing and maintaining software for credit card processing, FOIA processing, Board agendas and minutes, vital records, concealed pistol licenses, as well as the Vital Records portion of the Clerk’s website and online services, and various other new and emerging technologies.
3. Provides administrative support to the Clerk, including maintaining the Clerk’s schedule, coordinating meetings, entering staff step increases for the Clerk’s approval, making travel arrangements, tracking and submitting travel expenses, editing reports, preparing letters and various forms of written communication.
4. Analyzes and develops internal processes and procedures with respect to the daily operations of the Vital Records Division while incorporating efficiencies, internal controls, and best practices.

5. Documents internal processes and procedures, and educates and instructs vital records staff, other County staff, and the public as to those processes and procedures. Maintains the shared County Clerk drive with updated processes and procedures, forms, statutes, and office policies.
6. Performs troubleshooting for systems problems and instructs staff and others on the proper use of the system. Provides training to staff and other departments when updates take place to systems.
7. Assists in preparing various reports detailing department operations, statistics, and other department or division information by collecting data for the County Clerk's annual report to the electorate and the Board of Commissioners.
8. Takes minutes at Board of Commissioners' meetings and assists the Clerk to perform duties required by various departments within resolutions. Also takes minutes for various Board of Commissioners' sub-committees when requested and other committees that the County Clerk is required to attend. Posts all meetings and minutes as mandated by law.
9. Responsible for researching legal information that pertains to the responsibilities of the County Clerk and maintains confidentiality. Tracks legislative changes that will impact the County Clerk's Vital Records Division.
10. Performs all of the duties of a Vital Records Clerk.
11. Files and maintains the index of Oaths of Office maintained within the Clerk's Office.
12. Monitors the Concealed Pistol License portal and issues suspensions, revocations, and disqualifications of applicants and license holders. Coordinates all CPL appeals and provides the County's legal counsel who represents the Clerk in an appeal with required documentation. Processes emergency concealed pistol license requests.
13. Provides complex customer service to citizens regarding County Clerk's programs, policies, and procedures. Communicates with county departments and local municipalities regarding Board of Commissioner policies and resolutions.
14. 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:

- Associate's Degree with some coursework in information technology and three years of progressively more responsible experience in administrative support.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Considerable skill in using and learning various software programs, developing the best use of the software for the desired outcomes and the ability to train others on the functionality.
- Thorough knowledge of the principles and practices of administrative support, office procedures, and records management.
- Considerable knowledge of providing administrative support in a clerk's office, vital records documents, providing a variety of vital records, DBAs and concealed pistol licenses, and maintaining detailed and accurate records in various formats.
- Good leadership skills and strong skills in proofreading.
- Skill in assembling and analyzing data and preparing comprehensive and 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.
- 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 Authorizing the Reclassification of the Elections Specialist/Deputy Clerk
- [County Clerk]**

WHEREAS, the Elections Specialist/Deputy Clerk is a revised position that was formerly titled Election Assistant/Vital Records Clerk; and

WHEREAS, the rationale for the request for reclassification for this re-titled position focuses on the increased complexity and precision required for election preparation and conduct. Within this context, the Elections Specialist/Deputy Clerk has assumed additional and more complex duties and provides back-up for many of the functions performed by the Elections Coordinator/Deputy Clerk. These duties include greater responsibility for ballot preparation including coding and programming, petition intake and filings, training of election inspectors and actual Election Day responsibilities. Based on the new job requirements, the minimum educational requirement for the position has also been increased to an Associate's Degree; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Elections Specialist/Deputy Clerk position be classified at Grade 4; and

WHEREAS, the position change may require a budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Elections Specialist/Deputy Clerk position at Grade 4.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

February 4, 2020

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 and re-titled position of Elections Specialist/Deputy 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 draft job description submitted by the County Clerk.
- Spoke with the County Clerk to gain additional information concerning the duties of 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 ELECTIONS SPECIALIST/DEPUTY CLERK

The Elections Specialist/Deputy Clerk is a revised position that was formerly titled Election Assistant/Vital Records Clerk. The rationale for request for reclassification for this re-titled position focuses on the increased complexity and precision required for election preparation and conduct. Within this context, the Elections Specialist/Deputy Clerk has assumed additional and more complex duties and provides back-up for many of the functions performed by the Elections Coordinator/Deputy Clerk. These duties include greater responsibility for ballot preparation including coding and programming, petition intake and filings, training of election inspectors and

actual Election Day responsibilities. Based on the new job requirements, the minimum educational requirement for the position has also been increased to an Associate's Degree.

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 1,280 for the Elections Specialist/Deputy Clerk. This would place the position in grade 4 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

LIVINGSTON COUNTY JOB DESCRIPTION

ELECTIONS SPECIALIST/DEPUTY CLERK

Supervised By: Elections Coordinator/Deputy Clerk

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Elections Coordinator/Deputy Clerk provides information and assistance to elected officials, candidates, and the public regarding the election process. Assists the Elections Coordinator in implementing and enforcing the Michigan Election Laws according to Michigan statutes. Provides backup assistance for most duties of the Election Coordinator. Maintains records of election costs and participates in the selection and ordering of election supplies. Performs all essential job functions of a Vital Records Clerk when assigned to the Vital Records Division.

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. Receives and processes voter registrations from various sources and forwards to appropriate jurisdiction.
2. Assists with preparation of ballots for all elections. Preparation includes layout, coding, and proofreading ballots to ensure compliance with appropriate ballot standards.
3. Coordinates proof ballot mailings to candidates and entities with ballot proposals.
4. Provides information and assistance to staff from cities, townships, and the general public regarding appropriate election procedures, filing deadlines, and results as they pertain to elections held within the County.
5. Receives and verifies for legal sufficiency petition and affidavit documents from elected officials, candidates, and the public to initiate the process of filing for office. Ensures affidavit and/or petitions are filed in accordance to state-mandated filing schedules and state law. Certifies petition signatures and ensures compliance with requirements mandated by law for signatures.

6. Receives and verifies for legal sufficiency campaign finance records from elected officials, candidates, and political action committees as required by Campaign Finance laws.
7. Schedules training for election inspectors. Reviews and compiles training materials. Prepares and forwards training certificates to appropriate jurisdiction upon successful completion of training by election inspectors.
8. Creates canvass booklets for the Board of Canvassers to review and certify.
9. Serves as a receiving board member on election nights.
10. Serves as backup to the Elections Coordinator.
11. Regularly performs the functions of a Vital Records Clerk when assigned to that division of the Clerk's Office.
12. Assists the Elections Coordinator by monitoring legislation changes related to the election process.
13. Closes cash register daily, counts receipts and deposits funds at Treasurer's Office. Maintains petty cash drawer.
14. Enters invoices and requisitions into the County financial software for the Elections Division and Vital Records Division.
15. Orders office supplies for the department.
16. Processes all mail for the Clerk's Office.
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:

- Associates Degree or equivalent and three years of progressively more responsible experience in clerical and office administration.
- Have had two years of full-time work experience in an election-related position.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.

- Certified as a Notary Public, Deputized Clerk, and Accredited Election Official.
- Certified Cash Handler.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of election processes, procedures, and activities, records management and office procedures.
- Considerable knowledge of election terminology, Election Day processes and procedures, voter registration procedures, vital record documents, processing vital records, DBAs, and concealed pistol permits, balancing receipts, and maintaining detailed and accurate records in both electronic and non-electronic formats.
- Strong working knowledge of office procedures, file setup and maintenance, math and bookkeeping principles, and application and administrative support techniques.
- Strong skills in proofreading, performing arithmetic calculations, and maintaining accounts and records.
- Skill in assembling and analyzing data and preparing comprehensive and 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 and the ability to learn software applications and databases utilized by the Clerk's Office.
- Skill in the use of document imaging software and equipment.
- Skill in the use of specialized election equipment including but not limited ballot marking devices, scanning equipment, and specialized election software.
- 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.

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF FEBRUARY 4, 2020

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Elections Specialist - Deputy Clerk	295	210	140	0	210	50	90	225	60	0	1280	4

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of a Drain Office Manager Position - [Drain Commissioner]

WHEREAS, the position of Office Manager in the Drain Office has changed significantly since the last time it was evaluated; and

WHEREAS, this position will have office management responsibilities for work coordination and will play key role in administering and implementing technology for the department including changes to the BS&A permitting system with full administrative rights to change the customizations and workflows, create reports, assign permissions to other users and work with inspectors and customers. The position will also work closely with the Deputy Drain Commissioner on the expanded usage of the Citiworks software. Office management responsibilities will include work scheduling and oversight of other office personnel.; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Office Manager position be reclassified from Grade 5 to Grade 7; and

WHEREAS, the position change may require a budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Office Manager Drain position from Grade 5 to Grade 7.

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**MOVED:
SECONDED:
CARRIED:**

MUNICIPAL CONSULTING SERVICES LLC

February 13, 2020

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 Office Manager – Drain Commissioner 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 draft job description submitted by the Deputy Drain Commissioner.
- Spoke with the Deputy Drain Commissioner to gain additional information concerning the duties of 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 OFFICE MANAGER – DRAIN COMMISSIONER

The Office Manager – Drain Commissioner is a new position that will have office management responsibilities for work coordination and will play key role in administering and implementing technology for the department including changes to the BS&A permitting system with full administrative rights to change the customizations and workflows, create reports, assign permissions to other users and work with inspectors and customers. The position will also work closely with the Deputy Drain Commissioner on the expanded usage of the Citiworks software. Office management responsibilities will include work scheduling and oversight of other office personnel.

As the County continues to grow, several departments have created office manager positions to play key roles in technology management and coordination as well as human and other resource management. The new Office Manager – Drain Commissioner position has also been created based on this rationale.

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 1,667 for the Office Manager – Drain Commissioner. This would place the position in grade 7 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

LIVINGSTON COUNTY JOB DESCRIPTION

OFFICE MANAGER – DRAIN COMMISSIONER

Supervised By: Drain Commissioner and Chief Deputy Drain Commissioner

Supervises: Subordinate departmental employees as assigned

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Drain Commissioner and Chief Deputy Drain Commissioner is responsible for providing exceptional service to the general public through leadership of administrative support staff, managing front desk operations and increasing office efficiencies through software implementation and development of office-wide standards.

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 leader of administrative support staff of the Drain Commissioner's Office including the interviewing and hiring process. Reviews and evaluates performance of administrative support staff. Works with other managers on employee relations matters.
2. Serves as lead/co-lead responsible for the development/customization/implementation of department-wide program management including BS&A, Onbase, Portalogic and others as needed. Serves as system administrator for office-wide software programs. Responsible for additions/deletions of staff, reports, keywords etc. Responsible to create and update user guides for various systems. Conducts training as needed.
3. Functions as lead coordinator working in conjunction with other managers during state audits of the Authorized Public Agency (APA) and Soil Erosion and Sedimentation Control (SESC) programs managed by the Drain Office in compliance with Part 91 of NREPA.
4. Plans and coordinates work assignments of administrative support staff, including the review and approval of requested time off, approval of payroll hours and expense reports.
5. Evaluates and updates existing policies or develops new policies and procedures to increase efficiencies and improve customer service. Creates, updates and maintains standard operating procedures to implement the recommended changes.

6. Assists the Chief Deputy Drain Commissioner in tracking the progress of drain projects. Coordinates the preparation and publication of proper notices and orders for petitioned projects pursuant to the Michigan Drain Code (Act 40 of 1956). Assists the Chief Deputy Drain Commissioner and right-of-way consultants with land acquisition activities, including but not limited to: ordering title work and corresponding with the title company, preparation of easement documents and related correspondence, and corresponding with legal counsel related to condemnation activities. Maintains a database on project milestones and statutory action requirements.
7. Coordinates the preparation for annual Drain Special Assessment Hearings. Prepares assessment schedule with assistance of Chief Deputy Drain Commissioner and Accounting Supervisor, and prepares notices and correspondence associated with special assessment hearings mandated by the Michigan Drain Code. Supervises required notice delivery to affected townships, cities and villages
8. Creates, coordinates and maintains schedule of cross-training needs for front office staff. Trains administrative support staff to perform the duties associated with each position. Trains other Drain Office staff on basic front office skills in the event all front office staff needs to be away from the customer service area.
9. Assists the Environmental Projects Manager in training new Drain/Soil Erosion Inspectors on the SESC permitting process.
10. Works alongside Administrative Aide, Administrative Specialist, and other administrative staff as necessary during peak periods, including answering phones, directing customer inquiries, and issuing permits.
11. Responsible for completing other tasks as described herein, or delegating tasks to administrative support staff where appropriate.
12. Attends in-house and remote meetings/hearings to take minutes when requested. This may include but is not limited to the following meetings: Board of Public Works under Act 185, Lake Improvement (Part 309 of NREPA), Lake Level (Part 307 of NREPA), public hearings and/or information meetings, etc. Prepares and publishes notifications as required by state statute. Also prepares materials for meetings, and publishes minutes, resolutions, and other information when required. Meetings are often conducted after work hours and on weekends.
13. Collaborates with DPW Coordinator to coordinate, plan and conduct county-wide Solid Waste Program events managed through the Drain Commissioner's Office such as the household hazardous waste, electronic waste and tire collections. Researches and implements improvements to existing programs to create a more efficient process and creates and distributes informational materials. Serves as lead in coordinating community service workforce to help at all events as well as creating/maintaining the online sign-up program.

14. Acts as FOIA coordinator for the Drain Commissioner's Office and the Department of Public Works. Coordinates with the County's FOIA Coordinator per FOIA policy set by the Board of Commissioners.
15. Maintains and organizes office contracts and tracks contract status, including pertinent dates and milestones. Maintains and organizes certificates of insurance and tracks renewal dates of Septage Receiving Station hauling companies.
16. Assists the Field Supervisor in tracking and keeping the office up-to-date on safety training requirements such as first-aid, confined space entry, and other critical training that is necessary to operate safely in the field and office. Acts as office point-of-contact for MIOSHA inquiries pertaining to office operations.
17. Performs basic office duties such as copying, filing, faxing, typing standard documents, preparing, sorting, distributing mail, and entering data into various software programs or spreadsheets.
18. Manages document archival system. Categorizes records to be filed, and scans contracts, permits, and other records using document management system.
19. Performs other duties as directed by the Drain Commissioner or Chief Deputy Drain Commissioner.

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 supplemented by vocational or college-level training in office management or similar discipline and four years experience in providing administrative support in a complex customer service-focused operation.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Skill in effectively communicating ideas and concepts orally and in writing. Must demonstrate technical writing skills.
- 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.

- Displays a level temperament which allows for effective communication with upset customers and ability to de-escalate heated encounters at the front counter.
- Ability to assess situations, solve problems and work effectively under stress and within deadlines.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, the County's financial software, permitting software, project management software, and other programs utilized by the Drain Commissioner's Office.
- Ability to plan and organize the work of others.
- Ability to work with multiple priorities and meet frequent work deadlines.
- Ability to work non-traditional work 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.

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF FEBRUARY 13, 2020

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Office Manager - Drain Commissioner	267	270	260	30	300	80	100	300	60	0	1667	7

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Confirming the Grade Placement of the Specialty Courts and Programs Administrator - [Court Central Services]

WHEREAS, the Specialty Courts and Programs Administrator was previously titled Courts Programs Administrator; and

WHEREAS, the incumbent has suggested that the position be re-titled as well as having duties evaluated for reclassification. The position serves in a leadership role in administering grants and specialty court programs while ensuring compliance with grant requirements. The position manages specialty courts and project teams and serves in a supervisory capacity. The position searches for funding opportunities, researches programming and pro-actively promotes specialty courts programs to the community and other agencies. The position has a wide array of budgetary and contract management responsibilities and works cooperatively with the Court Financial Officer to ensure compliance and proper accounting of grant funds; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Specialty Courts and Programs Administrator position remain classified at Grade 10; and

WHEREAS, based upon the review by Municipal Consulting Services, LLC., they concluded the position has not changed significantly.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby confirms the findings of Municipal Consulting Services, LLC. that the Specialty Courts and Programs Administrator position is properly classified at Grade 10.

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**MOVED:
SECONDED:
CARRIED:**

MUNICIPAL CONSULTING SERVICES LLC

February 13, 2020

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

Dear Ms. Palmbo,

This letter is in regard to your request for our firm to conduct a classification analysis for the position of Specialty Courts and Programs Administrator 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 draft job description submitted by the Trial Court Manager.
- Spoke with the Trial Court Manager to gain additional information concerning the duties of 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 SPECIALTY COURTS AND PROGRAM ADMINISTRATOR

The Specialty Courts and Programs Administrator was previously titled Courts Programs Administrator. The incumbent has suggested that the position be re-titled as well as having duties evaluated for reclassification. The position serves in a leadership role in administering grants and specialty court programs while ensuring compliance with grant requirements. The position manages specialty courts and project teams and serves in a supervisory capacity. The position searches for funding opportunities, researches programming and pro-actively promotes specialty courts programs to the community and other agencies. The position has a wide array of

budgetary and contract management responsibilities and works cooperatively with the Court Financial Officer to ensure compliance and proper accounting of grant funds.

To properly review the request for reclassification, I have reviewed the new job description against duties contained in the Courts Programs Administrator job description that was the previous standard for the position. Based on that review, I have concluded that job duties have not changed significantly. What has changed is the amount of workload. Programming has increased with the addition of programs such as the Adult Drug Court and grant dollars under management have increased significantly. This trend appears to be continuing. New audit requirements have also added to workload.

However, for purposes of point-factoring/job evaluation, workload is not a factor. What is being measured is added job complexity. In this instance, I do not see an increase in job complexity sufficient to change the point values. What is presented is an operational and staffing issue that likely warrants the Court's attention as the operation continues to grow.

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 2,145 for the Specialty Courts and Programs Administrator. This would retain the position in grade 10 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 FEBRUARY 13, 2020

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Specialty Courts and Programs Administrator	360	390	300	70	390	110	90	375	60	0	2145	10

LIVINGSTON COUNTY

JOB DESCRIPTION

SPECIALTY COURTS AND PROGRAMS ADMINISTRATOR

Supervised By: Trial Court Administrator

Supervises: Employees as assigned

FLSA Status: Exempt

Position Summary:

Under the supervision of the Trial Court Administrator is responsible for managing the Specialty Courts and programs team – a project management team that supports development and implementation of programs and services for the Court and within the community that benefit individuals involved in the criminal justice system. Responsible for managing grant awards and overseeing all Specialty Courts and programs in accordance with grant requirements, County policies, and contractual obligations.

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. Participates actively as a member of the Livingston County Court's leadership team, working collaboratively with other members of the leadership team to identify overall goals, support priority projects to achieve goals and monitor progress.
2. Supervises employees, monitors daily work performance of employees, performs annual evaluations of staff, assigns or delegates responsibility for assignment of work, directs assigned personnel and assures necessary training and professional development. Takes disciplinary action according to established procedures.
3. Provides leadership to support the success of a variety of collaborative Specialty Court teams that contain court staff and representatives of community agencies and organizations. Attends Specialty Court pre-court staffing meetings and review hearings. Prepares and facilitate quarterly planning meetings.
4. Provides oversight and leadership to other Court programs such as the Swift and Sure Sanctions Probation Program.
5. Maintains up-to-date information on programs offered in other communities, maintains contacts with other communities in Michigan and across the country and visits other courts or communities while researching literature and programs offered.
6. Identifies and pursues funding opportunities for identified priority projects. Pursues funding from state and federal sources and may also explore opportunities through private or corporate foundations. Maintains contacts to ensure awareness of funding opportunities. May contact the funder to gain an understanding to ensure that their funding requirements are in alignment with the program, Assembles planning groups, obtains approvals, and writes and submits applications.

7. Drafts and submits SCAO certifications and budgets, in conjunction with the Court Financial Officer, for Specialty Courts and programs. Supports funder requirements for grants applicable to assigned project areas. Assures all conditions and stipulations are met. May include quarterly financial reporting, semi-annual or annual progress reporting, audit requirements, and site visits. Assures that these requirements are met appropriately.
8. Works with the Purchasing Department to identify and draft requests-for-proposals based on program service needs. Supports contracting requirements when contracting for services. Drafts and updates all program policy and procedure manuals and Memorandum of Understandings.
9. Drafts all resolutions to the Board of Commissioners and attends meetings to answer questions about resolutions to seek approval of contracts-for-services.
10. Responsible for management of all vendor contracts related to the Specialty Courts and programs. Monitors contract compliance and addresses issues as they arise. Serves as the primary contact for all vendor invoicing, questions, and concerns. Reviews all invoices for payment. Drafts and tracks all contract renewals ensuring contract compliance.
11. Maintain communication linkages with all components of the various Specialty Courts and programs. Acts in a leadership capacity and supports Specialty Courts' teams by ensuring all grant requirements are met including but not limited to evaluations, professional development, participant compliance, addressing needs of the teams and ensures compliance with applicable standards, policies, and laws.
12. Acts as interim Coordinator with Specialty Courts and Programs, as needed, due to staff absence or vacancy in the position.
13. Acts as the primary contact to media and community for the Specialty Courts and programs. Organizes community outreach events and speaking engagements. Drafts all community outreach materials including brochures and posters. Keeps the website updated with most current and up-to-date information about the Specialty Courts and programs. Attends or delegates attendance to community meetings.
14. Responsible, in conjunction with the Court Financial Officer, for monetary expenditures, preparing and monitoring budgets, reimbursements, tracking trends, fees, County requirements and fiscal audit.
15. 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.
16. Performs other duties as directed.

Commented [SA1]: This paragraph is repetitive from what is stated above in other paragraphs.

Commented [SA2]: Duplicative

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 public administration, business administration, or related field and five years of progressively more responsible experience in grant management and court programs including supervisory experience.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- 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 grant funding administration and compliance.
- Thorough knowledge of basic court proceedings and procedures, accounting principles and procedures, researching for potential grant funding opportunities, writing and applying for grants, analyzing data, performing program evaluations, 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 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, the County's financial software and County, court and state software databases.
- 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 Authorizing the Creation of a Deputy Facilities Services Director Position - [Facility Services]

WHEREAS, the Deputy Facility Services Director is a new position that will play a key leadership and supervisory role under the Facility Services Director; and

WHEREAS, the creation of this position ensures that the department will have two true administrative managerial positions to handle tasks as diverse as project bidding and initiation, evaluation of useful life and capital planning, project budgeting and oversight, service contract administration and interaction with other departments on the identification and planning of maintenance and capital needs. The position will also play a key role in managing and supervising personnel on an ongoing basis as well as ensuring the proper level of training, procedural documentation and safety compliance; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Deputy Facility Services Director position be classified at Grade 10; and

WHEREAS, the position was contemplated in the 2020 budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the classification of the Deputy Facility Services Director position at Grade 10.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

January 28, 2020

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 Deputy Facility Services Director 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 draft job description submitted by the Facility Services Director.
- Spoke with the Facility Services Director to gain additional information concerning the duties of 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 DEPUTY FACILITY SERVICES DIRECTOR

The Deputy Facility Services Director is a new position that will play a key leadership and supervisory role under the Facility Services Director. The creation of this position ensures that the department will have two true administrative managerial positions to handle tasks as diverse as project bidding and initiation, evaluation of useful life and capital planning, project budgeting and oversight, service contract administration and interaction with other departments on the identification and planning of maintenance and capital needs. The position will also play a key role in managing and supervising personnel on an ongoing basis as well as ensuring the proper level of training, procedural documentation and safety compliance.

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 2,162 for the Deputy Facility Services Director. This would place the revised position in grade 10 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 JANUARY 28, 2020

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Deputy Facility Services Director	337	390	300	80	390	110	80	375	40	60	2162	10

LIVINGSTON COUNTY JOB DESCRIPTION

DEPUTY FACILITY SERVICES DIRECTOR

Supervised By: Facility Services Director

Supervises: Employees of the Facility Services Department, as assigned

FLSA Status: Exempt

Position Summary:

Under the supervision of the Facility Services Director plans, organizes and manages the operations of assigned personnel and County facilities and assists in developing capital improvement plans for the alteration, renovation, remodeling and/or expansion of buildings and infrastructure. Develops and implements operating policies and procedures to ensure safe, secure and cost-effective building 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. Provides direct supervision for subordinate supervisors and staff as directed by the Facility Services Director. Trains and supports staff in accordance with established County policies and procedures and in accordance with all applicable statutes and regulations governing the employment relationship.
2. Utilizing County software develops and maintains documents of real properties and assets in order to project and predict capital replacement schedules and costs.
3. Recommends hiring and terminations, provides training and work assignments for, administers policies and procedure for, reviews and evaluates the work performance of, and administers disciplinary actions for subordinate staff.
4. Identifies goals and objectives for subordinate staff and provides staff access to training and development opportunities to facilitate professional and personal growth.
5. Participates with facilities management professional staff and County executives in long-range capital improvement and facilities planning.
6. Assists in developing plans and specifications for approved and funded new construction and renovation projects in consultation with other management staff.

7. Participates in the development of proposals and requests for proposals, reviews project bids received from external consultants and contractors and recommends the selection of consultants and contractors for design, renovation, expansion and alterations projects.
8. Ensures compliance with all building and life codes.
9. Develops and implements emergency management plans and procedures in the event of weather emergencies, chemical and/or biological accidents, fires and explosions, civil disturbances, and acts of terrorism or war.
10. Assists the Facility Services Director in the development and maintenance of a County Safety Committee.
11. Develops and administers policies and procedures to ensure the occupational health and safety of facilities maintenance staff, including MDS postings and training.
12. Administers facilities maintenance and operations budgets, service contracts and budgets for assigned facilities.
13. May supervise other building services including freight, postal and delivery and/or acquisition of employee parking space from municipal or private facilities.
14. 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 facility maintenance, business management or related field and three years of progressively more responsible experience in supervising building maintenance operations. Experience in both private-sector commercial construction and public-sector facilities management preferred.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- EPA Section 608 Certification, Hi-Lo Certification and applicable OSHA certifications.
- Certified Facility Manager preferred.
- 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 general building repair maintenance, HVAC system repairs, and the safety issues involved with building repair and maintenance.
- Thorough working knowledge of construction facilities maintenance and operations practices and procedures.
- Working knowledge of federal and state construction and operations statutes and codes, including, but not limited to fire codes, health codes, electrical codes, and OSHA/MIOSHA rules and regulations.
- Thorough working knowledge of construction facilities maintenance and operational practices and procedures.
- Considerable knowledge of building trades including, but not limited to, carpentry, electrical, plumbing, HVAC systems, construction, masonry, and welding, and diagnosing and solving mechanical, electrical, and plumbing problems.
- Considerable knowledge and skill in the use of a variety of power and hand tools used for the repair, installation, and maintenance of County buildings and property.
- 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 good knowledge of Microsoft Suite applications, building automation and HVAC software and the ability to learn new software applications.
- 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 frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear, and view and create written documents. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc. and operate motorized equipment and vehicles. The employee must lift or push/pull objects of up to 75 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 sometimes works in outdoor weather conditions. The employee works near moving mechanical equipment. The noise level in the work environment is usually moderate, but can be loud.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Creation of a Mechanic/Driver Position - [L.E.T.S.]

WHEREAS, the Mechanic/Driver L.E.T.S. is a new position that will have responsibility for performing vehicle inspections and repairs; and

WHEREAS, the position will complete less complex repairs such as problem identification, brake, systems, tune-ups and oil changes – with the County relying on other service providers for more complex diagnostic and repair services. The incumbent will maintain the garage area ensuring a clean and safe work environment and the necessary materials to maintain efficient operations and safe vehicle condition. As with other L.E.T.S. positions, the Mechanic/Driver will be cross-trained as a Driver, thereby providing the department with added flexibility in staffing and operational readiness; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Mechanic/Driver L.E.T.S. position be classified at Grade 4; and

WHEREAS, the position change may require a budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the classification of the Mechanic/Driver L.E.T.S. position at Grade 4.

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**MOVED:
SECONDED:
CARRIED:**

MUNICIPAL CONSULTING SERVICES LLC

January 31, 2020

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 Mechanic/Driver L.E.T.S. 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 draft job description submitted by the Director of Transportation Services.
- Spoke with the Director of Transportation Services to gain additional information concerning the duties of 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 MECHANIC/DRIVER L.E.T.S.

The Mechanic/Driver L.E.T.S. is a new position that will have responsibility for performing vehicle inspections and repairs. The position will complete less complex repairs such as problem identification, brake, systems, tune-ups and oil changes – with the County relying on other service providers for more complex diagnostic and repair services. The incumbent will maintain the garage area ensuring a clean and safe work environment and the necessary materials to maintain efficient operations and safe vehicle condition. As with other L.E.T.S. positions, the Mechanic/Driver will be cross-trained as a Driver, thereby providing the department with added flexibility in staffing and operational readiness.

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 1,242 for the Mechanic/Driver L.E.T.S. This would place the position in grade 4 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 JANUARY 31, 2020

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Mechanic/Driver L.E.T.S.	197	210	180	0	210	50	70	225	20	80	1242	4

LIVINGSTON COUNTY JOB DESCRIPTION

MECHANIC/DRIVER - L.E.T.S.

Supervised By: Director of Transportation Services

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Director of Transportation Services is responsible for the County's vehicle maintenance. Performs diagnosis and inspection of vehicles. Performs and tracks vehicle preventive maintenance and repair activities to include inspections, road testing, and replacing/rebuilding of all types of vehicle equipment. May serve as a driver when needed in which case is then responsible for providing safe, efficient, customer friendly transportation via bus, van, or other 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. Works directly with the Maintenance Administrative Coordinator to determine course of necessary repairs including, scheduling, tracking and verifying repairs.
2. Oversees work performed on County vehicles by outside vendors including on-site inspections.
3. Transports vehicles, busses, and parts to various facilities for vehicle maintenance.
4. Enters work orders and schedules maintenance for County vehicles. Maintains records of repairs and maintenance on County vehicles.
5. Performs fueling and minor repairs for County vehicles, such as changing light bulbs, testing of fuses, and other basic electrical or mechanical problems. Evaluates and troubleshoots vehicles for repairs.
6. Maintains the cleanliness and related safety of the garage. Maintains and repairs garage equipment such as floor machines, power washers, and steam cleaners. Maintains the parts supply room inventory and supplies for garage.

7. Adjusts and repairs automotive/bus equipment using hand tools, power tools, and testing equipment.
8. May perform motor tune-ups on all types of automotive vehicles and busses, may perform lubrication, oil, and filter changes on vehicles. May perform minor diagnostic repairs.
9. Repairs and/or replaces/install defective electrical and mechanical components as necessary including, but not limited to, lights, switches, minor body repairs, wheel chair lifts, and video equipment.
10. Transports money, checks, and various records to County buildings.
11. Drives L.E.T.S. vehicle to transport passengers to various destinations. Provides customer assistance to a variety of passengers.
12. Performs a Michigan Department of Transportation pre-inspection and required post-inspection of vehicle, records any deficiencies, and reports all maintenance needs to proper personnel.
13. Trains, supervises, observes, and delegates duties to community workers in the garage.
14. Attends 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:

- High school diploma or GED and two years of progressively more responsible experience in light mechanical or maintenance repair.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certification as a State of Michigan Master Auto Mechanic is highly desirable.
- 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.
- Considerable knowledge of vehicle engines, automotive electrical components, transmissions, brakes, and other components of automotive equipment, performing minor repairs on vehicles, evaluating and diagnosing vehicle maintenance and repairs, ensuring repairs are performed by outside vendors properly, creating and maintaining accurate and detailed records, and ensuring vehicles comply with Federal Transit Administration and Michigan Department of Transportation guidelines, rules, and regulations.
- Knowledge of County roads and ability to read maps, work with a variety of people including passengers with special needs and assistance requirements, perform basic arithmetic, prepare receipts and daily log reports, and drive safely in all weather conditions.
- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts verbally 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 some Microsoft Suite applications and software 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.

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.

Requirements include the following:

While performing the duties of this job, the employee is frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear, and view written documents. The employee uses hand strength to grasp tools. The employee must lift or push/pull objects of up to 50 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 both a garage environment and outdoor weather conditions and is exposed to fumes or airborne particles, noxious odors and vibrations from mechanical repairs and driving a bus in traffic. The noise level in the work environment is usually moderate, but can be loud.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution Approving Appointments to Livingston County Boards and Committees
- Board of Commissioners**

WHEREAS, the terms of representatives on the following Livingston County Boards and Committees have expired and/or seats have been vacated; and

WHEREAS, the following appointments have been recommended:

Livingston Leadership Council on Aging

Alice Andrews Term expires 12.31.2021

Livingston County Department of Health and Human Services Board

Alice MacDermott Term expires 10.31.2022

Community Corrections Advisory Board

Judge Daniel Bain, District Court Judge.....Term expires 10.31.2022

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the above referenced appointments and expiration dates contingent upon each member fulfilling to the sole satisfaction of all County background-check requirements and verifications..

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Creation of a Billing Coordinator position - [Emergency Medical Services]

WHEREAS, the Billing Coordinator – EMS is a new position that will have responsibility for providing administrative leadership for the billing function of the EMS office; and

WHEREAS, the position will be responsible for leading and monitoring workers engaged in billing activities, evaluating charges for service, validating field data, processing invoices/claims, posting payments, performing daily balancing of the accounts receivable, and maximizing the fees for service revenue for the department; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Billing Coordinator – EMS position be classified at Grade 6; and

WHEREAS, the position change is part of a wider restructuring plan at EMS that is expected to reduce expenditures.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Billing Coordinator – EMS at Grade 6.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

February 15, 2020

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 Billing Coordinator – EMS 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 draft job description submitted by the Director of EMS.
- Spoke with the Director of EMS to gain additional information concerning the duties of 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 BILLING COORDINATOR - EMS

The Billing Coordinator – EMS is a new position that will have responsibility for providing administrative leadership for the billing function of the EMS office. The position will be responsible for leading and monitoring workers engaged in billing activities, evaluating charges for service, validating field data, processing invoices/claims, posting payments, performing daily balancing of the accounts receivable, and maximizing the fees for service revenue for the department. The incumbent will effectively serve as the expert source for all billing matters and have responsibility for preparing related financial statements and reports and performing analysis pertaining to revenue trends.

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 1,580 for the Billing Coordinator – EMS. This would place the position in grade 6 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 FEBRUARY 15, 2020

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Billing Coordinator – EMS	295	270	220	30	270	70	90	275	60	0	1580	6

LIVINGSTON COUNTY JOB DESCRIPTION

BILLING COORDINATOR - EMS

Supervised By: EMS Director

Supervises: Subordinate departmental employees as assigned

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the EMS Director, is responsible for providing administrative support for the billing function of the EMS office in a leader capacity. Responsible for performing supervisory and accounting work associated with overseeing EMS billing including evaluation of charges for service, validation of field data, processing of invoices/claims, posting of payments, daily balancing of the accounts receivable, and maximizing the fees for service revenue for the department. Prepares financial statements and reports and performs special analysis.

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. Develops, implements, and administers business operating policies and procedures and monitors the Medicare Compliance Plan. Audits the processes, practices, procedures, and related operations of the department to eliminate inefficiencies, ensure proper controls are established, and recommend appropriate changes. Assists the Director with complying with local, state, and federal laws, rules, and regulations while overseeing department operations.
2. Analyzes, reconciles, audits, compiles, calculates, and validates a variety of financial data, information, and transactions. Prepares comprehensive financial reports detailing department operations, processes, financials, and statistics and submits required reports to local, state, and federal agencies.
3. Responds to audit requests or requests for information from other agencies that require a full working knowledge of applied accounting principles and practices.
4. Functions as a lead worker and assists with coordinating department activities, such as tracking work, accounts payable and receivables, processing files or applications, relaying communications and information and providing related support.

5. Analyzes the department fee structure for service revenue and recommends appropriate rate changes to the Director to ensure approved levels of reimbursement.
6. Assists in preparing various reports detailing department operations, statistics, and other department or division information by collecting data for the EMS Director's annual report to the Board of Commissioners.
7. Coordinates document preparation and distribution including selecting appropriate forms and formats, composing correspondence, charts, memoranda, and minutes, and editing the work of others.
8. Responsible for researching legal information that pertains to the responsibilities of the EMS billing operation and maintains confidentiality.
9. Provides complex customer service to citizens regarding EMS department programs, policies, and procedures. Communicates with county departments and local municipalities regarding policies and resolutions.
10. Reconciles daily receivables.
11. Answers and screens all calls and visitors for the EMS Department, responds to inquiries regarding billing procedures and policies and determines when the attention of the EMS Director is required.
12. Schedules and oversees regular meetings for the EMS billing staff and prepares and organizes material for the meetings.
13. Responsible for recruiting staff for the office and providing orientation and training to new employees.
14. Allocates tasks and assignments to subordinates and monitors their performance.
15. Ensures top performance of office staff by providing them adequate coaching and guidance.
16. Responsible for developing and implementing billing policies by setting up procedures and standards to guide the operation of the office.
17. Maintains and updates billing office manuals and forms.
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. 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:

- Associate's Degree in business administration, accounting, health care administration, or a related field and three years of progressively more responsible experience in accounting or financial analysis.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified Ambulance Coder.
- Thorough knowledge of the principles and practices of administrative support, office procedures, and records management.
- Strong working knowledge of Medicare, Medicaid, and health insurance standards of practice, financial and operational controls, analyzing and interpreting financial information, preparing financial reports, and related local, state, and federal laws, rules, and regulations.
- Skill in assembling and analyzing data and preparing comprehensive and 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 and the ability to learn software applications and databases utilized by the EMS department.
- 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 Confirming the Grade Placement of the Deputy Director – EMS position
- [Emergency Medical Services]**

WHEREAS, the Deputy EMS Director is a vacant position that was previously titled Deputy County Administrator /Deputy EMS Director. The incumbent previously holding that title is no longer with the County and the designation as Deputy County Administrator is no longer applicable to the position; and

WHEREAS, instead, the position will be devoted entirely to the administration of EMS operations while serving as second-in-command. Generally speaking, these duties will focus on assisting the Director in executive leadership, organizational management, identification and institution of new best practices, fiscal planning, budgeting, auditing, human resources management, operational service planning, public relations and communications; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Deputy EMS Director position remain classified at Grade 13.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby confirms the findings of Municipal Consulting Services, LLC. that the Deputy EMS Director position remain classified at Grade 13.

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**MOVED:
SECONDED:
CARRIED:**

MUNICIPAL CONSULTING SERVICES LLC

February 15, 2020

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

Dear Ms. Palmbo,

This letter is in regard to your request for our firm to conduct a classification analysis for the revised position of Deputy EMS Director 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 draft job description submitted by the Director of EMS.
- Spoke with the Director of EMS to gain additional information concerning the duties of 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 DEPUTY EMS DIRECTOR

The Deputy EMS Director is a vacant position that was previously titled Deputy County Administrator /Deputy EMS Director and paid a stipend for the Deputy County Administrator responsibilities. The incumbent previously holding that title is no longer with the County and the designation as Deputy County Administrator is no longer applicable to the position. Instead, the position/new hire will be devoted entirely to the administration of EMS operations while serving as second-in-command. Generally speaking, these duties will focus on assisting the Director in executive leadership, organizational management, identification and institution of new best

practices, fiscal planning, budgeting, auditing, human resources management, operational service planning, public relations and communications.

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 2,585 for the Deputy EMS Director. This would place the position in grade 13 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 FEBRUARY 15, 2020

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Deputy EMS Director	360	480	340	130	480	150	110	475	40	20	2585	13

LIVINGSTON COUNTY JOB DESCRIPTION

DEPUTY EMS DIRECTOR

Supervised By: Director of EMS

Supervises: Subordinate departmental employees

FLSA Status: Exempt

Position Summary:

Under the supervision of the Director of EMS is responsible for serving as the principal advisor and second-in-command to the Director of EMS on all issues pertaining to the EMS Department. Assists the Director of EMS in the execution of his/her authority and responsibilities in the areas of executive leadership, managerial and organizational effectiveness, fiscal planning, budgeting, auditing, human resources development, public service, and communications.

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 with the EMS Director in the development and monitoring of the annual EMS budget and coordinates with the Chief Medical Examiner Investigator in the development and monitoring of the Medical Examiner's budget.
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. Responsible for the coordination and administration of all leave of absences. Responsible for the hiring process of all EMS personnel and hiring of all Medical Examiner Investigators including interviews, background checks, and selection.
3. Negotiates and/or approves contracts with suppliers, distributors, state or federal agencies, and other health care organizations and ensures compliance with all local, state and federal laws. Prepares and manages contracts with vendors and lessees.
4. Leads the department in the initial and continued accreditation process.
5. Assists the Director with the management and direction of the department operations, developing and implementing policies and procedures, planning for the future needs of the department, planning and guiding building and capital improvement projects, administering the labor agreement, and serves as a member of management's collective bargaining team.

6. Designated as the HIPAA Compliance Officer, FOIA Compliance Officer, MICU coordinator, and serves as the primary emergency operations center command team member in the event of a disaster.
7. Responsible for grant writing and administration of all funds and equipment received through grant dollars.
8. Reviews and develops various reports regarding department operations, monitors compliance with applicable laws, rules, and regulations and researches current trends in EMS services. Consults legal council to ensure policies comply with local, state and federal laws.
9. Participates in community and other government organizations to promote the department's image and programs and to coordinate related services. Collaborates with local officials, public safety officials, advisory boards, and committees.
10. Oversees information technology changes and stays abreast of current trends in technology, information security and electronic building security.
11. Performs Paramedic duties as necessary.
12. 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.
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:

- Bachelor's Degree in business administration, emergency management, public safety or significant progress toward completion, and five years of progressively more responsible experience in EMS operations and supervision.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- State of Michigan Paramedic License, Hazardous Material Operations certification, and meets or exceeds the Washtenaw/Livingston Medical Control Authority requirements.
- Certified Medical Transport Executive, Certified Ambulance Coder, completion of NIMS 100, 200, 300, 400, 700 and 800 courses, and FP-C or UMBC Critical Care Paramedic.

- 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 business administration, providing emergency medical and ambulance services, and providing non-emergency transport.
- Considerable knowledge of trends in emergency services, developing department policies and procedures, maintaining Paramedic equipment, providing Paramedic services, handling and resolving personnel issues, and applying local, state and federal law, 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 EMS technologies, Microsoft Suite applications and specialized EMS software, databases and equipment.
- Ability to attend meetings after work hours and 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. However, the incumbent could also be assigned to duties as a field supervisor/Paramedic if conditions warrant. In this situation, the incumbent could 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 Authorizing the Creation of the Office Manager – EMS Position - [Emergency Medical Services]

WHEREAS, the Office Manager – EMS is a new position that will have responsibility for the oversight, supervision and coordination of human and other resources for the EMS Office; and

WHEREAS, the position will also play a key role in the centralization and coordination of technology systems as well as managing the accounts payable and receivables system, The incumbent will provide associated training for both of these functions and will oversee and serve as leader for all technological aspects of the EMS Director’s office, including implementing and maintaining software linked to the County’s financial system, EMS billing system and credit card processing software as well as EMS webpage update and on-line services management, social media and various other new technologies as they come on-line; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Office Manager – EMS position be classified at Grade 7; and

WHEREAS, the position change is part of a wider restructuring plan at EMS that is expected to reduce expenditures.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Office Manager – EMS position be at Grade 7.

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**MOVED:
SECONDED:
CARRIED:**

MUNICIPAL CONSULTING SERVICES LLC

February 15, 2020

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 Office Manager – EMS 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 draft job description submitted by the Director of EMS.
- Spoke with the Director of EMS to gain additional information concerning the duties of 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 OFFICE MANAGER - EMS

The Office Manager – EMS is a new position that will have responsibility for the oversight, supervision and coordination of human and other resources for the EMS Office. The position will also play a key role in the centralization and coordination of technology systems as well as managing the accounts payable and receivables system. The incumbent will provide associated training for both of these functions and will oversee and serve as leader for all technological aspects of the EMS Director's office, including implementing and maintaining software linked to the County's financial system, EMS billing system and credit card processing software as well as

EMS webpage update and on-line services management, social media and various other new technologies as they come on-line.

The incumbent will play a continuing role in evaluating and developing internal processes and procedures with respect to the daily operations of the office while incorporating efficiencies, internal financial controls and new best practices.

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 1,705 for the Office Manager – EMS. This would place the 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 FEBRUARY 15, 2020

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Office Manager – EMS	295	270	260	30	300	80	110	300	60	0	1705	7

LIVINGSTON COUNTY JOB DESCRIPTION

OFFICE MANAGER - EMS

Supervised By: EMS Director and Deputy Director

Supervises: Functions as a leader and working supervisor

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the EMS Deputy Director and EMS Director, is responsible for supervising/overseeing the day-to-day support services of the EMS Director's office. Oversees the accounts payable and accounts receivable functions with a particular emphasis on technological systems for this group as well as the entire EMS Director's office. Responsibilities include coordinating, implementing, and maintaining multiple software systems and various technology used within the department, county-wide, and by outside organizations and public agencies, developing and documenting internal processes/procedures/efficiencies, and providing administrative support to the EMS Director's office in a leader capacity. Also, performs all of the duties of an Administrative Specialist.

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. Provides day-to-day oversight of the both accounts payable and accounts receivable functions with a particular emphasis on monitoring the use of technology, running reports, training for upgrades and evaluating conditions and performance.
2. Oversees all technological aspects of the EMS Director's office, including implementing and maintaining software linked to the County's financial system, EMS billing system and credit card processing software as well as EMS webpage and on-line services, social media and various other new and emerging technologies.
3. Analyzes and develops internal processes and procedures with respect to the daily operations of the office while incorporating efficiencies, internal controls and best practices.
4. Documents internal processes and procedures, and instructs and educates department staff, other County staff, outside organizations and representatives of governmental agencies as to those processes/procedures.

5. Performs troubleshooting for systems problems and instructs employees, other government agencies and private businesses in proper system use or the use of new techniques.
6. Functions as a lead worker and assists with coordinating department activities related to accounts payable, accounts receivable, and accounting.
7. Serves as a liaison between assigned operational areas and employees in other departments as well as a full range of customers and interested parties.
8. Provides support for the Billing Coordinator and Billing Specialist, due to workload requirements, vacation or other forms of leave. This includes providing assistance to customers and vendors, in person, by phone and email regarding their invoices and payments, or other related activities, and assisting customers in completing appropriate forms. Also responsible for receiving payments, issuing receipts, recording receipts, balancing deposits, cash drawer, and preparing bank deposits.
9. Performs basic office duties, such as copying, filing, faxing, typing standard documents, preparing, sorting, and distributing mail and entering data. Prepares form letters and correspondence regarding departmental operations.
10. 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:

- Associate's Degree in business administration with some coursework/training in information technology and three years of progressively more responsible experience in a position requiring business experience as well as database software familiarity.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified Cash Handler within one year of hire.
- Good working knowledge of the principles and practices of governmental accounting.
- Thorough knowledge of the principles and practices of administrative support and office procedures.
- Considerable skill in using and learning various database software, developing the best use of the software for desired outcomes and ability to train others on the functionality.

- Strong public relations skills and experience for contact with vendors, local business leaders and local government officials.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and the County's financial system software as well as database applications.
- Knowledge of the principles and practices of receipting payments
- Considerable skill in performing mathematical calculations, applying basic office principles, handing cash, receipting and posting payments, performing basic journal entries, reconciling accounts, and maintaining detailed and accurate records.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Skill in assembling and analyzing data and preparing accurate reports.
- 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.

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.