

# PERSONNEL COMMITTEE AGENDA

June 9, 2021, IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE MEETING  
304 E. Grand River, Conference Room 4, Howell, MI 48843

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

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|---|-------|
| 1. CALL MEETING TO ORDER  |       |
| 2. ROLL CALL  |       |
| 3. APPROVAL OF AGENDA   |       |
| 4. CALL TO THE PUBLIC   |       |
| 5. APPROVAL OF MINUTES  | 3     |
| Minutes of Meeting Dated: May 19, 2021  |       |
| 6. TABLED ITEMS FROM PREVIOUS MEETINGS  |       |
| 7. REPORTS  |       |
| 8. RESOLUTIONS FOR CONSIDERATION  |       |
| 8.1. FRIEND OF THE COURT  | 7     |
| Resolution Authorizing the Reclassification of Office Coordinator   |       |
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| Resolution Authorizing the Reclassification of the Deputy District Court Clerk -<br>Office Technician to Chief Deputy Clerk |       |
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| Resolution Authorizing the Grade Placement of the Newly Created L.E.T.S.<br>Driver (Non-CDL)                                |       |
| 9. DISCUSSION   |       |
| 1. Airport Board Appointments   |       |
| 2. Huron Clinton Metropolitan Authority Board Appointment Process   |       |

10. ADJOURNMENT

# PERSONNEL COMMITTEE

## MEETING MINUTES

### Livingston County

May 19, 2021, 8:30 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>

#### Members Present

\_\_\_ Douglas Helzerman

\_\_\_ Carol S. Griffith

\_\_\_ Mitchell Zajac

#### 1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Helzerman at 9:10am

#### 2. ROLL CALL

#### 3. APPROVAL OF AGENDA

Motion to Amend the Agenda and add 8.7 DISCUSSION.

Moved By: Doug Helzerman

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)**

#### 4. CALL TO THE PUBLIC

None

#### 5. APPROVAL OF MINUTES

Minutes of Meeting Dated: April 21, 2021

Minutes of Meeting Dated: April 26, 2021

Motion to Approve the Minutes 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)**

**6. TABLED ITEMS FROM PREVIOUS MEETINGS**

None

**7. REPORTS**

None

**8. RESOLUTIONS FOR CONSIDERATION**

**8.1 Fiscal Services**

Resolution to Revise the Investment Policy Statement for the Livingston County 457(b) Deferred Compensation Plan

Motion to Approve the Above Resolution and Move to Finance.

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 Register of Deeds**

Resolution Approving the Filling of the Chief Deputy Register of Deeds at Above Hire-Rate

Motion to Amend Resolution by Commissioner Zajac.

Not supported. Withdrew

Motion to Amend Resolution adding an evaluation at 12 Months by Commissioner Zajac.

Not Supported

Motion to Amend Resolution by adding the ROD will eliminate a part-time position.

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 to Approve Resolution with Amendment.

**Roll Call Vote: YES (1):** D. Helzerman, **NO (2):** C. Griffith, M. Zajac; **Absent (0):** None

**Motion Failed (1-2-0)**

**8.3 Sheriff**

Resolution Approving the Step Placement of the Newly Reclassified SWAP Officer.

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)**

**8.4 Sheriff**

Resolution Authorizing the Board Chair to Sign a Letter of Understanding Regarding Detective Promotions, Increased Comp Bank, and Increased Hire Pay

Motion to Amend Resolution to add:

**WHEREAS**, the Union representing Deputies, Animal Control Officers, Detectives, and Correction Officers also concurs with these contractual modifications that, if approved by the Board of Commissioners, will remain in place until **the sooner of** 11:59PM on December 31, 2028 or once Sheriff Michael Murphy is no longer Sheriff.

Motion to Approve the Above Resolution and Move to Finance.

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 Sheriff**

Resolution Approving a 24 Month Pilot Program at the Sheriff's Office Allowing Double Filling Certain Positions for Six Months

Motion to Approve the Above Resolution and Move to Finance.

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)**

#### **8.6 Board of Commissioners**

Resolution Approving an Appointment to the Huron Clinton Metropolitan Authority Board

Motion to Amend Resolution by Commissioner Zajac.

Not Supported.

Motion to Approve Resolution as presented and Move to Board of Commissioners.

Moved By: Carol Griffith

Seconded By: Doug Helzerman

**Roll Call Vote: YES (2):** D. Helzerman, C. Griffith, ; **NO (1):** M. Zajac; **Absent (0):** None

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

#### **8.7 Discussion**

Each Commissioner spoke and expressed opinions on how they would like to move forward with the Board Committees Appointment process.

### **9. ADJOURNMENT**

Motion to Adjourn Meeting at 10.59am

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:

Recording Secretary

Pam Dinsmore

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF OFFICE COORDINATOR -  
[FRIEND OF THE COURT]**

**WHEREAS,** the Friend of the Court is revising its Office Coordinator position due to a number of positional and personnel changes; and

**WHEREAS,** additional duties related to supervision and training have been assigned to the Office Coordinator as well as an expanded role in information technology related to OnBase, the Michigan Child Support Enforcement System and other computer systems used by the FOC, or accessed as part of ongoing operations. In this respect, the Office Coordinator has become more of a central focus for technology; and

**WHEREAS,** this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Office Coordinator-FOC position be classified at the Court Union Grade 9; 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 of the Office Coordinator - FOC position at Court Union Grade 9, dependent on the concurrence of the union representing the Court bargaining unit.

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

**MOVED:**

**SECONDED:**

**CARRIED:**

# MUNICIPAL CONSULTING SERVICES LLC

March 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 revised position of Office Coordinator – Friend of the Court in the Livingston County Courts’ 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 Friend of the Court.
- Spoke with the Friend of the Court to gain additional information concerning the duties of the position.
- Reviewed information regarding Livingston County Courts’ 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 Courts’ existing pay grade structure.

## **BACKGROUND FOR THE POSITION OF OFFICE COORDINATOR – FRIEND OF THE COURT**

As part of Livingston County’s 2017 classification and compensation study, the Office Coordinator – Friend of the Court was evaluated and placed in grade 8. Since that time, the Friend of the Court’s Office has had a number of positional and personnel changes. Additional duties related to supervision and training have been assigned to the Office Coordinator as well as an expanded role in information technology related to OnBase, the Michigan Child Support Enforcement System and other computer systems used by the FOC, or accessed as part of ongoing operations. In this respect, the Office Coordinator has become more of a central focus



for technology. From a leadership perspective, the position has informally been designated as “third-in-command” with a clearer definition of responsibility for clerical staff leadership and workload management.

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 2,200 for the Office Coordinator – Friend of the Court. This would place the position in grade 9 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 15, 2020**

| <b>Classification Reviewed:</b>                     | <b>1</b>   | <b>2</b>   | <b>3</b>   | <b>4</b>  | <b>5</b>   | <b>6</b>   | <b>7</b>   | <b>8</b>   | <b>9</b>  | <b>10</b> | <b>Recommended<br/>Total Points:</b> | <b>Recommended<br/>Grade:</b> |
|---|------------|------------|------------|-----------|------------|------------|------------|------------|-----------|-----------|--------------------------------------|-------------------------------|
| <b>Office Coordinator - Friend of the<br/>Court</b> | <b>360</b> | <b>420</b> | <b>200</b> | <b>40</b> | <b>420</b> | <b>140</b> | <b>120</b> | <b>425</b> | <b>60</b> | <b>15</b> | <b>2200</b>                          | <b>9</b>                      |

## **LIVINGSTON COUNTY COURTS JOB DESCRIPTION**

### **OFFICE COORDINATOR – FRIEND OF THE COURT**

**Supervised By:** Friend of the Court and Deputy Friend of the Court

**Supervises:** Subordinate staff as assigned

#### **Position Summary:**

Under the supervision of the Friend of the Court and Deputy Friend of the Court, assists in the day-to-day operations of the office and oversight of support staff. Assists both administrators in the functions of the office including information systems, communications, and assisting in the development of policies and procedures. Serves as technology liaison of the office and the lead user for the OnBase application.

#### **Essential Job Functions:**

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

1. Assists the Friend of the Court (FOC) and Deputy Friend of the Court in overseeing the operations of support staff. Assists in the interview process, provides input on staff assignments, reviews work products as appropriate, and addresses performance issues in the early stages.
2. Serves as training facilitator for the office. Coordinates and provides the orientation and training on general office procedures to office staff and new personnel. Provides office-wide training on automated systems and equipment used in the office.
3. Keeps the Friend of the Court and Deputy Friend of the Court informed as well as office staff by reviewing and analyzing memorandums produced by the Office of Child Support and other human services agencies state-wide on items that will impact the office or require an update in procedure or policy.
4. Serves as technology liaison for the office and coordinates technology with the state and the County's Information Technology Department. Works closely with the department to confirm that all PC's and office equipment are up-to-date and working. Responsible for the maintenance and changes of the Friend of the Court's website and maintains and serves as an in-house resource for other software and databases.

5. Serves as the point-of-contact for the setup and maintenance of the Justice AV Solutions equipment in all hearing rooms located in the Friend of the Court Office. Works closely with the Referee's administrative staff to ensure that the systems are running properly on a day-to-day basis.
6. Assists the FOC in the development and implementation of policies and procedures guiding operations. Plans programs and designs forms for the office to ensure compliance with county, state and federal policies and requirements.
7. Communicates with the Finance Department, Information Technology Department, and other County offices on areas of mutual concern. Serves as liaison with Facilities Services for maintenance and custodial issues. Coordinates with purchasing for office furniture purchase. Communicates with service vendors at the state and county levels regarding the repair of computer equipment.
8. Conducts special projects and/or research for the FOC. May assist other staff including investigating and making recommendations regarding space management, telecommunications and other communication systems, website design, maintenance and update, imaging projects, and related areas.
9. Serves as OnBase Administrator (electronic content management) for the Friend of the Court. Serves as a Designated Super User who troubleshoots routing issues, documents, and system errors. Participates in the implementation, testing, and creation of the FOC document catalog as well as installation of all OnBase required equipment.
10. Generates, retains, and provides all monthly financial reports for the management consulting group and reconciles their expenditure reports to what is received as revenue from the Department of Health and Human Services for the Cooperative Reimbursement Grant.
11. Maintains Friend of the Court financial accounts by assisting other departments to properly assess charges to the correct accounts in order to ensure compliance with Michigan's Department of Health and Human Services.
12. Assists the FOC with the preparation of the annual budget and enters into the system for final approval by the Board of Commissioners. Assists in audit preparedness and maintains related documentation.
13. Serves as a Local Options Administrator for the Friend of the Court and as the administrator responsible for all Livingston County settings within the Michigan Child Support Enforcement System. Troubleshoots account and financial issues to ensure that the child support payments are transferred timely and makes determinations on proper adjustments in Medicaid, Foster Care, or financial records.

14. Retains storage and disposal records and ensures that criteria are met on files set for closure or disposal that meet the retention standards set by the State Court Administrative Office.
15. Performs functions of the Friend of the Court support staff as necessary. Assists FOC clerks, enforcement workers, Circuit Clerk's Office, and judicial staff with operational and procedural questions.
16. Pursues continual training through attendance of MiCSES trainings, Child Support User Group meetings, and other leadership development training.
17. Serves as CRAS Coordinator for the Friend of the Court and is responsible for cases transfers to and from the office.
18. Performs other duties as directed.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in accounting, information technology, or related field and four years of experience in a friend of the court office or closely related setting, including office management experience.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Ability to learn the principles and practices of governmental court order enforcement for child support and care, and health care, basic accounting principles, and local, state, and federal laws, rules, and regulations governing the operations of the Friend of the Court office.
- Knowledge and skill in preparing and interpreting court orders, maintaining accurate records, and preparing and interpreting legal documents.
- 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, children and families and the public.

- Skill in the use of office equipment and technology, including Microsoft Suite applications, various databases and the ability to learn and troubleshoot new software programs applicable to the position.

**Physical Demands and Work Environment:**

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

While performing the duties of this job, the employee 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.

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**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF THE DEPUTY DISTRICT COURT CLERK-OFFICE TECHNICIAN TO CHIEF DEPUTY CLERK - [DISTRICT COURT]**

**WHEREAS,** the District Court is in the process of re-organizing clerical and administrative responsibilities; and

**WHEREAS,** this revised position will effectively serve as a high-level administrative position that functions as an administrative liaison between the District Court Administrator and Division Leaders. The position will retain duties of a former Deputy District Court Clerk/Office Technician position related to high-level technology support and case management, further expanding these duties to include reporting requirements and updates to policies and procedures, as well as back-up recorder responsibility, LEIN and other duties; and

**WHEREAS,** this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Chief Deputy Clerk position be classified at the Court Union Grade 6; and

**WHEREAS,** the position change is part of a reorganization that is expected to be budget neutral.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the reclassification of the Deputy District Court-Office Technician to Chief Deputy Clerk at Court Union Grade 6, dependent on the concurrence of the union representing the Court bargaining unit.

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

**MOVED:**

**SECONDED:**

**CARRIED:**

# MUNICIPAL CONSULTING SERVICES LLC

May 21, 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 new position of Chief Deputy Clerk in the Livingston County organization. In completing the classification analysis for this position I have performed the following tasks:

- Reviewed job-related information including a job description containing a summary of job duties submitted by the District Court Administrator.
- Spoke with the District Court Administrator regarding particular duties and responsibilities.
- 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 Courts existing pay grade structure.

## **BACKGROUND FOR THE POSITION OF CHIEF DEPUTY CLERK**

The District Court is in the process of re-organizing clerical and administrative responsibilities. Among these changes, the District Court is creating a new position titled Chief Deputy Clerk. While the position will not have supervisory responsibility, it will effectively serve as a high-level administrative position that function as an administrative conduit between the District Court Administrator and Division Leaders. The position will retain duties of a former Deputy District Court Clerk/Office Technician position related to high-level technology support and these duties will be further expanded to include tech additional support as well as back-up recorder responsibility, LEIN and other duties. Additional reporting requirements will also be assigned as will responsibility for policies and procedures update. Essentially, the position will



be responsible for both new duties as well as a myriad of responsibilities that were previously assigned elsewhere.

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 1,532 for the Chief Deputy Clerk. The point total would place the position in grade 6 of the Livingston County Courts pay grade structure.

\* \* \* \* \*

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

Very truly yours,



Mark W. Nottley, Principal  
Municipal Consulting Services LLC

**TABLE A**  
**LIVINGSTON COUNTY**  
**POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF MAY 21, 2021**

| <b>Classification Reviewed:</b>            | <b>1</b>   | <b>2</b>   | <b>3</b>   | <b>4</b> | <b>5</b>   | <b>6</b>   | <b>7</b>   | <b>8</b>   | <b>9</b>  | <b>10</b> | <b>Recommended<br/>Total Points:</b> | <b>Recommended<br/>Grade:</b> |
|--|------------|------------|------------|----------|------------|------------|------------|------------|-----------|-----------|--------------------------------------|-------------------------------|
| <b>Chief Deputy Clerk - District Court</b> | <b>267</b> | <b>270</b> | <b>140</b> | <b>0</b> | <b>270</b> | <b>100</b> | <b>110</b> | <b>300</b> | <b>60</b> | <b>15</b> | <b>1532</b>                          | <b>6</b>                      |

# **LIVINGSTON COUNTY COURTS JOB DESCRIPTION**

## **CHIEF DEPUTY CLERK – DISTRICT COURT**

**Supervised By:** District Court Administrator

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

### **Position Summary:**

Under the supervision of the District Court Administrator, performs a variety of tasks and assists with the daily operations of the District Court. Functions as a support liaison between the District Court Administrator and District Court Division Leaders. Serves as an office technician with responsibility for developing technological efficiencies and acting as an office resource for both technical issues and help desk support.

### **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. Evaluates needs and designs solutions using technology, such as creating shared folders for storage and records retention for multiple operations and submitting orders to Information Technology with instructions for permissions for Deputy District Court Clerks and advice on implementation.
2. Provides instructions to Deputy District Court Clerks for use of new technology and provides troubleshooting and edits as needed.
3. Enables disabled computers and peripherals to the extent possible and/or diagnoses and submits work orders to Information Technology.
4. Creates spreadsheets for cash balancing and reconciliation of the cash office and maintains and updates as required.
5. Assists various operational areas, including specialty courts, traffic and criminal in the creation of various products such as pamphlets, calendars and training tools.
6. Creates and maintains spreadsheets for various operations for record retention or presentations.

7. Researches and requests traffic or criminal reports from an AS400 query or other programs and designs spreadsheets for comparisons and presentation.
8. Performs data entry, import and export into the AS400 of a variety of court-related statistics and data on a regular basis.
9. Creates scheduling calendars and maintains as needed for court operations. Monitors faxes received for all operations and distributes accordingly.
10. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, civil procedures, weddings, schedules, and specific case information; often requires pulling case files.
11. Reviews and processes payment for tickets, court costs, civil filing fees, enters information to computerized cash register and ensures that the proper case file is credited.
12. Opens criminal case files, includes assigning case number and filing formal complaint or appearance ticket, checking cash bonds, ensuring fingerprints are in file, and obtaining driving or criminal record as necessary.
13. Opens and processes a variety of civil matters including general civil, small claims, landlord/tenant cases and garnishments. This includes typing forms, correspondence and legal documents, filing papers, collecting fees, and ensuring case scheduling and the service of process.
14. Opens civil infraction cases, schedules hearing dates, enters to computer and notices defendant and law enforcement agencies.
15. Reviews legal documents such as writs of garnishments and restitution, stipulations, order and briefs, petition for installment payments and others for timeliness, completeness and compliance with the court rules. Examines and enters judgments on civil cases that are adjudicated.
16. Enters case file information, adjournments, dispositions, civil judgment, and other information to computer system.
17. Sends notices, prepares bench warrants, and suspends driver's licenses as authorized. Notifies agency issuing warrant after defendant appears.
18. Processes garnishments, includes receiving, balancing and disbursing monies.
19. Maintains case histories for civil cases and closes cases by recording disposition in case file and on computer. Notifies parties of disposition and files closed cases.

20. Reviews court files to determine readiness for hearings, trials, default judgments, dismissals and other court proceeding; includes checking for service and completeness of documents. Assists the judge and judge's staff.
21. Closes files by entering disposition to computer and running register of actions, commitments and other necessary documentation. Reviews information on paid tickets and ensures that it coincides with abstract of conviction prior to submission to the Secretary of State.
22. Processes mail, which includes matching checks with the case files and entering payments into the cash register. Prints and mails a variety of notices.
23. Forfeits bonds after proper notification of defendant or bonding agency. Processes bond transfers to other courts.
24. Types correspondence, notices, orders and legal documents and performs a variety of support tasks such as copying records and filing tickets and other documents. Prepares certificates on conviction.
25. Assists and backs up other Deputy Clerks and court staff, including providing back-up coverage to Court Recorders
26. Responsible for LEIN entry and recall. Issues bench warrants as directed by judges using the LEIN system. May serve as LEIN TAC.
27. Reviews forms and documents for compliance with District Court operational policies and procedures.
28. Responsible for updating the criminal, traffic, and civil training manuals.
29. Prepares a variety of reports and documents detailing division operations, such as statistics, financials, case load, and other figures on request or as required by the District Court Administrator.
30. Responsible for maintaining the District Court on-call list.
31. Maintains office supplies, forms and equipment inventory. Creates requisitions and purchase orders as needed. Verifies invoices for payment.
32. Responsible for records retention schedules and prepares records for destruction. Prepares and maintains records and tapes at storage facility. Retrieves records and tapes as necessary.
33. 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 with supplemental coursework in information technology and five years of progressive greater experience in a District Court setting working in various functional clerical capacities including duties requiring a high level of technological competence.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- LEIN Certification
- Judicial Information Services (JIS) computer training is required.
- Certified Electronic Operator (CEO) Certification.
- Knowledge of the principles and practices of general office procedures, and local, state, and federal laws, rules, and regulations governing the operations of the State of Michigan District Court.
- Considerable knowledge of creating and reviewing court filings and documentation, and receipting payments.
- Skill in maintaining detailed and accurate records in both electronic and non-electronic formats, and providing customer service.
- Skill in assembling and analyzing data and preparing reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Demonstrates ability to maintain professional integrity and respect for those requiring court services including the ability to effectively meet and deal with the public.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials, court officials and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, extensive database and spreadsheet knowledge and the ability to learn new software programs applicable to the position.

**Physical Demands and Work Environment:**

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

While performing the duties of this job, the employee 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 and courtroom 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 court or 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.

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**Resolution Authorizing the Grade Placement of the Newly Created L.E.T.S. Driver (Non-CDL) - [L.E.T.S.]**

**WHEREAS,** Livingston Essential Transportation Service (L.E.T.S.) wishes to create a new driver position for van drivers for public transportation that does not require a Commercial Driver's License (CDL) but rather, a Chauffeur's license; and

**WHEREAS,** this new position would be limited to van operation and motorized duties not requiring a CDL. Other positional duties such as safety training and service responsibilities would be similar; and

**WHEREAS,** this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Driver (Non-CDL) position be classified at the non-union Grade 2.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the grade placement of the newly created L.E.T.S. Driver (Non-CDL) at the non-union Grade 2.

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***NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee. The resolution to create the new position of LETS Driver (Non-CDL) will need Board approval under separate resolution.***

**MOVED:**

**SECONDED:**

**CARRIED:**



# MUNICIPAL CONSULTING SERVICES LLC

May 25, 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 new position of Driver (Non-CDL) in the Livingston County organization. In completing the classification analysis for this position I have performed the following tasks:

- Reviewed job-related information including a job description containing a summary of job duties submitted by the Director of L.E.T.S. Transportation/County Motor Pool.
- Spoke with the Director regarding particular duties and responsibilities.
- 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 DRIVER (NON-CDL)**

Livingston Essential Transportation Service (L.E.T.S.) provides a valuable service both to those residents requiring transportation assistance for physical and social mobility and the more casual users that prefer a public transport option. As the service continues to grow and professionalize, management has sought methods for improving cost effectiveness.

In regard to operations, a large portion of service is provided by vans. Unlike bus service, van drivers for public transportation do not require a Commercial Drivers License (CDL). Rather, a Chauffeur's License is adequate for this service. Related to this, L.E.T.S has decided to create the new classification of Driver (Non-CDL) that would be limited to van operation and

motorized duties not requiring a CDL. Other positional duties such as safety training and service responsibilities would be similar.

Utilizing this lower-paid classification will be a cost saving measure as well as an opportunity to expand the labor pool beyond those holding a CDL. Moreover, through effective route scheduling, service will not be negatively impacted by this operational change.

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 948 for the Driver (Non-CDL). The point total would place the position in grade 2 of the County's pay grade structure.

\* \* \* \* \*

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

Very truly yours,



Mark W. Nottley, Principal  
Municipal Consulting Services LLC

**TABLE A**  
**LIVINGSTON COUNTY**  
**POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF MAY 25, 2021**

| <b>Classification Reviewed:</b> | <b>1</b>   | <b>2</b>   | <b>3</b>   | <b>4</b> | <b>5</b>   | <b>6</b>  | <b>7</b>  | <b>8</b>   | <b>9</b>  | <b>10</b> | <b>Recommended<br/>Total Points:</b> | <b>Recommended<br/>Grade:</b> |
|---------------------------------|------------|------------|------------|----------|------------|-----------|-----------|------------|-----------|-----------|--------------------------------------|-------------------------------|
| <b>Driver (Non-CDL)</b>         | <b>173</b> | <b>150</b> | <b>120</b> | <b>0</b> | <b>150</b> | <b>40</b> | <b>60</b> | <b>175</b> | <b>20</b> | <b>60</b> | <b>948</b>                           | <b>2</b>                      |

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **DRIVER (NON-CDL)**

**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 safe, efficient, customer friendly transportation via van, or other authorized County vehicle to the public within 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. 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. Some transports require transportation out of the county and some door to door service.
2. Maintains a log of trips and number of passengers. Verifies monies, proper fares, fuel, and mileage.
3. Operates ramp to assist passengers in boarding the vehicle and ensures passengers are properly secured based on standards and guidelines.
4. 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.
5. Fuels and cleans vehicle throughout the day or at end of shift or day.
6. Records and report any incidents, injuries, or vehicle damage to proper personnel before end of shift.
7. 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.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License with Chauffeur designation.
- Must pass a Michigan Department of Transportation physical and drug screen prior to employment.
- Knowledge of the principles and practices of safe driving techniques and providing customer service and assistance for transporting citizens.
- Considerable knowledge of County roads, reading maps, providing customer service while transporting passengers, working with a variety of people including providing service to passengers with special needs and assistance, performing basic math skills, preparing receipts and daily log reports, and driving safely in all weather conditions.
- Skill in assembling 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 some knowledge of Microsoft Suite applications and the ability to master data entry on department-specific software.
- Skill in the use of specialized vehicle transportation equipment such as ramps 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 regularly works in the field. While in the office, the employee is regularly required to communicate in person and radio, read regular and small print, view and produce written documents and enter data. 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 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.