Personnel Committee
Meeting Agenda

August 5, 2024

6:00 p.m.

Hybrid In-Person and Virtual Meeting

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

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

https://us02web.zoom.us/j/3997000062

A quorum of the Board of Commissioners may be in attendance at this meeting.

Pages

1. **Call Meeting to Order**

2. **Roll Call**

   Frank Sample - Chairman, Roger Deaton - Vice Chairman, Martin Smith, and Nick Fiani

3. **Pledge of Allegiance to the Flag**

4. **Approval of Agenda**

5. **Call to the Public**

6. **Approval of Minutes**

7. **Tabled Items from Previous Meetings**

8. **Reports**

9. **Resolutions for Consideration**

10. **Adjournment**

Personnel Committee

Meeting Minutes

July 1, 2024, 6:15 p.m.
Hybrid In-Person and Virtual Meeting
304 E. Grand River Ave., Board Chambers, Howell, Michigan
Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC
https://us02web.zoom.us/j/3997000062

Member Present: Frank Sample, Roger Deaton - Vice Chairman, Martin Smith, Nick Fiani

_____

1. Call Meeting to Order

   The meeting was called to order by the Committee Chair, Frank Sample, at 6:30 pm.

2. Roll Call

   Frank Sample - Chairman, Roger Deaton - Vice Chairman, Martin Smith, and Nick Fiani

   Roll call by the recording secretary indicated the presence of a quorum.

3. Pledge of Allegiance to the Flag

   All rose for the Pledge of Allegiance to the Flag of the United States of America.

4. Approval of Agenda

   Motion to approve the Agenda as presented.

   It was moved by R. Deaton

   Seconded by Nick Fiani

   Yes (4): F. Sample, R. Deaton, M. Smith, and N. Fiani

                      Motion Carried (4 to 0)

5. Call to the Public: one.

6. Approval of Minutes

   6.1 Meeting Minutes dated: June 03, 2024

      Motion to approve the Minutes as presented.

      It was moved by R. Deaton

      Seconded by Nick Fiani

      Yes (4): F. Sample, R. Deaton, M. Smith, and N. Fiani

                  Motion Carried (4 to 0)

6.2 Closed Meeting Minutes dated: June 03, 2024

Motion to approve the Minutes as presented.

It was moved by R. Deaton

Seconded by Nick Fiani

Yes (4): F. Sample, R. Deaton, M. Smith, and N. Fiani

Motion Carried (4 to 0)

7. Tabled Items from Previous Meetings: None.

8. Reports: None.

9. Resolutions for Consideration

9.1 Juvenile Court

Resolution Approving the Reclassification and Retitling of the Reimbursement and Collections Clerk to the Quality Data & Collections Specialist

Motion to adopt the Resolution.

It was moved by N. Fiani
Seconded by Roger Deaton

Yes (4): F. Sample, R. Deaton, M. Smith, and N. Fiani

Motion Carried (4 to 0)

9.2 Board of Commissioners - CCAB

Resolution Approving an Appointment to the Livingston County Community Corrections Advisory Board – Board of Commissioners

Motion to recommend the resolution to the Board of Commissioners.

Moved by: R. Deaton

Seconded by: Martin Smith

Yes (4): F. Sample, R. Deaton, M. Smith, and N. Fiani

Motion Carried (4 to 0)

10. Adjournment

Motion to adjourn the meeting at 6:33 pm.

It was moved by R. Deaton

Seconded by Martin Smith

Yes (4): F. Sample, R. Deaton, M. Smith, and N. Fiani

Motion Carried (4 to 0)

_____

Carol Sue Jonckheere, Recording Secretary

RESOLUTION	NO:	[Title]
LIVINGSTON COUNTY	DATE:	Click or tap to enter a date.

Resolution to Approve the Reclassification of the GIS Analyst and the Application Developer – Information Technology

WHEREAS, the Information Technology department requested a job review for the GIS Analyst position due to significant changes to the job description; and

WHEREAS, the **GIS Administrator** position is responsible for the GIS environment, responsible for performing a variety of technical tasks involving the development, maintenance, and management of various enterprise GIS systems and data, including ArcGIS Enterprise, ArcGIS Online, and Cityworks; and

WHEREAS, MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 11 of the nonunion pay scale; and

WHEREAS, the Information Technology department also requested a job review for the Application Developer position due to significant changes to the job description; and

WHEREAS, the **ECM Administrator** position is responsible for providing complete system management for Livingston County Enterprise Content Management systems; and

WHEREAS, MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 11 of the nonunion pay scale; and

WHEREAS, such reclassifications are within the Information Technology budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the reclassifications of the GIS Analyst to GIS Administrator at the nonunion scale, grade 11 and the Application Developer to the ECM Administrator at nonunion scale, grade 11.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
22800116	APPLICATION DEVELOPER	NU	9	1.00	A
22800111	GIS ANALYST	NU	9	1.00	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
22800116	ECM ADMINISTRATOR	NU	11	1.00	A
22800111	GIS ADMINISTRATOR	NU	11	1.00	A

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize any necessary supplemental appropriation to effectuate the above.

#   #   #

MOVED:
SECONDED:
CARRIED:

NOTE: These job analyses need only Personnel Subcommittee approval and do not need to move forward to any other committee per BOC policy.

MGT CONSULTING

To:	Ms. Jennifer Palmbos
From:	Joel Palladini, Analyst
	Sheena Horton, Director
Date:	7/15/2024
Re:	Pay Grade Evaluation

This memo responds to your request for a pay grade evaluation of the following classification:

1. Application Developer – ECM Administrator
2. GIS Administrator

➢ It is our understanding that the **ECM Administrator** position is responsible for providing complete system management for Livingston County Enterprise Content Management systems. Administers the ECM system and serves as a liaison between ECM leads/power users, Information Technology, and ECM vendor support teams. Designs, builds, and maintains ECM solutions. The ECM Administrator is ultimately responsible for ensuring that appropriate documents regarding life and death situations are available to appropriate user departments, specifically public safety, and the courts. Serves as a project manager to implement ECM solutions using standard project manager constructs.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities of the given position. MGT selected a hybrid benchmark that includes, "Enterprise Applications Developer II (75%)" and "Application Systems Analysis/Developer I (25%)" from Salary.com's CompAnalyst database (Ann Arbor, MI (Metro) | Government |All FTEs, base average: $84,700).

Based on our assessment of position duties, Livingston's 2024 pay grade scale, and relevant external market data obtained from Salary.com CompAnalyst, we recommend the following:

▪ Grade Placement – Based on further analysis, MGT recommends **Grade 11** of Livingston's 2024 pay grade scale to ensure market competitiveness. We are looking at a targeted industry of "Government" for all FTEs. The minimum salary for the recommended group is $81,120, the midpoint salary is $91,312 and the maximum salary is $102,772.80. We are focusing on the average salary of $84,700 fits in the recommended pay grade range of Livingston's 2024 Payscale.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the ECM Administrator.

➢ It is our understanding that the **GIS Administrator** position is responsible for for the GIS environment, responsible for performing a variety of technical tasks involving the development, maintenance, and management of various enterprise GIS systems and

data, including ArcGIS Enterprise, ArcGIS Online, and Cityworks. The GIS Administrator leads the work of GIS staff including scheduling, assigning, monitoring, and approving work products. The position also creates, maintains, and administers the County's enterprise Geographic Information Systems (GIS) environment. The GIS Administrator performs GIS data file management including data schema, creation of the layers of data, organization of the data files and management of the storage of such data. Provides direction to County departments and local units of government in special projects and provides technical assistance to GIS user departments.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities for the given position. MGT selected a hybrid benchmark that includes "GIS Analyst II (80%)", "GIS Manager (20%)" All are (100%) from Salary.com's CompAnalyst database (Ann Arbor, MI I All Industries I All FTEs, base average: $93,800).

Based on our assessment of position duties, Livingston's 2024 pay grade scale, and relevant external market data obtained from Salary.com CompAnalyst, we recommend the following:

- Grade Placement – Based on further analysis, MGT recommends placing this position on **Grade 11** on Livingston's 2024 pay grade scale. The minimum salary for the recommended group is $81,120, the midpoint salary is $91,312 and the maximum salary is $102,772.80. We are focusing on the average salary of $93,800. This fits perfectly in the current pay grade scale and allows room for growth and development.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the GIS Administrator position.

Sources:
https://companalyst.salary.com/

ECM Administrator
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Application Systems Analysis/Developer I	Performs coding, debugging, testing, configuration, and analysis to develop or modify application programs. Conducts detailed analysis of functional and technical requirements needed to create specifications. Utilizes programming, scripting, or database language to produce efficient code. Performs unit testing of applications. Produces application documentation, including process and data flow diagrams. Provides support for implementing, enhancing, integrating, and maintaining applications. May require a bachelor's	$75,200	.25

	degree or equivalent. Typically reports to a project leader or manager. P01-Entry : Work is closely managed. Works on projects/matters of limited complexity in a support role. Typically requires 0-2 years of related experience.		
Enterprise Application Developer II	Develops, reviews, and modifies the programming to support the configuration of the organization's Enterprise Resource Planning (ERP) applications. Analyzes ERP system performance and encodes and debugs any issues or vulnerabilities to improve the integrity, security, or application of the system. Develops coding to support the programming of new ERP modules and system upgrades and assists with the configuration planning and deployment of releases. Ensures ERP data and system infrastructure security, designs patches for vulnerabilities, and develops backup processes. Plans and designs application tables, reports, and new modules to improve system configuration, functionality, and efficiency. Coordinates software integration and maintains technical documentation. Requires a bachelor's degree. Typically reports to a manager. P02-Intermediate : Occasionally directed in several aspects of the work. Gaining exposure to some of the complex tasks within the job function. Typically requires 2-4 years of related experience.	$92,300	.75
	Ann Arbor, MI | Government |All FTEs	**$84,700**	**1.0**

SCOPE ↑	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) | All Industries | $50M - $200M Revenues ($ USD)	77.6	88.9	100.6	90.6
Ann Arbor,MI (Metro) | All Industries | All FTEs	79.8	91.3	103.4	93.1
Ann Arbor,MI (Metro) | Government | $50M - $200M Revenues ($ USD)	70.7	80.9	91.6	82.5
Ann Arbor,MI (Metro) | Government | All FTEs	72.6	83.2	94.1	84.7

Sources:
https://companalyst.salary.com/

GIS Administrator
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight

GIS Analyst II	Compiles, manipulates, and analyzes geospatial data. Designs, develops, and maintains databases and systems of GIS data. Creates reports, maps, applications, and visualizations conveying the results of spatial analyses. Utilizes scripting languages to refine GIS data pipelines and processes. May provide GIS training or assistance to other organization members. Typically requires a bachelor's degree or equivalent. Typically reports to a manager or head of a unit/department. P02-Intermediate : Occasionally directed in several aspects of the work. Gaining exposure to some of the complex tasks within the job function. Typically requires 2-4 years of related experience.	$76,800	.8
GIS Manager	Manages, plans, assigns, and reviews analysts and developers' work on GIS projects. Oversees the production of reports, maps, applications, and visualizations for internal or external stakeholders. Ensures proper maintenance, documentation, and cleaning of GIS data. Develops methods to leverage GIS data for new applications. Typically requires a bachelor's degree or equivalent. Typically reports to a director. M02-Manager (True 1st level Manager) : Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Typically requires 5 years experience in the related area as an individual contributor. 1 - 3 years supervisory experience may be required. Extensive knowledge of the function and department processes.	$135,100	.2
	**An Arbor, MI (Metro)	All Industries| All FTEs**	**$93,800**	**1.0**

SCOPE ▲	BASE(000s)			
	25TH	50TH	75TH	AVG.
**Ann Arbor,MI (Metro)	All Industries	All FTEs**	82.0	91.7	103.7	93.8
**Lansing,MI (Metro)	All Industries	All FTEs**	77.4	86.6	97.9	88.6
**Michigan (State)	All Industries	All FTEs**	78.5	87.9	99.4	90.1

LIVINGSTON COUNTY
JOB DESCRIPTION

GIS ADMINISTRATOR

Supervised By: Systems and Applications Manager
Supervises: Serves as lead for GIS staff
Department: Information Technology
FLSA Status: Exempt

Position Summary:

Under the supervision of the Systems and Applications Manager, this position acts as the system administrator for the GIS environment, responsible for performing ~~a variety of technical~~ tasks involving the development, maintenance, and management of various enterprise GIS systems and data, including ArcGIS Enterprise, ArcGIS Online, and Cityworks. The GIS Administrator leads the work of GIS staff including scheduling, assigning, monitoring, and approving work products. The position also creates, maintains, and administers the County's enterprise Geographic Information Systems (GIS) environment. The GIS Administrator performs GIS data file management including data schema, creation of the layers of data, organization of the data files and management of the storage of such data. Provides direction to County departments and local units of government in special projects and provides technical assistance to GIS user departments.

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. Administers the county's ArcGIS Enterprise environment including the installation and configuration of server and workstation software, patches, and supporting components.

2. Administers the county's ArcGIS Online environment including the deployment of public facing as well as internal applications and map services.

3. Develops and deploys web-based geospatial solutions for public and internal county users such as GIS mapping applications and operations dashboards which result in ESRI licensing savings for the County and the bulk of local units.

4. Administers enterprise geodatabases within published and production SQL database environments.

5. Maintains ArcGIS Server based map services and Portal for ArcGIS based web maps required for Cityworks.

6. Maintains the Central Square CAD data for Central Dispatch, and Michigan's 911 GIS Data Repository (Next Gen 911).

7. Leads GIS staff, including scheduling, assigning, monitoring, and approving work product.

8. Leads, manages, and executes all GIS-related projects.

9. Maintains effective relationships with elected officials, other governmental units' staff, consultants, and vendors.

10. Performs GIS data file management including data input, creation of data layers, organization of the data files, and management of the storage of such data.

11.

12. Ensures that established GIS data standards are maintained including data collection techniques and data quality control, and that verification methodologies are followed Performs quality control of GIS data which is of critical importance because approximately 90% of collected, stored, and retained government data has a related geographic element(s).

13. Educates, promotes, and integrates GIS in other county departments, as well as local units of government and the public.

14. Participates as an integral part of the Emergency Management planning process. Should certain types of emergencies occur, will participate in the recovery process.

15. Develops, analyzes, and manipulates geospatial data, and related databases.

16. Performs all desktop GIS software installations and updates. Monitors all licensing, includes new user/computers.

17. Performs research and troubleshooting of GIS related issues and problems, recommends possible courses of action and/or solutions.

18. Provides training and technical assistance, as needed, to GIS user departments.

19. Produces and plots thematic and digital maps and other types of graphics products.

20. Responsible for GIS presentations and/or training for management, end users, producers, and decision-makers.

21. Prepares data documentation or metadata for GIS projects.

22. Keeps abreast of software features and enhancements, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

23. Performs all 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 accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in geography, information systems, or related field and four years of progressively more responsible experience in geographical information systems and development.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.

- Valid Michigan Vehicle Operator's License.

- Certified GIS Professional (GISP), preferred.

- Thorough knowledge of the principles and practices of GIS.

- Considerable knowledge of developing and maintaining a complex GIS geodatabase, coordinate geometry, geographic terms, vector maps, researching, assembling, refining and analyzing data; building layers within the GIS, reading and understanding survey drawings, design plans and maps, and translating data sources into usable information.

- Skill in the use of sophisticated office equipment and technology, including Microsoft Suite applications, the County's enterprise software system, and the ability to master ArcGIS and Cityworks software applications.

- Thorough knowledge of GIS principles and concepts.

- Knowledge and skill in using ArcGIS Enterprise (ArcGIS Server, Portal for ArcGIS),

ArcGIS Online, ArcGIS Pro, and ArcGIS Desktop.

- Skill in ESRI Operations Dashboard, Experience Builder and WebApp Builder.

- Skill in cartographic design.

- Knowledgeable in scripting, particularly Python and Microsoft Powershell.

- Familiar with GPS data collection.

- Ability to read legal property descriptions.

- Skill in assembling and analyzing data and preparing comprehensive and accurate reports and/or representations of data.

- Skill in effectively communicating ideas and concepts orally and in writing.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.

- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.

- Ability to respond to emergency or service needs on a 24-hour basis, including the need to ensure a county-issued portable computing device is available at all times to facilitate this support. Due to the importance of the GIS system in certain departments, specifically including the courts and public safety, system continuity and access to needed documents are paramount for these departments, as historical information can be the difference in critical decisions or in life saving situations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation 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 40 lbs. without assistance. Accommodation will be made, as needed, for IT 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.

Livingston County, Michigan — POSITION REQUEST/CHANGE FORM

CONTACT INFORMATION

Requester: **Kris Tobbe**　　　　Title of Requester: **CIO**

Dept. Phone Number/Extension: **x8811**　　　　Date Requested: **7/16/2024**

POSITION INFORMATION

Position Title: **GIS Analyst**　　　　Supervisor: **Kris Tobbe**

1. Is the purpose of this request to fill a position as a result of a **vacancy**?　　Yes ☐　No ☑

　　If so, name of person last holding this position: _____

2. Is the purpose of this request to **reclassify** a current position?　　Yes ☑　No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position?　Yes ☐　No ☑　From: _____　To: _____

　　If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position?　　Yes ☐　No ☑

　　If so, Current Department: _____　Proposed Department: _____

Position Type:　Regular ☑　　Term/Grant ☐　　Temp. ☐　　Unpaid ☐　　Special ☐

Position Status: Full Time (30+) ☑　　Part-Time (21-29) ☐　　Part-Time (20 or Less) ☐　Number of hours per week: _____

Justification of request / change of position **(REQUIRED)**: **GIS Analyst proposed reclassification to GIS Administrator per MGT Consulting recommendation - subject to Personnel Committee approval proposed change from NU grade 9 to NU grade 11**

FUNDING INFORMATION

Base Annual Salary: ~~41.7708~~ **43.90 hr./91,312.00 yr.**　　This position is funded in whole or in part by a grant: Yes ☐　No ☑　% Funded: _____

Allocation (**Required**): Current: Org. **63622800**　% **100**　　Proposed (If changing): Org. _____　% _____

Position will be funded by: General Fund ☐　Enterprise Fund ☐　Special Revenue Fund ☐　Internal Service Fund ☑

REQUIRED APPROVALS

Kristoffer Tobbe　　07-16-2024　　　_Kristoffer Tobbe_　　07-16-2024
Supervisor (if applicable)　Date　　　Department Head　　Date

HR OFFICE ONLY

Job Class: **5033**　　Job Title: **GIS Administrator**　　Grade/Step: **N11 H** / **5**

FTE: **1.0**　　Employee Group: **NU**　　HR Reviewed: _Amy Hill_　　Date: **07.17.2024**

BUDGET OFFICE ONLY

Position Control # **22800111** ✓　　Org. **63622800**

Funds Available:　Yes ☐　No ☐　　Object Code: 704000 ☒　706000 ☐　706001 ☐

Comments: **Requires BOC approval**

_____

Budget Reviewed: _____　Date: _____

Resolution #: _____　Board Authorized on Date: _____

LIVINGSTON COUNTY
JOB DESCRIPTION

ENTERPRISE CONTENT MANAGEMENT (ECM) ADMINISTRATOR

Supervised By: Systems and Application Manager
Supervises: No supervisory responsibility
Department: Information Technology
FLSA Status: Exempt

Position Summary:

Under the supervision of the Systems and Application Manager, the Enterprise Content Management (ECM) Administrator is responsible for providing complete system management for Livingston County Enterprise Content Management systems. Administers the ECM system and serves as a liaison between ECM leads/power users, Information Technology, and ECM vendor support teams. Designs, builds, and maintains ECM solutions. The ECM Administrator is ultimately responsible for ensuring that appropriate documents regarding life and death situations are available to appropriate user departments, specifically public safety, and the courts. Serves as a project manager to implement ECM solutions using standard project manager constructs.

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. Administers, maintains, and configures the ECM system which includes working with ECM leads and/or power users to maintain appropriate user access, deploying role-based security, workflow, and other configurations. This is very important given the extreme confidentiality and legal restrictions attached to viewing of certain documents.

2. Designs and creates standards to be used in future solutions, thereby ensuring ease of support, development efforts, and better system performance.

3. Designs (in collaboration with departmental subject matter experts), develops, documents, tests, and implements ECM solutions and other custom solutions, using best practices and established standards, as well as a variety of software and hardware platforms, to maximize County staff efficiencies.

4. Trains end-users on ECM solutions, best practices for solutions and the ECM platform in general.

5. Plans, writes, and documents test scripts. Executes test plans and tracks results of testing in support of application processes and quality control.

6. Develop and manage integrations with departmental third-party applications.

7. Collaborate with state, local agencies, and county departments/divisions to design and build solutions that promote efficiency, accuracy, and improved customer service.

8. Recognize and identify potential areas where existing policies and procedures require change or where new ones need to be developed, and/or standardized, especially regarding future expansion in the use of the ECM product.

9. Monitors ECM system server environment and takes corrective action to prevent or minimize system down time. Researches and makes recommendations to the Senior Database Administrator and infrastructure staff to facilitate better system performance.

10. Resolves and analyzes reported issues in IT work order tracking system to identify potential problem areas, interacting with vendor partners, when necessary, thereby proactively avoiding system failures.

11. Works with the Security Administrator, Senior Database Administrator, and Infrastructure Team to ensure confidentiality, integrity, and availability of the ECM system and its documents and data.

12. Responsible for adhering to the Information Technology Change Control process to identify, document, and obtain authorization for configuration changes.

13. Creates user ECM system and departmental solution(s).

14. Creates detailed technical documentation for IT staff explaining ECM administrative tasks, includes frequency, urgency, and staff impact.

15. Ensures appropriate system usage processes, procedures, business continuity and disaster recovery plans are adhered to.

16. Serves as project manager, collaborating with ECM stakeholders, vendor partner(s) (when necessary), and other Information Technology staff, for all ECM projects and initiatives utilizing the Project Management Institutes (PMI) project management methodology and tools.

17. Maintain system skills to continue the practice of developing County ECM solutions, thereby reducing the dependence and cost of using outside vendor services.

18. Schedules, coordinates, manages, applies, and tests periodic release upgrades to the ECM system.

19. Monitors, evaluates, schedules, and performs frequent patches from Windows Operating System on the servers. Collaborates with ECM and associated software vendors to ensure compatibility with the existing Operating System and software versions with the ECM system.

20. Leads continual improvement and innovation of the ECM system and identifies and assists with business process reengineering and operational efficiency improvements.

21. Keeps abreast of currently used software issues, legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

22. Performs all 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 accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

Education & Experience

- Bachelor's Degree in information systems or related field and three to five years of progressively more responsible experience in information technology application systems.
- Three to five years supporting an ECM or equivalent business system preferably in government, healthcare, or financial sector with four to six years of business analyst experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.

Other Required Knowledge, Skills & Abilities

- Valid Michigan Driver's License

- Ability to effectively communicate with various staff hierarchy levels of all departments within the organization as well as ability to facilitate meetings with business and technical audiences.

- Considerable knowledge and skill in designing, developing, and testing software applications, training end users in software applications, applicable programming languages, hardware, software, and peripheral devices, troubleshooting and resolving hardware, software, and application issues, writing detailed program documentation for end users, and IT staff.

- Experience with report writing and designing software tools utilizing high-level programming languages.

- Ability to establish effective working relationships, 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 sophisticated office equipment and technology, including Microsoft Suite applications and the County's enterprise software system and the ability to master database software and computer programming languages.

- Ability to project and determine long-term system requirements.

- Thorough knowledge of principles, technology, and practices for designing, developing, and maintaining information technology applications for the public sector.

- Ability to respond to emergency or service needs on a 24/7/365 basis, including the need to ensure a county-issued portable computing device is available at all times to facilitate this support. Due to the importance of the ECM system in certain departments, specifically including the courts and public safety, system continuity and access to needed documents are paramount for these departments, as historical information can be the difference in critical decisions or in life saving situations.

Physical Demands and Work Environment:
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation 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 40 lbs. without assistance. Accommodation will be made, as needed, for IT 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.

Livingston County, Michigan
POSITION REQUEST/CHANGE FORM

CONTACT INFORMATION

Requester: Kris Tobbe

Title of Requester: CIO

Dept. Phone Number/Extension: x8811

Date Requested: 7/16/2024

POSITION INFORMATION

Position Title: Application Developer

Supervisor: Kris Tobbe

1. Is the purpose of this request to fill a position as a result of a **vacancy**? Yes ☐ No ☑

   If so, name of person last holding this position: _____

2. Is the purpose of this request to **reclassify** a current position? Yes ☑ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☑ From: _____ To: _____

   If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☑

   If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☑ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☑ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: _____

Justification of request / change of position **(REQUIRED)**: Application Developer proposed reclassification
to ECM Administrator per MGT Consulting recommendation - subject to Personnel Committee approval
proposed change from NU Grade 9 to NU Grade 11

FUNDING INFORMATION

Base Annual Salary: ~~41.7708~~ 43.90 hr./91,312.00 yr.   This position is funded in whole or in part by a grant: Yes ☐ No ☑ % Funded: _____

Allocation (**Required**): Current: Org. 63622800 % 100   Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☑

REQUIRED APPROVALS

Kristoffer Tobbe   07-16-2024
Supervisor (if applicable)   Date

Kristoffer Tobbe   07-16-2024
Department Head   Date

HR OFFICE ONLY

Job Class: 5034   Job Title: ECM Administrator   Grade/Step: N11 H / 5

FTE: 1.0   Employee Group: NU   HR Reviewed: *Amy Hill*   Date: 07.17.2024

BUDGET OFFICE ONLY

Position Control # 22800116 ✓   Org. 63622800

Funds Available: Yes ☐ No ☐   Object Code: 704000 ☒ 706000 ☐ 706001 ☐

Comments: Requires BOC approval
_____

Budget Reviewed: _____   Date: _____

Resolution #: _____   Board Authorized on Date: _____

Annual Costs	Current 2024 Application Developer Grade 9 - Step 9 Non Union Annual Cost		Current 2024 GIS Analyst Grade 9 - Step 9 Non Union Annual Cost			Proposed 2024 ECM Developer Grade 11 - Step 5 Non Union Annual Cost		Proposed 2024 GIS Administrator Grade 11 - Step 5 Non Union Annual Cost			
Salary	$	86,896	$	86,896		$	91,309	$	91,309		
FICA	$	6,648	$	6,648		$	6,985	$	6,985		
Pension	$	15,273	$	15,273		$	15,273	$	15,273		
Health	$	11,890	$	11,890		$	11,890	$	11,890		
Workers Comp	$	244	$	244		$	256	$	256		
Longevity											
Life	$	209	$	209		$	219	$	219		
LTD	$	240	$	240		$	252	$	252		Annual Proposed Difference (+/-)
STD	$	668	$	668	Annual Current Total	$	702	$	702	Annual Proposed Total	
RHC - Savings											
Total Annual Costs	$	122,067	$	122,067	$ 244,134	$	126,887	$	126,887	$ 253,774	$ 9,640

Partial Year										
Estimated Hire/Recalss Date	8/5/2024		8/5/2024		Partial Year Total	8/5/2024		8/5/2024		Partial Year Difference (+/-)
Weeks Remaining		20		20			20		20	Partial Year Total
Partial Year Amount	$	46,949	$	46,949	$ 93,898	$	48,803	$	48,803	$ 97,605	$ 3,708

Department Director _____Kristoffe 2 Toll_____   Date _____07-22-2024_____

Fiscal Services _____[signature]_____   Date _____7/22/2024_____

RESOLUTION	**NO:**	[Title]
LIVINGSTON COUNTY	**DATE:**	Click or tap to enter a date.

Resolution to Certify Officer and Employee Delegates to the 2024 Municipal Employees' Retirement System Annual Retirement Conference – Human Resources

WHEREAS, the 2024 MERS Annual Retirement Conference will be held on October 10 – 11 in Grand Rapids; and

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

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

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

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners appoints Cindy Arbanas, as Officer Delegate and Adam Baranski, as Alternate Officer Delegate, Carolyn Henry, as the Employee Delegate, and Kristi Cox, as the Alternate Employee Delegate for the 2024 MERS Annual Retirement Conference.

BE IT FURTHER RESOLVED that the Board Chair is hereby authorized to sign the 2024 Officer and Employee Delegate Certification Form.

#   #   #

MOVED:
SECONDED:
CARRIED: