



PERSONNEL COMMITTEE REVISED AGENDA

July 21, 2021, 8:30 a.m.

Board of Commissioners Hybrid Meeting

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

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

304 E. Grand River Ave., Board Chambers, Howell, Michigan

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- Huron-Clinton Metropolitan Authority appointment
- Livingston County Human Services Collaborative Body Appointments

10. ADJOURNMENT

PERSONNEL COMMITTEE

MEETING MINUTES

Livingston County

June 9, 2021, 8:30 am

304 E. Grand River, Conference Room 4, Howell, MI 48843

Members Present

___ Douglas Helzerman

___ Carol S. Griffith

___ Mitchell Zajac

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Helzerman at 9:41am

2. ROLL CALL

3. APPROVAL OF AGENDA

Motion to Approve the Agenda as presented.

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

Motion Carried (3-0-0)

4. CALL TO THE PUBLIC

Steve Williams spoke regarding the process used for selection to the Huron Clinton Metro Parks Authority Board.

5. APPROVAL OF MINUTES

Minutes of Meeting Dated: May 19, 2021

Motion to Approve Minutes as Presented.

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

Motion Carried (3-0-0)

6. TABLED ITEMS FROM PREVIOUS MEETINGS

None

7. REPORTS

None

8. RESOLUTIONS FOR CONSIDERATION

8.1 FRIEND OF THE COURT

Resolution Authorizing the Reclassification of Office Coordinator

Motion to Approve the Above Resolution.

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

Motion Carried (3-0-0)

8.2 DISTRICT COURT

Resolution Authorizing the Reclassification of the Deputy District Court Clerk -Office Technician to Chief Deputy Clerk

Motion to Approve and Amend the Above Resolution.

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

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

Motion Carried (3-0-0)

8.3 L.E.T.S.

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

Motion to Approve the Above Resolution.

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

Motion Carried (3-0-0)

9. DISCUSSION

1. Airport Board Appointments

Mark Johnson spoke in favor of the 2 Candidates up for Reappointment to the Aeronautical Facilities Board.

Commission Zajac stated he would like to see other applicants get the opportunity to apply along with the reappointments.

Commissioner Nakagiri stated he would like to have a policy in place that everyone will follow.

2. Huron Clinton Metropolitan Authority Board Appointment Process

Doug Helzerman presented 3 possible approaches regarding the Appointment to the Huron-Clinton Metro Parks Authority Board.

1. Reconsideration of Steve Williams.
2. Resolution to Appoint Jay Drick.
3. Resolution for a formal process of interviews and ranking of candidates.

Mitchell Zajac Motions to Adopt a Resolution to Appoint Jay Drick to the Huron Board.

Supported By Doug Helzerman then withdrawn.

Mitchell Zajac Motions to move forward with a RESOLUTION ESTABLISHING UNIFORM PROCEDURE FOR NOMINATING AND SELECTING CITIZENS FOR BOARD COMMITTEE APPOINTED POSTIONS drafted by Commissioner Reader.

Supported by Carol Griffith with amendment

7. For Boards/Committees not operating under separate rules, resolution, or State statute, Upon the advice of the County Administrator and **Department Heads**, the Board Chair shall select one nominee. All documentation regarding the nominee will be provided to the Personnel Committee in their agenda package.

11. For Boards/Committees not operating under separate rules, resolution, or State statute, Upon the advice of the County Administrator and **Department Heads**, the Board Chair, or any other Commissioner, may request County Administration to conduct interviews of any candidate no later than thirty (30) days before an appointment is placed on the full Board agenda for vote.

Motion Carried (2-1-0)

10. ADJOURNMENT

Motion to Adjourn Meeting at 11:05am

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

Motion Carried (3-0-0)

Respectfully submitted by:

Pam Dinsmore

Recording Secretary

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION ESTABLISHING UNIFORM PROCEDURE FOR NOMINATING AND SELECTING
CITIZENS FOR BOARD COMMITTEE APPOINTED POSITIONS – BOARD OF COMMISSIONERS

WHEREAS: Commissioners have expressed concerns with the existing nomination process for Board Committees; and

WHEREAS: The Board of Commissioners desire to establish a uniform procedure for the selection of appointed committee positions to enhance efficiency and reduce confusion; and

WHEREAS: The Board of Commissioners desire to appoint citizens of integrity with important skills to assist each board with achieving their established goals and are willing to dedicate their time to regularly participate in meetings, do research to be prepared for board discussions, and who are willing to put the best interests of the community ahead of personal or political beliefs;

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners authorizes the implementation of the following procedure for the nomination and selection of citizens to appointed Board committee positions:

1. Before the second board meeting of each year, the County Administrator shall post on the Board Manager program located at: <https://www.livgov.com/Pages/Boards-and-Commissions.aspx>, a complete list of all committees, their members, and the year that their current term expires, together with a short description of what each committee does, when, how often, and where each committee meets. This information is then available 24/7 online.
2. Not less than 3-months prior to an up-coming vacancy or sooner if a vacancy occurs, the County Administrator or designee(s) shall send to all Commissioners notice of the up-coming vacancies via the Administrator's newsletter as they arise.

3. The posting shall list a closure date and no applicant shall be considered for appointment if their application is received by the County after that date of closure. These notices shall be posted at: <https://www.livgov.com>.
4. Other than Boards/Committees that operate under separate rules, resolutions, or State statutes, the County Administrator shall provide all Commissioners the following on all incumbent candidates applying for a new term:
 - a. Their name, home address, phone number, and email address.
 - b. Their letter of interest, copy of application, and resume.
 - c. Their references, identity of other committees the candidate served on and the duration, the year the incumbent was appointed, and attendance record.
 - d. Other written documents, if any, provided by the candidate.
5. Boards/Committees operating under separate rules, resolution, or State statute shall provide the County Administrator, the Personnel Committee, and Board Chair with names they are placing in nomination not later than one week prior to the Personnel Committee meeting that will consider selection of candidates to be submitted to vote by the full Board of Commissioners.
6. For nominations by Boards/Committees operating under separate rules, resolution, or State statute, the nominees shall be submitted as stated in their separate rules, resolution, or State statute and the Board Chair or the Chair of the Personnel Committee may request further information regarding the nominee(s) qualifications, experience, and desire to serve.
7. For Boards/Committees not operating under separate rules, resolution, or State statute, Upon the advice of the County Administrator and **Department Heads**, the Board Chair shall select one nominee. All documentation regarding the nominee will be provided to the Personnel Committee in their agenda package.
8. For Boards/Committees not operating under separate rules, resolution, or State statute, the Board Chair may designate one other Commissioner to select a nominee.
9. For Boards/Committees not operating under separate rules, resolution, or State statute, any County Commissioner may submit name(s) for nomination to the County Administrator, the Personnel Committee, and Board Chair before the date of posting is closed.
10. For Boards/Committees not operating under separate rules, resolution, or State statute, all nominations shall not be submitted to the full Board of Commissioners until the Personnel Committee has vetted each candidate and selected a candidate(s) for each vacancy. Any further information required by any Commissioner regarding submitted names for nominations shall be gathered by the Chair of the Personnel Committee.

11. For Boards/Committees not operating under separate rules, resolution, or State statute, Upon the advice of the County Administrator and **Department Heads**, the Board Chair, or any other Commissioner, may request County Administration to conduct interviews of any candidate no later than thirty (30) days before an appointment is placed on the full Board agenda for vote.
12. If interviews are conducted under paragraph 11, the Board Chair and the Personnel Committee Chair, or their other Commissioner designee(s), may participate in the interviews, as well as any other interested Commissioner.
13. If interviews are conducted under paragraph 11 or 12, the County Administrator, in a timely manner, shall provide all Commissioners with the names of all applicants selected for the interview, as well as the date, time, and location of each interview.
14. For Boards/Committees not operating under separate rules, resolution, or State statute, The Personnel Committee shall vet the nominee(s). As part of the final process, members of the Personnel Committee or other Commissioners may request attendance of any nominee(s) at a special full board meeting for open questions and interview. Such questioning shall be allowed at the discretion of the Personnel Committee Chair.
15. Upon completion of the vetting process the Personnel Committee may:
 - a. Advance the Board Chair's nominee to the full Board for final selection; or
 - b. Reject the single advancement of the Board Chair's nominee, add one other candidate the Personnel Committee vetted and advance the two candidates to the full Board.
 - c. The full Board would then select the appointment from the two vetted candidates.
16. When presented for full Board approval, if two nominees have been advanced, both names shall be advanced together for discussion. The full Board may request attendance of individual nominees for open questions and interview as part of the final selection process, and such questioning shall be allowed at the discretion of the Board Chair. After full Board discussion, a Motion to Appoint shall be made for each of the candidates separately and each candidate shall be voted on separately.
17. The provisions in this Resolution that conflict with any other applicable rule(s), resolution(s), County policies, or State statute(s) pertaining to the nomination, selection, or qualifications of citizens for Board Committee Appointed Positions shall be null and void.

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MOVED:
SECONDED:
CARRIED

PERSONNEL COMMITTEE MEETING MINUTES



July 7, 2021, 8:30 a.m.

Board of Commissioners Hybrid Meeting

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

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

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Member Present: Douglas Helzerman, Mitchell Zajac

Members Absent: Carol S. Griffith

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Helzerman at 10:02am

2. ROLL CALL

3. APPROVAL OF AGENDA

Motion to Approve the Agenda as Presented.

Moved By: Mitchell Zajac

Seconded By: Doug Helzerman

Motion Carried (2-0-1)

4. CALL TO THE PUBLIC

None

5. RESOLUTIONS FOR CONSIDERATION

5.1 Public Health Department

Resolution Approving the Filling of the Director of Personal Preventative Health Services / Deputy Health Officer at Above Hire Rate

Motion to Approve the Above Resolution.

Moved By: Mitchell Zajac

Seconded By: Doug Helzerman

Motion Carried (2-0-1)

6. ADJOURNMENT

Motion to Adjourn Meeting at 10:46am

Moved By: Mitchell Zajac

Seconded By: Doug Helzerman

Motion Carried (2-0-1)

Respectfully submitted by:

Pam Dinsmore

Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Grade Placement of the Newly Created Project Management Coordination Specialist - [Information Technology]

WHEREAS, Livingston County Information Technology wishes to create a Project Management Coordination Specialist position that will function as a business analyst for Information Technology in assisting with project definition, planning, coordination, tracking, reporting, meetings and oversight; and

WHEREAS, the position will be assigned to particular projects and will assume the responsibility for realizing a successful process and outcome through quality control. The incumbent will provide day-to-day support with a focus on establishing and maintaining effective communication channels, facilitating a collaborative process, documenting project needs and attainment, ensuring compliance and providing feedback and project status reports to both stakeholders and the CIO.; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Project Management Coordination Specialist position be classified at the non-union Grade 9; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the grade placement of the newly created Project Management Coordination Specialist at the non-union Grade 9.

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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 Project Management Coordination Specialist will need Board approval under separate resolution.

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 Project Management Coordination Specialist - IT 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 Chief Information Officer.
- Spoke with the Chief Information Officer 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 PROJECT MANAGEMENT COORDINATION SPECIALIST - IT

The Project Management Coordination Specialist - IT classification will function as a business analyst for Information Technology in assisting with project definition, planning, coordination, tracking, reporting, meetings and oversight. The position will be assigned to particular projects and will assume the responsibility for realizing a successful process and outcome through quality control. The incumbent will provide day-to-day support with a focus on establishing and maintaining effective communication channels, facilitating a collaborative process, documenting project needs and attainment, ensuring compliance and providing feedback and project status reports to both stakeholders and the CIO.

The position will also assume responsibility for a wide assortment of administrative responsibilities associated with vendor interactions, accounts payable, file maintenance, parts and product status and damaged or warranted parts. In this sense, the position will have responsibility for both upfront and administrative procedural processes related to project management. More broadly, the position will serve as a resource for IT staff by assisting in customer service and related administrative tasks.

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 2,027 for the Project Management Coordination Specialist - IT. The point total 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

LIVINGSTON COUNTY JOB DESCRIPTION

PROJECT MANAGEMENT COORDINATION SPECIALIST - IT

Supervised By: Chief Information Officer

Supervises: No supervisory responsibility

FLSA Status: Exempt

Position Summary:

Under the supervision of the Chief Information Officer, assists in planning, coordinating, implementing and finalizing projects according to the specifications and deadlines. Tracks project staff activities and contractor or other resources according to the overall project scope of work. At the start of each new activity, helps capture the definition of the project's objectives, and schedules, identifies key project milestones, and oversees quality control throughout the project. Supports project delivery processes at the County by attaining resources and coordinating internal team members and third-party contractors and/or consultants – including the identification, assessment, and communication of project risks and the ongoing communications with the Information Technology management team regarding project status and project critical success factors. Develops communication strategies to disseminate technology policies and information to stakeholders. Assists in general clerical and administrative activities in support of Information Technology operations.

Essential Job Functions:

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

1. Operates in a confidential manner while working on sensitive technology projects and sensitive data.
2. Drafts, updates and maintains project scope, project charter, resource budgets, and project schedule documents for assigned projects.
3. Routinely communicates project status, resource utilization, and high-level project schedule to executive management and related project team members.
4. Facilitates documentation of requirements from internal and external stakeholders to ensure commitment and understanding of scope by all participants.
5. Provides day-to-day support including project initiating, coordinating, scheduling, preparing agendas, tracking follow-ups actions, and documenting meeting activities.

6. Ensures that necessary parties (staff, vendors, and stakeholders) are included to accomplish the meeting agendas, goals, and the project's milestones or deliverables.
7. Works with participating organizations to serve as the primary day-to-day contact to facilitate communications and coordinate project activities.
8. Helps manage and track the work of approved vendors, vendor contracts, vendor Statements of Work (SOWs) and vendor deliverables.
9. Assists in developing and documenting related policies and procedures.
10. Schedules, attends/participates in project management calls and related project meetings as directed.
11. Provides leadership for the IT Strategic Planning process. Directs work-group projects and identifies, develops, and executes communication strategies to implement action items to necessary stakeholders.
12. Establishes key performance indicators and other success metrics to effectively perform analysis of the department and creates internal benchmarks using key metrics, analytics, and surveys.
13. Assists in preparing various reports detailing department operations, statistics, and other department or division information by collecting and compiling data as requested.
14. Provides effective training and education for the department and other County users. Researches and creates training materials and content for software training courses and identifies on-demand training videos.
15. Serves as a resource to IT staff assisting with standard office duties and responsibilities. Assists with coordinating department activities, such as tracking work, accounts payable or receivables, processing files or applications, relaying communications, providing customer service, researching information, and providing related support.
16. Performs technology research assistance for the CIO.
17. Investigates and resolves receiving and invoicing discrepancies, proactively managing receipt dates. Works to resolve issues regarding lost and damaged products. Manages all aspects of assigned vendors, back-orders, ETA's, RMA's for damaged products and warranty claims. Serves as vendor relations expert
18. Performs other duties as assigned

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- Bachelor's Degree or three years of relevant work experience. Master's Degree Preferred.
- Minimum PMP Coordination Certification required and willingness to pursue project management certification.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Demonstrated project management, and collaborative and customer service skills.
- 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 and vendors.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Ability to maintain confidentiality requirements.
- Skill in assembling and analyzing data and preparing comprehensive reports.
- Considerable knowledge of office procedures, and administrative support techniques.
- Skill in the use of office equipment and technology, including Microsoft Office applications, and the ability to learn the County's financial and management information applications.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee

must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

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

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

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Project Management Coordination Specialist - IT	337	360	300	0	360	100	160	350	60	0	2027	9

This cover letter applies to Resolutions 8.1 & 8.2 from Information Technology Department

**Livingston County
Information Technology
Department**

Report

To: Livingston County Board of Commissioners, Livingston County Administrator - Nathan Burd, Livingston County Deputy Administrator & Chief Financial Officer - Cindy Catanach

From: Kristoffer Tobbe
Livingston County Chief Information Officer

Date: July 19, 2021

Re: Livingston County Information Technology Department: Reorganization Request

Request for approval Livingston County Information Technology Department Reorganization Plan

The Livingston County Information Technology department is requesting a department reorganization that will add two essential technical roles to the team, expanding the technology team's ability to deploy more technology to meet the strategic goals of the Board of Commissioners, County departments and stakeholder, as well as re-aligning reporting structures for three County Information Technology department members to better align to the strengths of the teams and the supervising team members.

Position 1: PROJECT MANAGEMENT COORDINATION SPECIALIST

- **Estimated wage scale: Level 9 Steps 1 – 7 standard (\$58,793 - \$72,020)**
- **Fully Burdened year 1 projection \$92,940.00**
 - **(all costs for the position = salary + regular benefits +pension)**

A need for additional project management support within the Information Technology team has been an ongoing need for the department that has been projected for over three years. The need for greater outreach and updates to stakeholders (Departments; Elected Officials and Community Stakeholders) for the purposes of documenting technology need and assisting in facilitating project progress reports back to the stakeholders on department specific projects. This role will assist the C.I.O. in these processes and work within a standardized project management framework for technology project work. This will allow the more technical team members to stay focused on the large workload on the information technology team now and into the future.

Additionally, this role will take on a number of administrative activities currently dispersed throughout the Information Technology team, and act as a central point of coordination for the procurement process from the technology side before handing the process off to the Fiscal Services team for final procurement and budgetary review.

Position Summary:

Under the supervision of the Chief Information Officer, assists in planning, coordinating, implementing and finalizing projects according to the specifications and deadlines. Tracks project staff activities and contractor or other resources according to the overall project scope of work. At the start of each new activity, helps capture the definition of the project's objectives, and schedules, identifies key project milestones, and oversees quality control throughout the project. Supports project delivery processes at the County by attaining resources and coordinating internal team members and third-party contractors and/or consultants – including the identification, assessment, and communication of project risks and the ongoing communications with the Information Technology management team regarding project status and project critical success factors. Develops communication strategies to disseminate technology policies and information to stakeholders. Assists in general clerical and administrative activities in support of Information Technology operations.

Referenced appendices:

- TABLE A - LIVINGSTON COUNTY - POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF MAY 21, 2021
- Municipal Consulting Services LLC – Letter dated May 21, 2021 - in regard to your request for our firm to conduct a classification analysis for the new position of Project Management Coordination Specialist

Position 2: Application Support Analyst

- **Estimated wage scale: Level 9 Steps 1 – 7 standards (\$58,793 - \$72,020)**
 - **Fully Burdened year 1 projection \$92,940.00(all costs for the position = salary + regular benefits +pension)**

A significant need for application (program) support has existed in the Livingston County Information Technology department for over seven years. The Livingston County Application team currently consists of (1) Systems Manager (Diane Gregor) two Developers (1 Database, 1 strictly OnBase Administration) this team of two persons is responsible for the management, support, development and integrations of over 100+ application for the County. We are fortunate that Diane has 48 years-worth of experience with the County and has been here since the deployment of many of our legacy applications that we are currently required to keep, develop, and maintain (AS400-Courts & Sheriff's Office, Laserfiche- Prosecutors Office, Etc.) There is a growing desire within the County both strategically and directly to enhance the application portfolio and modernize our applications. Our Information Technology team is often (monthly and weekly) receiving requests for new applications from departments (often with brief advance notices). The applications must be evaluated for security, fit into the current County software portfolio, estimates on time to deployment & implementation, as well as complicated aspects like application data integration. A significant backlog of support and evaluation has occurred over the years and has contributed to over taxing our Systems Manager and Application Developer.

This new position, will assist in the role of supporting and maintaining of the applications, data integration projects, as well as the support of the document imaging systems and the numerous databases. Allowing, the Systems manager to allocate time and resources to legacy application transfer, new application requests and overall management of the systems.

Position Summary:

Under the supervision of the Application Manager, The Application Support Analyst will assist with the application support intake and issue evaluation process. As 1st and 2nd level responder, the Application Support Analyst will troubleshoot incidents and actively work to resolve them or escalate as appropriate. responsible for providing expertise and technical knowledge, answer inquiries and resolve issues, and escalate or close tickets as necessary, as they relate to key software applications.

The Application Support Analyst will develop in-depth knowledge of operational business processes, software applications used to support them, and data flows across the business process as well as develop the SQL skills necessary to acquire and analyze information. Plan, and implement County applications or enhancements including researching and analyzing department needs, modifying existing programs, assisting in the conversion of data and systems, and preparing appropriate documentation in accordance with established methods and procedures;

Referenced appendices:

- TABLE A - LIVINGSTON COUNTY - POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF July 17, 2021
- Municipal Consulting Services LLC – Letter dated July 17, 2021 - in regard to your request for our firm to conduct a classification analysis for the new position of Application Support Analysts- IT

Position Reporting Re-alignments

- Re-aligns the reporting structure of the position of ERP Enterprise Planning Administrator
 - from the Chief Information Office to the
 - Systems Manager to better fit with in a systems management standard and Application support model
 - Net Budget impact \$0
- Re-aligns the reporting structure of (2) positions
 - Senior Public Safety Technology Specialist
 - Public Safety Technology Specialist
 - From the Infrastructure Manager to the Network Administrator to utilize the 6+ years in public safety technology support and management
 - Net Budget Impact \$0

Budgetary Summary:

- **Resources from Current 2021 Livingston County Information Technology Budget \$30,000 (Contracted services)**
 - **9/1 start date is \$50,384. Assuming a 9/1 start date**
 - **Net year 1 request: +\$20,384**
- **Net overall budget impact annually projected fully burdened (all benefits and pension) + \$185,850**

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION AUTHORIZING THE GRADE PLACEMENT OF THE NEWLY CREATED IT APPLICATION SUPPORT SPECIALIST - [INFORMATION TECHNOLOGY]

WHEREAS, Livingston County Information Technology wishes to create an Application Support Specialist position that will have responsibilities related to the intake, evaluation and resolution of computer application problems. In this capacity the incumbent will serve as an important link in the information technology hierarchy, addressing issues requiring moderate levels of IT knowledge, as well as evaluating and determining problem issues that require more senior or team input; and

WHEREAS, the position will have a level of technical knowledge that is sufficient to respond to user inquiries and problems across a broad spectrum of applications. This will include an understanding of operational business processes, software applications used to support them, and related data flows; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Application Support Specialist position be classified at the non-union Grade 9; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the grade placement of the newly created Application Support Specialist at the non-union Grade 9.

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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 Application Support Specialist will need Board approval under separate resolution.

MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

July 17, 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 Application Support Analyst – IT 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 Chief Information Officer
- Spoke with the Chief Information Officer 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 APPLICATION SUPPORT ANALYST - IT

The Application Support Analyst – IT is a new position that will have responsibilities related to the intake, evaluation and resolution of computer application problems. In this capacity the incumbent will serve as an important link in the information technology hierarchy, addressing issues requiring moderate levels of IT knowledge, as well as evaluating and determining problem issues that require more senior or team input.

The position will have a level of technical knowledge that is sufficient to respond to user inquiries and problems across a broad spectrum of applications. This will include an understanding of operational business processes, software applications used to support them, and related data flows. The incumbent will develop additional experience in, and further develop

his/her knowledge of SQL to a level necessary to acquire and analyze information pertaining to the County's technology systems.

The position will also provide support to the department in planning and implementing new applications and upgrades and modifications – and converting data and systems to support optimal performance. Summarily, the Application Support Analyst – IT provides an additional level of expertise for the IT operation and a human resource for future development and (ideally) succession planning.

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 1,985 for the Application Support Analyst – IT. The point total 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 JULY 17, 2021

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Application Support Analyst - IT	295	360	300	0	360	100	160	350	60	0	1985	9

LIVINGSTON COUNTY JOB DESCRIPTION

APPLICATION SUPPORT ANALYST - IT

Supervised By: Application Manager

Supervises: No supervisory responsibility

FLSA Status: Exempt

Position Summary:

Under the supervision of the Application Manager, assists with the application support intake and issue evaluation process. As 1st and 2nd level responder, troubleshoots incidents and actively works to resolve them or escalate as appropriate. Responsible for providing expertise and technical knowledge, answering inquiries and resolving issues, and escalating or closing tickets as necessary, as they relate to key software applications.

Plans, and implements County applications or enhancements including researching and analyzing department needs, modifying existing programs, assisting in the conversion of data and systems and preparing appropriate documentation in accordance with established methods and procedures.

Essential Job Functions:

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

1. Assists in the support all of Information Technology operations.
2. Operates in a confidential manner while working on complex and sensitive technology projects and data.
3. Establishes and maintains data tables, updates and interprets data for use in report generation and ensures the accuracy and integrity of data used by customers.
4. Extracts data from centralized applications and downloads information from a variety of sources including the internet for analysis and report preparation.
5. Collaborates with others to identify information needs and determine appropriate applications to support those needs. Writes and modifies existing programs for input and retrieval of data.
6. Assists in the support of Electronic Document Management Systems.
7. Assists with the maintenance and support of County hosted applications.

8. Develops Microsoft SSRS or Power BI reports and SharePoint pages and solutions.
9. Assists with writing PowerShell scripts as well as API integrations for complex system integration.
10. Builds web forms and other web application to integrate content with departmental applications.
11. Develops in-depth knowledge of operational business processes, software applications used to support them, and data flows across the business process. Develops the SQL skills necessary to acquire and analyze information.
12. Provides specialized training for assigned area on common desktop applications and/or specific applications that are unique to the area. Assists in the development and maintenance of training materials.
13. Responsible for adhering to the Information Technology Change Control process to identify, document, and obtain authorization for configuration changes.
14. Assists in special projects relating to the conversion of applications or technology and coordinates work with IT professionals responsible for the project
15. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- Bachelor's Degree or 3-5 years of relevant information technology work experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Collaborative, enjoys working in teams, creative and effective problem-solving skills.
- Demonstrated organizational skills and strong attention to detail
- Demonstrated skills and experience in Microsoft: SQL, SSRS, PowerShell, Power BI, SharePoint, JSON & Python.

- IIS, Apache & web form development experience preferred
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, vendors for the County, representatives of other governmental units, professional contacts, elected officials, and the public, and vendors.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Will be a part of a on call rotation and part of a team that is on call as needed 24 x 7
- Ability to maintain confidentiality requirements.
- Skill in assembling and analyzing data and preparing comprehensive reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Thorough knowledge of the principles and practices of providing administrative support for a department.
- Considerable knowledge of office procedures, and administrative support techniques.

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 to Certify Officer and Employee Delegates to the 2021 Municipal Employees' Retirement System Annual Conference - Human Resources

WHEREAS, the 2021 Municipal Employee's Retirement System ("MERS") Annual Meeting will be held on October 7-8 at the Amway Grand Plaza Hotel, Grand Rapids, Michigan; and

WHEREAS, in accordance with the MERS Plan Document, delegates for the MERS Annual Meeting may be appointed by official action of the Board of Commissioners; and

WHEREAS, nominations were sought for Employee Delegates to attend the meeting; and

WHEREAS, costs of employees' attendance at the MERS annual meeting will be paid through the Benefit Fund.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners appoint Nathan Burd, County Administrator, as Officer Delegate and Hilery DeHate, Senior Financial Analyst, as Alternate Officer Delegate, Kathleen Kline-Hudson, as the Employee Delegate, and Chad Chewning, as the Alternate Employee Delegate for the 2021 MERS Annual Meeting.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize reasonable expenses in accordance with adopted Board policy.

BE IT FINALLY RESOLVED that the Board Chair is authorized to sign the attached 2021 Officer and Employee Delegate Certification Form.

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MOVED:
SECONDED:
CARRIED:



Municipal Employees' Retirement System of Michigan
1134 Municipal Way • Lansing, MI 48917
800.767.MERS (6377) • Fax: 517.703.9707
www.mersofmich.com

2021 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting | October 2021

Please print clearly • **Scan and attach this file when you register online** • Retain a copy for your records

IMPORTANT: If you are not electing/appointing delegates to vote during the MERS Annual Business Meeting, please **DO NOT** submit this form. A **delegate** is **NOT** confirmed to have voting rights until this form has been uploaded with their online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Officer Alternate name

Officer delegate and alternate listed above were appointed to serve during the 2021 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on _____, 2021.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Employee Alternate name

Employee delegate and alternate listed above were elected to serve during the 2021 MERS Annual Business Meeting by secret ballot election conducted by an authorized officer on _____, 2021.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court. **An electronic signature is permissible.**

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*

Municipality number*

Email address

Employer address

Employer city

Employer state

Employer zip code

Printed name

Title of authorized authority*

Authorized signature*

Date

* Required field

2
ways to
complete

1. You may complete it electronically (an electronic authorized signature is permissible), then save it and upload it when registering your delegate(s) – OR –
2. You may print it off and complete it, then scan and upload it to your computer for uploading when you register your delegate(s).

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving Appointments to the Livingston County Aeronautical Facilities Board - Board of Commissioners

WHEREAS, the terms of representatives on the Livingston County Aeronautical Facilities Board have expired; and

WHEREAS, the opportunity to submit for interest in being considered for appointment was posted on the home page of the Livingston County website, <https://www.livgov.com>, from July 1, 2021 through July 9, 2021; and

WHEREAS, two (2) submissions were received by the current incumbents; and

WHEREAS, per the Livingston County Board of Commissioners Resolution 2021-06-095, candidates are to be vetted by the Personnel Committee for a recommendation to be made to the Board of Commissioners; and

WHEREAS, the following reappointments have been recommended:

Livingston County Aeronautical Facilities Board

Ronald Staley Term expires 7.24.2026

Thomas Janego Term expires 7.24.2026

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

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#

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**MOVED:
SECONDED:
CARRIED:**