

PERSONNEL COMMITTEE AGENDA

April 21, 2021, IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE MEETING

Virtual Meeting Held in Accordance with Public Act 254 of 2020

Zoom Virtual Meeting

Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

Due to limited seating and MDHHS social distancing requirements, public participation is encouraged via Zoom.

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9. ADJOURNMENT

PERSONNEL COMMITTEE

MEETING MINUTES

Livingston County

March 17, 2021, 8:00 am

Virtual Meeting Held in Accordance with Public Act 254 of 2020

Zoom Virtual Meeting

Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Helzerman at 9:14am

2. ROLL CALL

Douglas Helzerman, remotely from Handy Township, Livingston County, Michigan

Carol S. Griffith, remotely from Genoa Township, Livingston County, Michigan

Mitchell Zajac, remotely from City of Detroit, Wayne County Michigan

3. APPROVAL OF AGENDA

Motion to Approve Agenda as presented.

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

Roll Call Vote: Yes (3): D. Helzerman, C. Griffith, M. Zajac; **NO (0):** None; **Absent (0):** None

Motion Carried (3-0-0)

4. CALL TO THE PUBLIC

None

5. APPROVAL OF MINUTES

Minutes of Meeting Dated: February 17, 2021

Motion to Approve Minutes as presented.

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

Roll Call Vote: YES (3): D. Helzerman, C. Griffith, M. Zajac; **NO (0):** None; **Absent (0):** None

Motion Carried (3-0-0)

6. TABLED ITEMS FROM PREVIOUS MEETINGS

None

7. REPORTS

Jennifer Palmbos gave a report regarding our Employee Energage Survey. She explained our new Hiring Manager Checklist and the New Hire Surveys that will be sent out to new employees at 3, 6, 9 and 12 months of employment.

Jennifer Slater shared a report on the 2020 Employee Recognition Program.

8. RESOLUTIONS FOR CONSIDERATION

8.1 County Administration

Resolution Authorizing the Reclassification of the Communications Manager

Motion to Approve the above Resolution.

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

Roll Call Vote: YES (3): D. Helzerman, C. Griffith, M. Zajac; **NO (0):** None;
Absent(0):None

Motion Carried (3-0-0)

8.2 Fiscal Services

Resolution Authorizing the Reclassification of the Administrative Aide in Fiscal Services to an Administrative Specialist

Motion to Approve the above Resolution.

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

Roll Call Vote: YES (3): D. Helzerman, C. Griffith, M. Zajac; **NO (0):** None;
Absent(0):None

Motion Carried (3-0-0)

8.3 District Court

Resolution Authorizing the Temporary Reclassification of the Lead Deputy Court Clerk to a Deputy Court Clerk

Motion to Approve the above Resolution.

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

Roll Call Vote: YES (3): D. Helzerman, C. Griffith, M. Zajac; **NO (0):** None;
Absent(0):None

Motion Carried (3-0-0)

8.4 Board of Commissioners

Resolution Approving an Appointment to the Livingston County Tax Allocation Board

Motion to Approve the above Resolution and move to Board of Commissioners.

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

Roll Call Vote: YES (3): D. Helzerman, C. Griffith, M. Zajac; **NO (0):** None;
Absent(0):None

Motion Carried (3-0-0)

8.5 Board of Commissioners

Resolution Approving Appointments to Livingston County Boards and Committees

Motion to Amend the above Resolution and remove Mark St. Charles from the appointment.

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

Roll Call Vote: YES (3): D. Helzerman, C. Griffith, M. Zajac; **NO (0):** None;
Absent (0): None

Motion Carried (3-0-0)

Motion to Approve the above Resolution and move to Board of Commissioners.

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

Roll Call Vote: YES (3): D. Helzerman, C. Griffith, M. Zajac; **NO (0):** None;
Absent(0):None

Motion Carried (3-0-0)

9. DISCUSSIONS

1. Telecommuting Policy

2. Board Committee Appointment Process

1. Nathan Burd discussed continued telecommuting for some departments post pandemic.

2. Commissioner Helzerman discussed Board Committee Appointment Process

Natalie Hunt explained the new Board Manager Program being implemented in Escribe and how it will work. Anticipating to have it up and running in April.

10. ADJOURNMENT

Motion to adjourn Meeting at 10:58 am

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

Roll Call Vote: YES (3): D. Helzerman, C. Griffith, M. Zajac; **NO (0):** None;

Absent(0):None

Motion Carried (3-0-0)

Respectfully submitted by:

Pam Dinsmore

Recording Secretary

UNAPPROVED

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION TO APPROVE A NON-PRECEDENT SETTING, ONE TIME ONLY DONATION OF VACATION TIME BY ANY COUNTY EMPLOYEE WISHING TO PARTICIPATE, TO AN EMPLOYEE WITHIN THE CLERK’S OFFICE - County Clerk

WHEREAS, employees within the Clerk’s Office have requested the opportunity to donate vacation time to an employee of the Clerk’s Office who requires time off due to her spouse’s serious health condition; and

WHEREAS, said donation would be a totally voluntary action on the part of the employees wishing to contribute their vacation time and will do so by signing and returning the appropriate form provided by the Human Resources Department.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the non-precedent setting, one time only donation of vacation time by County employees to an employee in the Clerk’s Office whose spouse is experiencing a serious health condition.

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**MOVED:
SECONDED:
CARRIED:**



ELIZABETH HUNDLEY LIVINGSTON COUNTY CLERK

Circuit Court Clerk
204 S. Highlander Way, Suite 4
Howell, MI 48843
Phone: (517) 546-9816
wclerks@livgov.com

Memorandum

TO: Livingston County Board of Commissioners

FROM: Elizabeth Hundley, Livingston County Clerk

DATE: April 14, 2021

RE: Resolution to approve a non-precedent setting, one time only donation of vacation time by any county employee wishing to participate to an employee of the Livingston County Clerk's Legal Division

The attached resolution is for the donation of vacation time to Kelly Ochodnicki. Kelly is currently on intermittent FLMA due to her husband's health condition. He is a victim of Covid-19.

This request is to allow a non-precedent setting, one time only, donation of vacation time. All required guidelines of the Livingston County Human Resource Department will be followed and they will track donations to ensure they are handled correctly.

Should you have any questions regarding this matter, please feel free to contact me at your convenience.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution Authorizing the Reclassification of the Heavy Equipment Operator -
[Drain Commissioner]**

WHEREAS, the Heavy Equipment Operator position was evaluated as part of the 2015 classification and compensation study and placed in grade 6 of Livingston County’s pay grade structure. The expectations for the position have increased since that time particularly in regard to job responsibilities of the position as well as the direction and oversight of other employees. With the increased attention to job safety in the workplace, the position has assumed a greater role in the instruction of other employees, assurance of ongoing compliance with safety rules and regulations and oversight of the workplace; and

WHEREAS, new administrative and reporting duties have been added to the position and there are now greater expectations concerning the use of technology including GIS, asset management software and the increased use and application of these tools; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Heavy Equipment Operator position be classified at Grade 7; and

WHEREAS, the position change will not require a budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification the Heavy Equipment Operator position to Grade 7.

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MOVED:
SECONDED:
CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

March 22, 2021

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 position of Heavy Equipment Operator in the Livingston County organization. In completing the classification analysis for this position I have performed the following tasks:

- Reviewed job-related information including the job description information submitted by the Deputy Drain Commissioner.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Spoke with the Deputy Drain Commissioner concerning changes to the position since the original evaluation.
- 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 pay grade structure.

BACKGROUND FOR THE POSITION OF HEAVY EQUIPMENT OPERATOR

The Heavy Equipment Operator position was evaluated as part of the 2015 classification and compensation study and placed in grade 6 of Livingston County's pay grade structure. The expectations for the position have increased since that time particularly in regard to job responsibilities of the position as well as the direction and oversight of other employees. With the increased attention to job safety in the workplace, the position has assumed a greater role in the instruction of other employees, assurance of ongoing compliance with safety rules and regulations and oversight of the workplace.

Some new administrative and reporting duties have been added to the position and there are now greater expectations concerning the use of technology including GIS, asset management software and the increased use and application of these tools.

The point factor evaluation for the position, summarized below, considers all new or expanded duties associated with the job.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,637 for the Heavy Equipment Operator. 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 MARCH 22, 2021

Classification Reviewed:	1	#	2	3	#	4	#	5	6	#	7	8	9	10	Recommended Total Points:	Recommended Grade:
Heavy Equipment Operator	267	b 3	300	180	c 1	30	b 1	300	70	b 2	70	300	20	100	1637	7

LIVINGSTON COUNTY JOB DESCRIPTION

HEAVY EQUIPMENT OPERATOR

Supervised By: Field Supervisor - Drain

Supervises: Functions as a crew leader

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Field Supervisor is responsible for operating various heavy equipment and vehicles in performing construction-related tasks and maintaining drainage and sanitary sewage infrastructure. Assures the proper maintenance of county-owned equipment used in construction and maintenance activities. Directs on-site work for the Drain Maintenance Workers.

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. Operates various heavy equipment and vehicles in performing various construction duties such as digging, hauling, dozing, and cleaning. Operates equipment such as excavator, backhoe, vector truck, loader, and dump truck.
2. Operates equipment to maintain drainage right-of-way.
3. Inspects equipment, assures proper maintenance and repairs equipment as needed.
4. Utilizes various hand tools and equipment such as chainsaws, hand drills, saws, welders, etc. Performs welding and metal fabrication as needed.
5. Responds to basic customer inquiries and complaints regarding drainage problems and issues. Addresses problems in accordance with standard operating procedures.
6. Serves as the crew leader in dealing with property owners to coordinate work efforts and diffuse tensions with irate citizens.
7. Serves as the lead worker during on-site tasks and projects in the absence of the Field Supervisor.
8. Conducts inspection and cleaning of drainage structures to comply with the NPDES

Phase II permitting program.

9. Assists the sanitary crew in performing repairs and maintenance tasks.
10. Provides on-the-job-training for Drain Maintenance Workers for both safety and work techniques.
11. Serves as competent employee for on-site safety involving confined space, roadside traffic, tree removal, and trenching, and helps to assure worksite compliance with applicable health and safety equipment and protocols.
12. Participates in asset management program development, including inspection, prioritization and implementation.
13. Manages work flow and completes work orders using asset management software.
14. Utilizes GIS database to access storm water drainage details and applies this to construction efforts in the field.
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 with some additional training in heavy equipment operation.
- Five years of experience operating heavy equipment such as excavators, backhoe, skid steer, and dozer.
-
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Hi-Lo certification and applicable OSHA certifications.
- Michigan Commercial Driver's License Class A.
- Michigan Department of Environment, Great Lakes, and Energy Storm Water Operator certification.
- Confined space training or ability to complete training within a timely manner.

- Considerable knowledge of operating a variety of heavy equipment and vehicles, diagnosing problems and maintaining mechanical equipment, and performing equipment repairs and general maintenance.
- 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 read construction plans, understand dimensioning, and follow related instructions.
- 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 knowledge of Microsoft Suite applications and department-specific software such as asset management software for completing work orders.
- Skill in the use of GPS, underground cable locators, metal detectors, laser levels, confined space entry equipment and gas monitors.
- 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 frequently works in outdoor weather conditions. The employee works near moving mechanical equipment. The noise level in the work environment is usually moderate, but can frequently be loud.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of the LETS Trainer / Dispatcher / Driver - LETS

WHEREAS, the LETS Trainer/ Dispatcher/Driver classification has continued to evolve since it was last evaluated. The incumbent has now assumed duties related to the drafting and development of a federally-mandated safety plan with the requirement for employee training. The incumbent is now completing courses for Safety Officer Certification and will be developing necessary components of the safety plan to including an Employee Safety Reporting System for complaints and feedback concerning safety issues. Training responsibilities will also be significantly expanded in accordance with the plan's requirements; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Trainer/ Dispatcher/Driver position be classified at Grade 4; and

WHEREAS, the position change will not require a budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification the Trainer/ Dispatcher/Driver position to Grade 4.

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**MOVED:
SECONDED:
CARRIED:**

MUNICIPAL CONSULTING SERVICES LLC

March 7, 2021

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

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct a classification analysis for the revised position of Trainer/Dispatcher/Driver in the Livingston County organization. In completing the classification analysis for this position we have performed the following tasks:

- Reviewed job-related information including a job description containing a summary of upgraded job duties submitted by the Director of Transportation.
- 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 TRAINER/DISPATCHER/DRIVER

The Trainer/ Dispatcher/Driver classification was evaluated in September, 2019 for grade placement. The position had assumed added and more complex responsibilities related to training including the use of a more comprehensive transit industry program and the responsibility for training new employees, re-training existing employees, updates/circulars, continuing education, ADA training and related administrative tasks. Essentially, training duties had become more extensive and complex. Despite these changes, the point factor evaluation did not yield sufficient values to move the position to a higher grade.

Since that time, the position has continued to evolve. The incumbent has now assumed duties related to the drafting and development of a federally-mandated safety plan with the requirement for employee training. The incumbent is now completing courses for Safety Officer Certification and will be developing necessary components of the safety plan to including an Employee Safety

Reporting System for complaints and feedback concerning safety issues. Training responsibilities will also be significantly expanded in accordance with the plan's requirements.

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

POINT FACTOR ANALYSIS AND RESULTS

As noted above, I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A.

In summary, the analysis has resulted in a point total of 1,192 for the Trainer/ Dispatcher/Driver. The revised point total would place the revised 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 APRIL 7, 2021

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Trainer/Dispatcher/Driver	197	210	160	0	210	60	70	225	40	20	1192	4

LIVINGSTON COUNTY JOB DESCRIPTION

TRAINER/DISPATCHER/DRIVER

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

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Operations Manager – L.E.T.S. is responsible for providing training for staff and performing clerical and administrative support activities as needed in support of department operations. May also serve as a driver when needed. In such cases is responsible for providing safe, efficient, customer friendly transportation via bus, van, or other vehicles to the public in Livingston County and/or any location in surrounding counties.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Coordinates and performs training for employees to include new employee and refresher training to ensure that the best practices of customer service are followed and employees have the appropriate licenses and certifications. Includes training new drivers for CDL testing.
2. Trains and assists employees with usage of scheduling and driver software including tablets.
3. Provides ADA training opportunities to staff on an annual basis.
4. Serves as back-up for maintaining and administering the Federal Transit Administration Drug and Alcohol policy, Drug and Alcohol Program Manager and designated Employer Representative as required by the Federal Transit Administration and Michigan Department of Transportation.
5. Rides with and observes drivers on daily routes periodically to ensure they are operating in a safe manner based on established safety guidelines. Completes follow-up paperwork on observations and reports findings to the Operations Manager.
6. Develops and maintains the Public Transportation Agency Safety Plan (PTASP) per Federal Regulation 49 CFR Part 673 and updates as needed to stay in compliance.

7. Serves as the L.E.T.S. Safety and Security Officer (requires Public Transportation Safety Certification Training).
8. Attends approved staff development activities, in-service training and supervisory sessions.
9. Shows initiative in seeking out training opportunities for all employees.
10. May participate in community education activities including presentations and informational sessions.
11. Responsible for conducting driveway checks and completing follow-up paperwork and communications with passengers.
12. Participates in approved preparedness drills or emergency activities and is available in the event of a County-declared disaster or emergency.
13. Receives telephone, email, and fax requests for transportation, both in and outside the County, determines if requested time and route can be accommodated, and suggests alternative times if appropriate. Schedules rides taking into consideration the special needs (e.g., physical requirements, mental disabilities, etc.) of many of the passengers served by the department.
14. Responds by phone to provide professional customer service and answers questions from the public regarding transportation services in the County. May require setting up transports with adjoining counties.
15. Assists motor pool staff with reserving County pool cars for County employees.
16. Performs general office support functions such as, but not limited to, preparing mailings and copying documents.
17. May function as a dispatcher if coverage is needed.
18. May function as a driver to fill shift shortages, special runs, or special events, as needed. Drives L.E.T.S. vehicle to transport passengers to various destinations. Provides customer assistance to a variety of passenger ranging from school age to the elderly. Passengers may have special needs or require additional assistance. Operates chairlift to assist passengers in boarding the bus and ensures passengers are properly secured based on standards and guidelines. Maintains a log of trips and number of passengers. Verifies monies, proper fares, fuel, and mileage.
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:

- High school diploma or GED and two years of progressively more responsible experience as a dispatcher or driver in public transportation.
- Must possess, or obtain after hiring, the following public transit training certifications:
 1. CTAA Passenger Assistance Safety and Sensitivity (PASS) Certified Trainer
 2. CTAA Certified Safety and Security Officer (CSSO) or TSI Public Transportation Safety Certification Training Program (PTSCTP)
 3. TSI Transit Safety and Security Program (TSSP).
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Commercial Driver's License - Class C with passenger endorsement.
- Must pass a Michigan Department of Transportation physical and drug screen prior to employment.
- Must obtain a Michigan Department of Transportation Medical Examiner's certification within ten days of employment and CPR training within six months of employment. Certifications must be maintained throughout employment.
- Certification in the Federal Transit Administration Drug and Alcohol Program.
- Knowledge of the principles and practices of safe driving techniques, training drivers and dispatch in public transportation, and providing customer service.
- Considerable knowledge of scheduling transportation requests for passengers and drivers, County roads, reading maps, providing customer service over the phone and in person, working with a variety of people including providing service to passengers with special needs and assistance, performing basic math, preparing receipts and daily log reports, training employees, and driving safely in all weather conditions.
- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, the County's financial software and software applications utilized by L.E.T.S.
- Skill in the use of specialized vehicle transportation equipment such as chair lifts and securing passengers prior to transport.
- Skill in the use of electronic equipment on County vehicles.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee typically works in an office setting is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. When assigned as a driver, the employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**RESOLUTION AUTHORIZING THE CLASSIFICATION ANALYSIS OF THE SHERIFF SWAP
DEPUTY - SHERIFF**

WHEREAS, The SWAP Deputy (Sheriff's Alternative Work Program) position was not included in the 2014 classification and compensation study. The Sheriff has requested a classification analysis as a means of determining the appropriate pay grade for the position; and

WHEREAS, the position is charged with the responsibility of supervising jail inmates that have qualified for the work program. The incumbent schedules work assignments, transports prisoners to work sites, supervises the work and maintains security. The position also provides prisoner transports and performs court security tasks. Corrections certification is required for the position; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the SWAP Officer position be classified at Grade 4; and

WHEREAS, the position change will not require a budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the grade placement of the SWAP Officer at Grade 4 of the Non-union pay scale.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

March 28, 2019

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

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct classification analyses for three positions in the Sheriff's Department of the Livingston County organization, including the following:

- SWAP Deputy: A position that is not currently in the pay grade structure.
- Inmate and Jail Medical Billing Specialist/Central Records Supervisor: Replaces the classification of Jail Billing Specialist.
- Central Records and FOIA Specialist: Replaces the position of Office Assistant/Records.

The above positions have resulted from a reorganization of the Sheriff's administrative and clerical structure. Duties have changed resulting in the request for a reclassification analysis to determine if grade changes are appropriate.

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

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

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

BACKGROUND FOR THE SWAP DEPUTY CLASSIFICATION

The SWAP Deputy (Sheriff's Alternative Work Program) position was not included in the 2014 classification and compensation study. The Sheriff has requested a classification analysis as a means of determining the appropriate pay grade for the position.

The position is charged with the responsibility of supervising jail inmates that have qualified for the work program. The incumbent schedules work assignments, transports prisoners to work sites, supervises the work and maintains security. The position also provides prisoner transports and performs court security tasks. Corrections certification is required for the position.

In evaluating the classification of SWAP Deputy, I have reviewed the submitted job description and identified the most complex duties for purposes of point factoring. The results are summarized below.

POINT FACTOR ANALYSIS AND RESULTS FOR THE SWAP DEPUTY

I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,215 for the SWAP Deputy. This would place the position in grade 4 of the County's pay grade structure.

BACKGROUND FOR THE INMATE AND JAIL MEDICAL BILLING SPECIALIST/CENTRAL RECORDS SUPERVISOR

The Inmate and Jail Medical Billing Specialist/Central Records Supervisor replaces the classification of Jail Billing Specialist in the Sheriff's Department. The Jail Billing Specialist was responsible for a wide assortment of program, housing and other inmate billings and was slotted in grade 4 of the County's pay grade structure – the same grade as other positions with billing responsibility, or a similar level of job complexity.

The new position of Inmate and Jail Medical Billing Specialist/Central Records Supervisor will retain these billing responsibilities but also assume a supervisory role in Central Records. The position will oversee and supervise nine part-time employees and one full-time employee; in regard to scheduling, training and oversight of daily operations.

The assumption of the supervisory duties is the primary rationale for the request for

reclassification to a higher grade. The results of the point factor evaluation for the position are summarized below.

POINT FACTOR ANALYSIS AND RESULTS FOR THE INMATE AND JAIL MEDICAL BILLING SPECIALIST/CENTRAL RECORDS SUPERVISOR

I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,343 for the Inmate and Jail Medical Billing Specialist/Central Records Supervisor. This would place the position in grade 5 of the County's pay grade structure.

BACKGROUND FOR THE CENTRAL RECORDS AND FOIA SPECIALIST

The position of Central Records and FOIA Specialist replaces the position of Office Assistant/Records in the Sheriff's Department. The Office Assistant/Records was responsible for maintaining and accessing a wide assortment of confidential files pertaining to criminal records. Responsibilities included data input, database searches, the purging of outdated information and the maintenance of both hard copy and computer files. The position also served as receptionist for the department and performed other clerical tasks. By virtue of these duties, the position was slotted in grade 3 of the County's pay grade structure.

The position also worked with other employees in managing FOIA requests. Under the Sheriff's reassignment of duties, the position will now be re-titled Central Records and FOIA Specialist and be exclusively responsible for FOIA administration. The position incumbent has incrementally expanded her FOIA-related expertise and it is envisioned that having one individual at a high level of administrative competency will result in more consistent response for FOIA processing. Other previous duties will be mostly retained or shared with others as dictated by workload.

The assumption of the sole FOIA responsibility is the primary rationale for the request for reclassification to a higher grade. The results of the point factor evaluation for the position are summarized below.

POINT FACTOR ANALYSIS AND RESULTS FOR THE CENTRAL RECORDS AND FOIA SPECIALIST

I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,162 for the Central Records and FOIA Specialist. 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 these important classification analyses. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,

A handwritten signature in black ink, appearing to read "Mark Nottley". The signature is fluid and cursive, with the first name "Mark" and last name "Nottley" clearly distinguishable.

Mark W. Nottley, Principal
Municipal Consulting Services LLC

*****This chart also applies to Agenda Items 8.5 and 8.6*****

**TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF MARCH 28, 2021**

Classification Reviewed:	1	#	2	3	#	4	#	5	6	#	7	8	9	10	Recommended Total Points:	Recommended Grade:
SWAP Deputy	220	b 1	210	140	b 2	0	-	210	90	c 1	60	225	40	20	1215	4
Inmate and Jail Medical Billing Specialist/Central Records Supervisor	243	b 2	210	160	b 3	40	b 2	240	60	a 3	80	250	60	0	1343	5
Central Records and FOIA Specialist	197	a 2	210	140	b 2	0	-	210	40	a 2	80	225	60	0	1162	4

LIVINGSTON COUNTY JOB DESCRIPTION

SWAP DEPUTY

Supervised By: Inmate Services Sergeant, Jail Lieutenant or Undersheriff
Supervises: Inmates eligible for SWAP (Sheriffs Work Alternative Program)
FLSA Status: Non-Exempt Part-Time

Position Summary

Under the supervision of the Inmate Services Sergeant, Jail Lieutenant or Undersheriff is responsible for supervision, custody and security of jail inmate work crews. Responsible for pat-down searches prior to and following transporting work crews to off-site locations in order to complete work projects. Responsible for the custody, supervision and security of these work crews in order to provide a safe environment for the general public and employees of the facility to which they are assigned.

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. Responsible for supervision and pat-down searches of work crews prior to leaving and upon returning to the jail facility.
2. Transports work crews to off-site locations in order to complete work projects.
3. Responsible for the custody, supervision and security of these work crews.
4. Coordinates and schedules all work projects assigned to SWAP.
5. Performs other security and security-related tasks as assigned including court transports as well as court security functions when needed.
6. Renders first aid to the general public, jail inmate workers, and employees when necessary.
7. Performs other security and security-related tasks to ensure proper inmate conduct and public safety.
8. Maintains records and documentation related to work assignments.

9. 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:

- Corrections Officer Certification and two years of experience in corrections or the public safety field. Associate's Degree and MCOLES certification or certifiable is desirable.
- Michigan Vehicle Operator's License.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- No prior or expunged felony convictions.
- Thorough knowledge of the principles and practices of law enforcement and security protocols.
- Knowledge of interpreting, applying, and explaining laws, policies and regulations.
- Ability to use sound independent judgment within established policy and procedural guidelines.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors for 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.
- Some skill in the use of office equipment and technology, including Microsoft Suite applications such as Word and Excel.

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 function.

While performing the duties of this job, the employee is regularly required to communicate in person, by phone and electronically. The employee must be mobile with the ability to stand, sit, stoop and kneel; use hands to finger, handle, or feel and reach with hands and arms. The

employee must lift or push/pull objects of up to 75 pounds without assistance and be physically able to restrain unruly individuals.

The employee works both in an office and at work sites. When working at work sites the employee is exposed to weather conditions and potentially dangerous law enforcement situations. .

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION AUTHORIZING THE CLASSIFICATION ANALYSIS OF THE SHERIFF INMATE AND JAIL MEDICAL BILLING SPECIALIST/CENTRAL RECORDS SUPERVISOR - SHERIFF

WHEREAS, the new position of Inmate and Jail Medical Billing Specialist/Central Records Supervisor will retain the current billing responsibilities but also assume a supervisory role in Central Records. The position will oversee and supervise nine part-time employees and one full-time employee; in regard to scheduling, training and oversight of daily operations; and

WHEREAS, the assumption of the supervisory duties is the primary rationale for the request for reclassification to a higher grade; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Inmate and Jail Medical Billing Specialist/Central Records Supervisor position be classified at Grade 5; and

WHEREAS, the position change will not require a budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the grade placement of the Inmate and Jail Medical Billing Specialist/Central Records Supervisor at Grade 5 of the Non-union pay scale.

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**MOVED:
SECONDED:
CARRIED:**

LIVINGSTON COUNTY JOB DESCRIPTION

INMATE AND JAIL BILLING SPECIALIST/CENTRAL RECORDS SUPERVISOR

Supervised By: Executive Assistant/Office Manager, Jail Administrator or Undersheriff

Supervises: Full- and part-time employees as assigned

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Executive Assistant/Office Manager, Jail Administrator or Undersheriff is responsible for managing and performing a wide range of billing duties. Serves as the primary point of contact for federal and state agencies and contacts associated with inmate billings and reimbursements. Functions as a lead worker, overseeing and directing the work of full- and part-time employees assigned to Central Records.

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. Responsible for directing employees working in Central Records, including staff scheduling, addressing employee concerns, coordination of training, recommending corrective action when required and overseeing daily operations.
2. Documents all U.S. Marshal Inmate movement to and from the Livingston County Jail, including court transportation, inmate housing (intake and release), and medical transportation. Prepares a monthly invoice to the U.S. Marshal Service.
3. Ensures that all tasks strictly comply with all policy and regulatory requirements.
4. Receives, reviews, and documents Judgment of Statement forms from the court to verify qualification for the County Jail Reimbursement Program. Submits monthly billing ledgers to the Michigan Department of Corrections.
5. Receives, reviews, and documents parole detainers received from the jail to determine qualification of parole violator reimbursement. Submits monthly billing ledgers to MDOC. Receives, reviews, and prepares invoice vouchers for conveying convicts.
6. Reviews and documents information regarding off-site medical invoices to verify incarceration at time of service.

7. Responsible for creating contracts thru BCBS for inmates requiring off-site medical care. Responsible for reviewing monthly BCBS statements to insure inmates are eligible for insurance services as provided and billing is accurate.
8. Receives, reviews, and documents all jail transports to and from Livingston County. Ensures ledgers are available to the Inmate Services Sergeant and Jail Administrator as needed. Serves as liaison to MDOC to schedule delivery of inmates sentenced to the Michigan Department of Corrections.
9. Performs data entry for inmate reimbursement for incarceration from ledgers provided by the inmate reimbursement agency.
10. Performs daily reconciliation and deposit of funds receipted for services.
11. Responsible for updating the current Sheriff's Office, Jail Services Division's policies and procedures.
12. Performs basic office duties, such as copying, filing, faxing, typing standard documents, and entering data.
13. Attends workshops and seminars as directed.
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:

- High school diploma or GED and three years of progressively more responsible experience in accounts receivable and medical billing.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to maintain confidentiality requirements.
- Supervisory experience preferred with the ability to problem-solve and display skill in conflict resolution.
- Certified Cash Handling Trainer.
- Considerable knowledge of performing bookkeeping activities, balancing accounts,

maintaining and processing financial information, and maintaining accurate and detailed 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 Office applications, billing software and other databases.

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 CENTRAL RECORDS AND FOIA SPECIALIST - SHERIFF

WHEREAS, the position of Central Records and FOIA Specialist replaces the position of Office Assistant/Records in the Sheriff's Department. Under the Sheriff's reassignment of duties, the position will now be re-titled Central Records and FOIA Specialist and be exclusively responsible for FOIA administration. The position incumbent has incrementally expanded her FOIA-related expertise and it is envisioned that having one individual at a high level of administrative competency will result in more consistent response for FOIA processing; and

WHEREAS, the assumption of the sole FOIA responsibility is the primary rationale for the request for reclassification to a higher grade; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Central Records and FOIA Specialist position be classified at Grade 4; and

WHEREAS, the position change will not require a budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the grade placement of the Central Records and FOIA Specialist at Grade 4 of the Non-union pay scale.

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**MOVED:
SECONDED:
CARRIED:**

LIVINGSTON COUNTY JOB DESCRIPTION

CENTRAL RECORDS AND FOIA SPECIALIST

Supervised By: Inmate and Medical Jail Billing Specialist/Central Records Supervisor;
Executive Assistant/Office Manager or Undersheriff

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Central Records Supervisor, Executive Assistant/Office Manager or Undersheriff is responsible for managing confidential criminal records and all FOIA requests. Provides authorized agencies with information from Sheriff's Office files. Receives, stores, shares and purges confidential criminal records, performs records and database searches and provides confidential criminal record information to authorized personnel. Performs receptionist duties, customer assistance, clerical and bookkeeping functions for the department.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives, stores and manages all Sheriff's Office confidential criminal records both in electronic and non-electronic formats.
2. Responds to and answers all record requests from authorized agencies, which includes local, state and federal law enforcement agencies, prosecutors, and courts as well as requests from the general public.
3. Provides specialized input in the management and coordination of all Freedom of Information Act, subpoena, and discovery inquiries. Prepares correspondence and provides authorized information to a variety of parties, such as insurance companies, attorneys and the general public.
4. Responsible for reviewing and redacting all information that, by law, cannot be released.
5. Purges and destroys files as mandated by the Penal Code.
6. Performs record and database searches to fulfill information requests.

7. Performs receptionist duties, such as greeting and assisting customers, answering and directing phone calls, taking messages and maintaining related information.
8. Performs basic office duties, such as copying, filing, faxing, typing standard documents, preparing, sorting, and distributing mail, and entering data.
9. Reviews a variety of reports and documents for accuracy ensuring proper signatures, budget codes, discounts, deductions, payments, totals, disbursements and related information.
10. Prepares invoices and receipts payments.
11. Provides routine customer assistance to citizens regarding department operations, programs and services.
12. Attends 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:

- High school diploma or GED and three years of experience in a clerical or administrative position, preferably in a law enforcement setting and preferably possessing training in FOIA and Central Records management.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Must have no prior or expunged felony convictions.
- Must be LEIN certified (trained and tested) within the first six months of employment.
- Ability to maintain confidentiality requirements.
- Ability to learn the principles and practices of creating and maintaining confidential criminal records.
- Considerable knowledge of the Freedom of Information Act, and basic office and customer service principals and procedures.

- Skill in maintaining a complex filing system, and retrieving and researching information inquiries, including sensitive information requiring confidentiality and discretion.
- 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 and within deadlines.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, the ability to learn Sheriff's Office's software programs and applicable state software databases.

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 Purchase of MERS Service Credit by Deputy Kevin Crane – Sheriff

WHEREAS, as of April 1, 2021, Deputy Kevin Crane has 18 years, 3 months earned service credit with the County's retirement plan administrator, Michigan Municipal Employee Retirement System (MERS); and

WHEREAS, Deputy Crane has requested to purchase 4 years' generic service credit; and

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

WHEREAS, Deputy Kevin Crane will pay \$101,302.00, which is the total actuarial cost of purchasing 4 years' additional generic service credit.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes Kevin Crane to be credited with 4 years' generic service credit with MERS providing he pays the total actuarially determined cost of \$101,302.00.

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

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MOVED:

SECONDED:

CARRIED:



Michael J. Murphy
Sheriff

Jeffrey A. Warder
Undersheriff

LIVINGSTON COUNTY

OFFICE OF THE SHERIFF

150 S. HIGHLANDER WAY • HOWELL, MICHIGAN 48843
TELEPHONE (517) 546-2440 • FAX (517) 552-2542

To: Livingston County Board of Commissioners
From: Michael J. Murphy, Sheriff
Date: April 16, 2021
Re: Purchase of Generic Service Credit by Kevin Crane

Deputy Kevin Crane has 18 years and 3 months service as a Deputy in our Jail Services Division. Mr. Crane has requested to purchase 4 years of generic service credit from MERS. An actuary study completed by MERS determined the total cost to be \$101,302.00.

It is a requirement of MERS for the governing body (Livingston County Commission) to approve all such purchases of service credit. The cost of this transaction is at the expense of the employee requesting the purchase of service credit. There is no cost to the employer.

The Livingston County Board has previously approved requests to purchase service credit. Approved requests include Deputy Joel Ash, Deputy Brian Chuff, Deputy Gerard Boyer and most recently Lt. Eric Sanborn.

I support Deputy Crane's request to purchase service credit and I am asking the Livingston County Board of Commissioners to approve this resolution. If you have any questions, please do not hesitate to contact me.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Adopt a Telecommuting Arrangement Policy – County Administration

WHEREAS, although we are currently still under the state’s MIOSHA Rules mandating remote work for certain positions, this policy was drafted with the future in mind. The experiences of the past year have shown us that telework is a viable option for some of our positions and that productivity does not suffer when telework is utilized; and

WHEREAS, this Telecommuting policy trusts department heads to make future telework decisions that make sense for their department within basic and common sense guidelines; and

WHEREAS, this Policy has been prepared by the County Administration team after surveying department directors about their support and has been reviewed and approved by civil counsel; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the attached Telecommuting Arrangement Policy for County employees.

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MOVED:

SECONDED:

CARRIED:

Telecommuting Arrangement Policy

Effective _____

Livingston County supports telecommuting/telework and is committed to providing innovative working solutions to retain and recruit a diverse and talented workforce. Permitting remote work provides more flexibility for employees seeking to balance their work and personal lives while still achieving the level of productivity required for their position. Telecommuting must be approved by Department heads and is a voluntary arrangement, not an employment benefit. Telecommuting arrangements may change from time to time to meet the department's needs. Department heads will determine who qualifies for telecommuting. Departmental telework arrangements must be structured in a way that causes no decrease in public service or staff productivity. Departments that coordinate with other departments to provide service to the public must work together to ensure that telework policies do not inadvertently create unworkable challenges for each other.

General Work Arrangement

While telecommuting, Employees will:

- a. remain accessible during their work schedule;
- b. check in with their supervisor to discuss status and open issues;
- c. be available for teleconferences, scheduled on an as-needed basis;
- d. be willing to report to work in person upon the request of the Department head;
- e. request supervisor approval in advance of working any overtime hours (if employee is nonexempt);
- f. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location;
- g. be logged on via Microsoft Teams or any future utilized computer platform during their work day. Remote workers will be expected to be available throughout the work day and must be able to promptly return any messages that are left for them; and
- h. be bound to all the same County and personnel policies as employees working in person.

Employee's duties, obligations, job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular County work site. The supervisor reserves the right to assign work as necessary at any time.

Equipment

Department heads and the IT department will determine, with information supplied by the employee through the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. Equipment requests must have prior department head approval.

Equipment supplied by Livingston County will be maintained by the organization. However, employees are responsible for setting up their own equipment in the home work space. IT will not be setting up the equipment. Should assistance be needed, IT will do their best to support staff remotely, however, if an employee cannot be assisted remotely, an employee may be required to go to the IT department for assistance. IT will not be traveling to homes to assist employees working remotely. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Livingston County accepts no responsibility for damage or repairs to employee-owned equipment. Livingston County reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Livingston County property received and agree to take appropriate action to protect the items from damage or theft. All County property will be returned to the County premises at the end of the Telecommuting arrangement.

Livingston County will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Livingston County will also reimburse the employee for business-related expenses, consistent with the County's Business Expense Reimbursement Policy. The employee will establish an appropriate work environment within his or her home for work purposes. Livingston County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with Livingston County's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of private County information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy.

Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Livingston County's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in disciplinary action up to and including discharge from employment.

Dependent/Child Care

The focus of the arrangement must remain on job performance and meeting business demands during normal business hours. All telecommuting work arraignments must be agreed and determined between an employee and their department head.

Temporary Emergency Telecommuting Arrangement

Effective _____ March 18, 2020

~~Due to the current COVID-19 (coronavirus) outbreak, many employees are inquiring about the ability to work from home. Livingston County is implementing voluntary/temporary telecommuting arrangements for employees whose job duties are conducive to working from home but who do not regularly telecommute. However, there are some positions at Livingston County that require the employee to be physically present in the workplace. These employees are defined as critical personnel. Livingston County supports telecommuting/telework and is committed to providing innovative working solutions to retain and recruit a diverse and talented workforce. Permitting remote work provides more flexibility for employees seeking to balance their work and personal lives while still achieving the level of productivity required for their position. Telecommuting must be approved by Department heads and is a voluntary arrangement, not an employment benefit. Telecommuting arrangements may change from time to time to meet the department's needs. Department heads will determine who qualifies for telecommuting. Departmental telework arrangements must be structured in a way that causes no decrease in public service or staff productivity. Departments that coordinate with other departments to provide service to the public must work together to ensure that telework policies do not inadvertently create unworkable challenges for each other.~~

Livingston County supports telecommuting/telework and is committed to providing innovative working solutions to retain and recruit a diverse and talented workforce. Permitting remote work provides more flexibility for employees seeking to balance their work and personal lives while still achieving the level of productivity required for their position. Telecommuting must be approved by Department heads and is a voluntary arrangement, not an employment benefit. Telecommuting arrangements may change from time to time to meet the department's needs. Department heads will determine who qualifies for telecommuting. Departmental telework arrangements must be structured in a way that causes no decrease in public service or staff productivity. Departments that coordinate with other departments to provide service to the public must work together to ensure that telework policies do not inadvertently create unworkable challenges for each other.

~~Critical personnel are defined as County employees who are working in a public safety classification. Public Safety Departments include, but are not limited to; Sheriff, 911 Central Dispatch, and Emergency Medical Services (EMS).~~

~~Critical personnel are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work due to illness.~~

~~Essential and Non-Essential/Non-Critical positions may be approved to work from home temporarily as determined by the department head.~~

~~Telecommuting / working from home arrangements are expected to be short term and Livingston County will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and Livingston County may require employees to return to regular, in-office work locations at any time.~~

~~Should the current health crisis warrant, Livingston County may require some employees, with the exception of critical personnel, to work from home. Employees should be proactive with~~

~~department directors in preparing for these circumstances to ensure employees have the resources necessary to work remotely.~~

General Work Arrangement

While telecommuting, Employees will:

- a. remain accessible during their work schedule;
- b. check in with their supervisor to discuss status and open issues;
- c. be available for teleconferences, scheduled on an as-needed basis;
- ~~d. be available to come into the office if a business need arises;~~ **be willing to report to work in person upon the request of the Department Head;**
- e. request supervisor approval in advance of working any overtime hours (if employee is nonexempt); ~~and~~
- f. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location;
- g. be logged on via Microsoft Teams or any future utilized computer platform during their work day. Remote workers will be expected to be available throughout the work day and must be able to promptly return any messages that are left for them; and**
- h. be bound to all the same County and personnel policies as employees working in person.**

Employee's duties, obligations, job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular County work site. The supervisor reserves the right to assign work as necessary at any time.

Equipment

Department heads and the IT department will determine, with information supplied by the employee **through** ~~and~~ the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. **Equipment requests must have prior department head approval.**

Equipment supplied by Livingston County will be maintained by the organization. However, employees are responsible for setting up their own equipment in the home work space. IT will not be setting up the equipment. Should assistance be needed, IT will do their best to support staff remotely, however, if an employee cannot be assisted remotely, an employee may be required to go to the IT department for assistance. IT will not be traveling to homes to assist employees working remotely. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Livingston County accepts no responsibility

for damage or repairs to employee-owned equipment. Livingston County reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Livingston County property received and agree to take appropriate action to protect the items from damage or theft. All County property will be returned to the County premises at the end of the Telecommuting arrangement.

Livingston County will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Livingston County will also reimburse the employee for business-related expenses, **consistent with the County's Business Expense Reimbursement Policy**. ~~such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job. All additional costs must be pre-approved by the Department Director.~~

The employee will establish an appropriate work environment within his or her home for work purposes. Livingston County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with Livingston County's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of private County information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy.

Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Livingston County's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in disciplinary action up to and including discharge from employment.

Dependent/Child Care

The focus of the arrangement must remain on job performance and meeting business demands during normal business hours. All telecommuting work arrangements must be agreed and determined between an employee and their department head.



LIVINGSTON COUNTY ADMINISTRATION

LIVINGSTON COUNTY, MICHIGAN
304 E. Grand River Avenue - Suite 202 - Howell MI 48843

TEL: (517) 546-3669
EMAIL: NBurd@livgov.com

NATHAN BURD
COUNTY ADMINISTRATOR

TO: PERSONNEL COMMITTEE
FROM: NATHAN BURD – COUNTY ADMINISTRATOR
DATE: APRIL 16, 2021
RE: TELEWORK POLICY

At last month's meeting of the Personnel Committee, we had a discussion about offering telework opportunities for positions that can be conducted remotely. Although we are currently still under the state's MIOSHA Rules mandating remote work for certain positions, this policy was drafted with the future in mind. The experiences of the past year have shown us that telework is a viable option for some of our positions and that productivity does not suffer when telework is utilized.

This proposed policy would allow department heads to determine telework policies for their employees as they see fit as long as certain conditions are met. These conditions include structuring telework in a way that causes no decrease in public service. Departments that coordinate with other departments to provide service to the public must also work together to ensure that telework policies do not inadvertently create unworkable challenges for each other. The general work arrangements also require that remote workers must remain accessible during their work schedule, must be willing to report to work in person upon the request of the department head, must stay logged on via Microsoft Teams or similar programs while working remotely, and are bound to same County and personnel policies as employees working in person. This policy trusts department heads to make telework decisions that make sense for their department within basic and common sense guidelines.

Jennifer Palmbos and I appreciate the opportunity to discuss this proposal and share more information at the April 21 Personnel Committee meeting. If you have any questions in the meantime, please feel free to contact me. Thank you.

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:

Jury Board

William Green Term expires 4.26.2027
Dane Morris Term expires 4.26.2027
Nancy Sauvage Term expires 4.26.2027

Solid Waste Management Committee

Sam Caramagno, *Solid Waste Industry* Term expires 4.26.2027
Don Tinson II, *General Public*..... Term expires 4.26.2027

Planning Commission

Paul Funk, *Residential Areas* 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.

#

**MOVED:
SECONDED:
CARRIED:**



Livingston County, Michigan
Board of Commissioners
304 E. Grand River Avenue - Suite 201 - Howell MI 48843

Wes Nakagiri, Chairman
Carol Griffith, Vice-Chairwoman

TEL: (517) 546-3520
FAX: (517) 546-7266

MEMORANDUM

To: Livingston County Board of Commissioners
From: Natalie Hunt
Date: April 21, 2021
Re: Resolution to Approve Appointments to the Livingston County Boards and Committees

JURY BOARD

In counties having a population of less than 2,000,000, the jury board consists of 3 qualified electors of the county appointed by the county board of commissioners on recommendation of the circuit judges of the judicial circuit in which the county is situated, not more than 2 of whom shall be members of the same political party. The appointments shall be for 6-year terms.

Members	Term expiration dates
SAUVAGE, Nancy	5.19.2021
VANWINCKLE, Peter	8.01.2021
VACANT	N/A

SOLID WASTE MANAGEMENT COMMITTEE

Membership on the Solid Waste Management Committee has expired. The Committee is comprised of nine members and represent the following categories:

Categories	# of Member Representatives
Solid Waste Industry	VACANT
Environmental Interests	BURNS, Rick
City/Village Representative	SUIDA, Erv
Health Interests	BOLANG, Matt
Township Representatives 3 members:	GERMANE, Matt HENSHAW, Bob HANVEY, Bob
General Public 2 members:	VACANT TINSON, Don (expired term)

Members representing the general public are required to complete a background check prior to approval of appointment by the Board of Commissioners per Resolution #2020-04-129. Mr. Don Tinson, II has been recommended for reappointment as a member representing the general public and has completed the application and background check process through the Livingston County Human Resources Department. Mr. Sam Caramagno has been recommended by the standing Solid Waste Management Committee to complete the term for the member representing the Solid Waste Industry, set to expire on October 31, 2021.

PLANNING COMMISSION

The Planning Commission shall consist of seven (7) members who are qualified electors in the County and shall individually be representative of the important segments of the economic, governmental, social life and development of Livingston County including agriculture, recreation, education, residential areas, government, transportation, industry, and commerce.

Categories	Member Representatives
Transportation	IKLE, Matthew
Commerce	ANDERSON, Bill
Agriculture	BOWDOIN, Dennis
Recreation	CALL, Bill
Education	CLUM, Jeanne
Residential Areas	VACANT
Industry	PROKUDA, Brian

A total of twenty-three (23) candidates submitted documents for interest in being appointed to fulfill the vacancy for the member representing residential areas. Five candidates were interviewed by the County Administrator, Human Resources Director, the County Planning Department Director, and Assistant Township Manager/Community Development Director from Genoa Township. The Board of Commissioners Chairman, Commissioner Nakagiri and the Personnel Committee Chairman, Commissioner Helzerman also attended the interviews. The consensus of the interviewing team is to recommend Mr. Paul S. Funk to complete the vacated term set to expire on October 31, 2022.





Livingston County Circuit Court

HON. MICHAEL P. HATTY
Circuit Court Judge

204 South Highlander Way, Suite 5 • Howell, Michigan 48843

TELEPHONE
(517) 546-3060
FAX
(517) 552-2512

March 30, 2021

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

Re: Appointments to Jury Board

Dear Board of Commissioners;

Pursuant to MCL 600.1301 (1) and (3), the following are my recommendation for appointment to the Livingston County Jury Board for a term not to exceed six (6) years:

Mr. William Green
Mr. Dane Morris
Ms. Nancy Sauvage

I make this recommendation on behalf of the Judges of the 44th Circuit Court.

Thank you for your time and attention to this matter.

Sincerely,

Honorable Michael P. Hatty
Chief Judge of 44th Circuit and
53rd District Court