



Personnel Committee Meeting Agenda

June 2, 2025

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>

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

Pages

1. **Call Meeting to Order**
2. **Pledge of Allegiance to the Flag**
3. **Roll Call**

Frank Sample - Chairman, Roger Deaton - Vice Chairman, Melvin Paunovich,
and Nick Fiani
4. **Approval of Agenda**
5. **Call to the Public**

Act 388 of 1976 offer; Act 267 of 1976
6. **Approval of Minutes**
 - 6.1 **Meeting Minutes dated: May 5, 2025** 3
7. **Tabled Items from Previous Meetings**
8. **Reports**
9. **Interviews**

Aeronautical Facilities Board Applicant Interviews
10. **Resolutions for Consideration**
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11.	Adjournment		

Personnel Committee

Meeting Minutes



May 5, 2025, 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, Nick Fiani, Melvin Paunovich

Members Absent: Roger Deaton - Vice Chairman

1. Call Meeting to Order

The meeting was called to order by the Committee Chair, Frank Sample at 6:50pm.

2. Pledge of Allegiance to the Flag

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

3. Roll Call

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

4. Approval of Agenda

Motion to approve the Agenda as presented.

Moved by: N. Fiani

Seconded by: M. Paunovich

Yes (3): F. Sample, N. Fiani, M. Paunovich; No (0): None; Absent (1): R. Deaton

Motion Carried (3-0-1)

5. Call to the Public

Act 388 of 1976 offer; Act 267 of 1976

None

6. Approval of Minutes

6.1 Meeting Minutes dated: March 03, 2025

6.2 Closed Meeting Minutes dated: March 03, 2025

6.3 Meeting Minutes dated: March 18, 2025

Motion to Approve 6.1, 6.2, 6.3 Meeting minutes as presented.

Moved by: N. Fiani

Seconded by: M. Paunovich

Yes (3): F. Sample, N. Fiani, M. Paunovich; No (0): None; Absent (1): R. Deaton

Motion Carried (3-0-1)

7. Tabled Items from Previous Meetings

None.

8. Reports

None

9. Resolutions for Consideration

9.1 Juvenile Register

Resolution Approving the Reclassification of the Juvenile Register

Motion to postpone the Resolution indefinitely.

Moved by: N. Fiani

Seconded by: F. Sample

Yes (2): N. Fiani, F. Sample; No (1): M. Panovich; Absent (1): R. Deaton

Motion Carried (2-1-1)

9.2 Sheriff

Resolution Authorizing the Reclassification of the Central Records Clerk

Motion to postpone the Resolution indefinitely.

Moved by: N. Fiani

No Second

Motion to Approve the Resolution as presented.

Moved by: N. Fiani

Seconded by: M. Paunovich

Yes (3): F. Sample, N. Fiani, M. Paunovich; No (0): None; Absent (1): R. Deaton

Motion Carried (3-0-1)

9.3 Building Department

Resolution Authorizing the Job Review of the Office Manager – Building Department

Motion to Approve the Resolution as presented.

Moved by: N. Fiani

Seconded by: M. Paunovich

Yes (3): F. Sample, N. Fiani, M. Paunovich; No (0): None; Absent (1): R. Deaton

Motion Carried (3-0-1)

9.4 Board of Commissioners

Resolution Authorizing the Release of De-Identified Health Care Claims Data to Opioid Clinical Management, Inc. - Board of Commissioners

Motion to recommend the Resolution to the Board of Commissioners.

Moved by: N. Fiani

Seconded by: M. Paunovich

Yes (3): F. Sample, N. Fiani, M. Paunovich; No (0): None; Absent (1): R. Deaton

Motion Carried (3-0-1)

9.5 Human Resources

Resolution Authorizing Agreement with Nationwide Retirement Solutions Related to the SECURE 2.0 Act – Retirement Plan Advisory Committee

Motion to recommend the Resolution to the Board of Commissioners.

Moved by: N. Fiani

Seconded by: M. Paunovich

Yes (3): F. Sample, N. Fiani, M. Paunovich; No (0): None; Absent (1): R. Deaton

Motion Carried (3-0-1)

9.6 Board of Commissioners - HRWC

Resolution Approving the Appointments to the Huron River Watershed Council – Board of Commissioners

Motion to recommend the Resolution to the Board of Commissioners.

Moved by: N. Fiani

Seconded by: M. Paunovich

Yes (3): F. Sample, N. Fiani, M. Paunovich; No (0): None; Absent (1): R. Deaton

Motion Carried (3-0-1)

9.7 Board of Commissioners - MMPC

Resolution Approving Appointments to the Materials Management Planning Committee – Board of Commissioners

Motion to recommend the Resolution to the Board of Commissioners.

Moved by: N. Fiani

Seconded by: M. Paunovich

Yes (3): F. Sample, N. Fiani, M. Paunovich; No (0): None; Absent (1): R. Deaton

Motion Carried (3-0-1)

10. Adjournment

Motion to adjourn meeting at 8:11pm.

Moved by: N. Fiani

Seconded by: M. Paunovich

Yes (3): F. Sample, N. Fiani, M. Paunovich; No (0): None; Absent (1): R. Deaton

Motion Carried (3-0-1)

Pam Dinsmore
Recording Secretary

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, a term for a position on the Aeronautical Facilities Board will expire on July 1, 2025 and a second position is vacant.

WHEREAS, a notice published on the Livingston County website directed candidates to apply for appointment by the Board of Commissioners, beginning April 23, 2025 through May 2, 2025; and

WHEREAS, the following candidates applied to be appointed for a five (5) year term, commencing July 1, 2025 and expiring on July 1, 2030: James Clore (incumbent), James Brady, Jeffrey Dhaenens, and Michael Wetherbee.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the appointment of _____ and _____ as members of the Livingston County Aeronautical Facilities Board for five (5) year terms, commencing July 1, 2025 and expiring on July 1, 2030.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of an Administrative Specialist to a WIC Technician – Health Department

WHEREAS, the Health Department requested to reclassify a current Administrative Specialist to a WIC Technician position; and

WHEREAS, the **WIC Technician** position is responsible for performing both clinical as well as advanced-level clerical work with minimal supervisor direction. Duties will be defined by the scope of the assigned department's clinical activities and related clerical responsibilities. Most assigned work requires a high degree of confidentiality; and

WHEREAS, MGT Consulting Services, LLC. has reviewed this position and has determined that it should be classified at a grade 5 of the nonunion pay scale; and

WHEREAS, this recommendation represents a change in duties without a pay increase to an already budgeted position.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the WIC Technician at Grade 5 of the nonunion wage scale.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
60100108	ADMINISTRATIVE SPECIALIST	NU	5	0.60	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
60100108	WIC TECHNICIAN	NU	5	0.60	A

#

#

#

MOVED:

SECONDED:

CARRIED:

This job review requires no further Board approval pursuant to Board of Commissioners policy.



To: Ms. Jennifer Palmbos, Director of Human Resources
From: Joel Palladini, Consultant
Sheena Horton, Director
Date: 5/19/2025
Re: Pay Grade Evaluation

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

1. WIC Technician
2. Project Manager- 911

- It is our understanding that the **WIC Technician** position is responsible for performing both clinical as well as advanced-level clerical work with minimal supervisor direction. Duties will be defined by the scope of the assigned department's clinical activities and related clerical responsibilities. Most assigned work requires a high degree of confidentiality.

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, “Medical Assistant (50%)” and “Patient Intake Clerk (50%)” from Salary.com’s CompAnalyst database (Ann Arbor, MI | All Industries | \$50-\$200M Revenue, base average: \$44,000).

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

- Grade Placement – Based on further analysis, MGT recommends **Grade 5** of Livingston’s 2024 pay grade order to ensure market competitiveness. The minimum salary for this recommended group is \$47,944, the midpoint salary is \$53,955.20 and the maximum salary is \$60,736. After further market analysis, the average salary of \$44,000 fits within the desired pay grade range of Livingston’s 2024 Pay Grade Order.

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

- It is our understanding that the **Project Manager- 911** position is responsible for leading the planning, coordination, and implementation of mission-critical public safety communications projects, with a primary focus on Next Generation 911 (NG911) services. Under the supervision of the Director of 911, this position oversees the technological operations and infrastructure for county and non-county public safety agencies, ensuring compliance with applicable laws and industry standards. The role involves cross-agency collaboration, vendor and contract management, and the



integration of advanced emergency communication systems to support effective and reliable 911 service delivery throughout Livingston County.

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, “Emergency Communications Supervisor (50%), and “Project Manager (50%) from Salary.com’s CompAnalyst database (Ann Arbor, MI | All Industries | \$50-\$200M Revenue, base average: \$87,500).

Based on our assessment of position duties, Livingston’s 2024 pay grade order, 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 order to ensure market competitiveness. The minimum salary for this recommended group is \$81,120, the midpoint salary is \$91,312 and the maximum salary is \$102,772.80. After further market analysis, the average salary of \$87,500 fits in the recommended pay grade range of Livingston’s 2024 Pay Grade Order.

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

Sources:

<https://companalyst.salary.com/>

WIC Technician

Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Medical Assistant	Assists in the examination and treatment of patients under the direction of a physician. Interviews patients, measures vital signs (i.e., pulse rate, temperature, blood pressure, weight, and height), and records or inputs information to patients' medical records. Prepares treatment rooms for the examination of patients. May draw and collect blood samples from patients and prepare specimens for laboratory analysis. May perform administrative duties such as ordering supplies, answering the phone, and scheduling appointments. Requires a high school diploma. May require Certified Medical Assistant (CMA). May require Registered Medical Assistant (RMA). Typically reports to a supervisor. A02-Intermediate : Works under moderate supervision. Gaining or has attained full proficiency	\$43,600	.5

	in a specific area of discipline. Typically requires 1-3 years of related experience.		
Patient Intake Clerk	<p>Performs routine registration, data collection, and administrative tasks to admit patients to a healthcare facility. Inputs patient demographic information into the designated system, collects and validates insurance or financial information. Reviews paperwork and obtains all necessary consents and signatures from patients or family. Explains the facility's policies and procedures and answers routine questions. Coordinates patient intake and bed assignment processes with clinical or administrative teams. Follows all established policies and standards to preserve patient confidentiality, ensure data security and comply with all applicable regulations. Requires a high school diploma. Typically reports to a supervisor.</p> <p>A01-Entry : Works under the close direction of senior personnel in the functional area. Possesses a moderate understanding of general aspects of the job. May require 0-1 year of general work experience.</p>	\$42,200	.5
	Ann Arbor, MI (Metro) All Industries \$50-\$200M Revenue	\$44,000	1.0

SCOPE	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	39.3	43.2	47.8	44.0
Lansing,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	37.8	41.6	46.1	42.3
Michigan (State) All Industries \$50M - \$200M Revenues (\$ USD)	37.5	41.2	45.5	41.8

Sources:


<https://companalyst.salary.com/>

911- Project Manager

Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Emergency Communications Supervisor	Serves as administrator for several critical human resources functions and workforce management, including recruiting, employee/labor relations, health and safety, compensation, benefits, training, diversity, employee engagement, leave and attendance tracking, payroll, and employee records. Facilitates and communicates organizational policies and programs and ensures labor law and regulatory compliance. Provides internal support and partnership to business lines to deliver required	\$70,100	.5

	<p>human resources. May evaluate, select, and oversee vendors that provide supplemental HR processes and services. Coordinates with HR support staff to process and maintain employment, attendance, and other records. Typically requires a bachelor's degree. Typically reports to a manager.</p> <p>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.</p>		
Project Manager-Experienced IT	<p>Delivers company training programs and workshops to employees and managers. Monitors the effectiveness of training on employees using individual or group performance results. Collects feedback on sessions from attendees to use for future improvements to content and presentation. Contributes to new training program design and existing program enhancements. Develops and creates lesson plans and training aids. May specialize in a particular subject, training program, or function of the company. Training programs may typically include topics such as supervisory/management training, work skills training, team building, and communications. Requires a bachelor's degree. Typically reports to a manager.</p> <p>P02-Intermediate : Gains exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience.</p>	\$103,700	.5
	Ann Arbor, MI (Metro) All Industries \$50-\$200M Revenue	\$87,500	1.0

SCOPE 	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	75.5	84.3	95.7	87.5
Lansing,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	73.0	81.6	92.5	84.6
Michigan (State) All Industries \$50M - \$200M Revenues (\$ USD)	74.1	82.8	94.0	85.9

LIVINGSTON COUNTY JOB DESCRIPTION

WIC Technician

Supervised By: WIC Program Coordinator and/or other assigned supervisor or department head
Supervises: No supervisory responsibility
Department: Health Department
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the WIC Program Coordinator, the WIC Technician performs both clinical as well as advanced level clerical work with minimal supervisor direction. Duties will be defined by the scope of assigned department clinical activities and related clerical responsibilities. Most assigned work requires a high degree of confidentiality.

Essential Job Functions:

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

1. Provides care to individuals according to MI-WIC guidelines and policies.
2. Rooms patients and prepares the patient and clinic room for appointment based on appointment type.
3. Performs and documents anthropometric measurements.
4. Performs and documents hematologic testing (Lead and Hemoglobin levels).
5. Reviews vaccination records for all age groups and makes vaccine recommendations based on current ACIP recommendations.
6. Performs specimen collection as needed.
7. Utilizes available programs to compile and enter data into state and local databases, including but not limited to: Microsoft Suite, Easy Log Data Logger, Patagonia (EMR), BS&A, Sword Solutions, and Munis. State of Michigan programs/databases: CHAMPS, MILOGIN, MI-WIC, EPPIC, CSHCS, MCIR, MDSS, DSA, CHASS, Healthy Michigan & Medicaid Programs, LHD SharePoint, WPS-Medicare, RKStudio. Utilizes these programs to prepare various reports as needed based on mandatory program requirements or other administrator requests.

8. Provides clerical support for the department by preparing forms, correspondence, reports, memos, receipts. Prepares information packets and maintains records, files, charts, data, schedules, and similar information.
9. Reviews and ensures the accuracy and completeness of records, forms, documents, attachments, data, and other such materials. Creates new forms and other templates to support processes.
10. May maintain cash drawers, receipt payments, account for monies received, reconcile accounts and prepare deposits. May disburse funds through defined processes and procedures.
11. Prepares requisitions, processes and maintains supplies and office equipment, lab equipment and accessories.
12. Interacts with other departments, governmental agencies, service providers, schools, day care providers, professionals, and others to exchange and record information, process required forms and reports and submit or receive correspondence.
13. Provides customer service to clients in person and over the phone regarding department procedures, requirements, and eligibility for public health programs. Assists clients with finding resources, scheduling appointments, and solving problems, including interacting with outside agencies and hospitals to assist clients needing additional resources.
14. Assists clients with enrollment in programs, renewals, billing, insurance, application issues, navigating various systems of care. Troubleshoots problems and coordinates with local and out of state pharmacies, providers, hospitals, government agencies and other services.
15. Will be trained in back-up duty for other clerical positions, possibly in multiple work areas.
16. Performs front desk duties when necessary; disburses incoming mail, runs copies, places postage on outgoing mail, forwards incoming faxed information, receives vaccine shipments, receives specimens and general UPS/FedEx deliveries.
17. Conducts clerical functions at TB and/or Immunization clinics, collects and verifies insurance information from clients or discusses payment options. Receives completed insurance, billing information and payment from clients.
18. Complies with LCHD's quality improvement policy and actively participates in the quality improvement plan.
19. Performs all other duties as assigned. The WIC technician may be required to fulfill other job responsibilities in other public health programs beyond WIC as needed.

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:

- High school diploma or GED and three years of experience in providing clinical assistance and administrative support.
- Medical Assistant certification (CMA) or training or graduation from a recognized Medical Assistant program preferred.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Knowledge of medical terminology and procedures.
- Ability to operate various office and medical equipment.
- Ability to collect blood or other laboratory specimens.
- Valid State of Michigan driver's license.
- Skill in performing capillary hematologic testing.
- Skill in Michigan WIC, EMR, and Michigan Care Improvement Registry programs.
- Skill in providing anthropometric measurements.
- Knowledge in community resources.
- Knowledge of organization and standard operating procedures for the Women Infant Child program and immunization program.
- Strong working knowledge of office procedures, file setup and maintenance, math and bookkeeping principles and application and administrative support techniques.
- Skill in effectively communicating assigned areas of responsibility verbally and in writing.
- Skills in proofreading, performing arithmetic calculations, maintaining accounts and records and following and suggesting refinements to procedural systems.

- 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 with minimal supervisory oversight.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the assigned department and new technologies.

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 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals, and situations while performing required duties.



CONTACT INFORMATION

Requester: Matt BolangTitle of Requester: Health OfficerDept. Phone Number/Extension: 6870Date Requested: 5/21/25

POSITION INFORMATION

Position Title: Admin Specialist-HealthSupervisor: Lindsay Kalberer

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): This is to change the position currently held by Kathryn Kennedy from Admin Specialist to WIC Technician

FUNDING INFORMATION

Base Annual Salary: 29,196.00 hr. / 36,436.61 yr.
\$20.20/HrThis position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100Allocation (Required): Current: Org. 22160100 % _____

Proposed (If changing): Org. _____ % _____

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

REQUIRED APPROVALS

Supervisor (if applicable) _____

Date _____

Department Head [Signature]Date 5/20/25

HR OFFICE ONLY

Job Class: 6041Job Title: WIC TechnicianGrade/Step: NU5 / 8FTE: 0.60Employee Group: NUHR Reviewed: Amy HillDate: 05.22.2025

BUDGET OFFICE ONLY

Position Control #: 60100108Org. 22160100Funds Available: Yes ☒ No ☐Object Code: 704000 ☐ 706000 ☒ 706001 ☐Comments: no cost changeBudget Reviewed: [Signature]Date: 5/22/25

Resolution #: _____

Board Authorized on Date: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION TO ACCEPT MGT CONSULTING SERVICES, LLC. RECOMMENDATION RELATED TO THE APPEALS TO THE COURT BARGAINING UNIT CLASSIFICATION AND COMPENSATION STUDY -Friend of the Court and Court Central Services

WHEREAS, the Court bargaining unit underwent a classification and compensation study that was performed by MGT Consulting Services, LLC.; and

WHEREAS, the Courts collective bargaining agreement established an appeal process to the study; and

WHEREAS, pursuant to this appeal process four (4) individuals in four (4) classifications submitted appeals. Human Resources Director has reviewed those appeals; and

WHEREAS, the four (4) positions were evaluated by MGT Consulting Services, LLC. consistent with the County's Compensation/Classification Administrative Guidelines, as well as fundamental principles of wage and salary administration and internal and external pay factors; and

WHEREAS, MGT Consulting Services, LLC. has reviewed these positions and has determined they should be reclassified as noted below on the Court bargaining unit wage scale; and

WHEREAS, there are sufficient funds in the Court Central Services and Friend of the Court budgets to cover the increased costs.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the below pay grade changes related to the appeals to the Court Classification and Compensation Study for the Courts bargaining unit effective immediately and without retroactivity.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
14100201	CHILD SUPPORT SPECIALIST	CTS	7	1.00	A
14100202	SUPPORT ENFORCEMENT OFFICER	CTS	8	1.00	A
14100221	CHIEF ACCOUNT CLERK	CTS	6	1.00	A

Position #	Description	Group	Grade	FTE	Status
16800119	CHIEF ACCOUNT CLERK	CTS	6	1.00	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
14100201	CHILD FINANCIAL SUPPORT SPECIALIST	CTS	8	1.00	A
14100202	SUPPORT ENFORCEMENT OFFICER	CTS	9	1.00	A
14100221	CHIEF ACCOUNT & PROCUREMENT SPECIALIST	CTS	7	1.00	A

Position #	Description	Group	Grade	FTE	Status
16800119	CENTRAL SERVICES FINANCIAL COORDINATOR	CTS	7	1.00	A

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MOVED:**SECONDED:****CARRIED:**

NOTE: Pursuant to Board of Commissioner's policy, these job analyses need only Personnel Subcommittee approval and do not need to move forward to any other committee.

May 7, 2025

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 memo responds to your request for a review of appeals submitted by staff related to the completed Classification and Compensation Study of the Courts' union positions. The following position appeals were reviewed:

- | | |
|--------------------------------|--|
| 1. Chief Account Clerk (DC) | (Department: Central Services Judicial Center) |
| 2. Child Support Specialist | (Department: Friend of the Court) |
| 3. Chief Account Clerk – FOC | (Department: Friend of the Court) |
| 4. Support Enforcement Officer | (Department: Friend of the Court) |

1. (Central Services) Chief Account Clerk

- **Appeal Overview:** Disagrees with recommended title Chief Account Clerk. States that the job description needs significant modifications to accurately reflect the evolving scope and requirements of the role. The appeal included a copy of a revised job description. Additional documentation submitted was a short statement from the new Circuit Court Administrator that the updated "...description and proposed changes reflect the appropriate tasks, skills, and expectations required for success in this role and for the operation of the court."
- **Review and Response:** After review of the appeal, evaluation of the additional position duties intended to describe more accurately the evolving scope and requirements of the role, and consideration of other court positions' duties, **MGT recommends a title change to the requested Central Services Financial Coordinator and an adjustment to Grade 7 of the Court Bargaining Unit 2025 Wage schedule.** The minimum rate for this recommended single-incumbent position is \$54,230.80, the midpoint rate is \$59,519.20, and the maximum rate is \$64,807.39. MGT believes this recommendation will appropriately reflect the level of skill responsibility, decision making, and duties of the job of Central Services Financial Coordinator. The grade assignment during the study was appropriate for the given job data at that time. MGT sees merit in recommending a post-study adjustment for the position. Among the new responsibilities in the revised job description are the lead (non-supervisory) responsibility for ensuring that Central Services clerks receive guidance and direction for the technical elements of their jobs and to assist "...the Court Financial Officer with the creation and implementation of appropriate workload, policies and procedures." This includes responsibility to "Directs and reviews the Central Services Account Clerks' processing of daily receipts..." via various payment methods and to ensure that they are trained on court receipting software. The position also has the new responsibility to perform "... daily software reconciliation of District Court so that all received payments in the mail are confirmed as either receipted or in process." The position also now "performs



the annual tax intercept audit. Prepares and mails related noticing. Files finalized tax intercept order with the state.”

2. (Friend of the Court) Child Support Specialist

- **Appeal Overview:** **Review and Response:** Disagrees with the “Child Support Specialist” class title not recommended for change and with the recommended Grade 7 not changing. States that the position description does not adequately reflect the full scope, level, duties, and responsibilities of this single-position job class. The appeal consisted of a revised job description for “Child Support Specialist” with a suggested a title of “Chief Financial Specialist.” There was also an optional cover letter to the Friend of the Court Administrator explaining the basis for the appeal.
- **Review and Response:** After review of the appeal, evaluation of the additional position duties that were added to describe the evolving scope and requirements of the role and position, and consideration of other court positions’ duties, **MGT recommends the alternative title of “Child Financial Support Specialist” to be allocated at Grade 8 of the Court Bargaining Unit 2025 Wage schedule.** The minimum rate for this recommended single-incumbent position is \$59,053.28, the midpoint rate is \$64,847.54, and the maximum rate is \$70,608.10. MGT believes this recommendation will appropriately reflect the level of skill, responsibility, decision making, and duties of the job description as submitted for the appeal. The grade assignment recommended during the study was appropriate for the given job data at that time. Among the responsibilities in the revised job description is to serve as “... consultant to all department staff regarding child support accounting matters, public assistance benefits, foster care, guardianship cases and payments that are held in suspense.” The position now also “Receives the Juvenile Court Orders and Probate Court Guardianship Orders and takes the appropriate actions based on the details of the Orders.” Additionally, the job now “Manages payments that are held in suspense. ... to determine what money has been placed on hold by the MiSDU and finds solutions to rectify the hold.” The position tracks and resolves fund issues beyond just the child support payments program, ensuring adherence of the accounting to each program’s rules and requirements. This includes making “... necessary adjustments to accounts, including but not limited to emancipations, uninsured medical reimbursements, direct pay credits, state discharge debt program, spousal support max obligation payoff, death of payer, payee or child.” Although the appeal suggested the title of “Chief Financial Specialist,” MGT suggests that such a title implies a broader financial role than appears in the updated job description. Overall, the position’s responsibilities are greater than those of the previous description. A Bachelor’s degree is now required rather than an Associate. The revised description does not include responsibilities for the overall financial programs of Friend of the Court (as might be implied by “Chief Financial Specialist). The financial-related duties of the job continue to focus more on the technical complexities of a narrower set of fundings surrounding financing for children through child support requirements as well as sources from general public assistance benefits, foster care, guardianships and payments held in suspense.

3. (Friend of the Court) Chief Account Clerk – Friend of the Court



- **Appeal Overview:** Disagrees with the title Chief Account Clerk – Friend of the Court. The appeal consisted of an updated and revised job description with proposed title Chief Account & Procurement Specialist – Friend of the Court. The appeal also contained an optional cover letter.
- **Review and Response:** After review of the appeal, evaluation of the changes to the job description that reflect the new duties and responsibilities of the job, and consideration of other court positions' duties, **MGT recommends a title change to the requested Chief Account & Procurement Specialist – Friend of the Court and an adjustment to Grade 7 of the Court Bargaining Unit 2025 Wage schedule.** The minimum rate for this recommended single-incumbent position is \$54,230.80, the midpoint rate is \$59,519.20, and the maximum rate is \$64,807.39. MGT believes this recommendation will appropriately reflect the level of skill responsibility, decision making, and duties of the job. The grade assignment during the study was appropriate for the given job data at that time. Among the new responsibilities in the revised job description are the lead (non-supervisory) responsibility for providing expert guidance and training for the Friend of the Court Clerks and the Lead Clerk, serving as their point of contact to answer questions regarding proper procedures and current office policy and for training the clerks in utilizing assigned computer systems and software applications accurately. The position also now oversees the task assignments of the clerks, including drafting training aides and manuals. The position is newly "Responsible for completing content updates to the Friend of the Court web page and contributing to the development of web content and coordination of relevant information for the public's use on the county website."

4. (Friend of the Court) Support Enforcement Officer

- **Appeal Overview:** Disagrees with the recommended Grade 8. States that the position's level of responsibility, judgment and independence of action, and external work environment among others have increased and align with Grade 9. The appeal included an edited job description for review and also included an optional cover letter describing changes to the job assignment.
- **Review and Response:** After review of the appeal, evaluation of the updated position duties, and consideration of other court positions' duties, **MGT recommends an adjustment to Grade 9 on the Court Bargaining Unit 2025 Wage schedule.** The minimum rate for this recommended single-incumbent position is \$65,833.46, the midpoint rate is \$72,252.75, and the maximum rate is \$78,670.80. MGT believes this recommendation will appropriately reflect the level of skill responsibility, decision making, and duties of the job titled Support Enforcement Officer. The grade assignment recommended during the study was appropriate for the given job data at that time. Among the new responsibilities, judgment and independence of action, and the external work environment being recognized in this recommendation are those for testifying "... in Show Cause hearings and felony non-support cases," "possession of a legally registered service firearm and a Concealed Pistol License," and the duty to "arrest and transport persons with FOC bench warrants and AG felony non-support warrants to the Livingston County Jail ... plus pick up and transport [to the Livingston County Jail] persons arrested in other jurisdictions."



CONTACT INFORMATION

Requester: Lori A. Marran Title of Requester: Deputy Friend of the Court
Dept. Phone Number/Extension: 517 540-7735 Date Requested: 5/21/2025

POSITION INFORMATION

Position Title: Chief Account Clerk Supervisor: Melissa A. Scharrer

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): This is an appeal of the MGT wage study.

Position will be upgraded from Grade 6 to Grade 7, with the title changing to: Chief Account & Procurement Specialist. Currently Jonathan Shannon is in this spot.

FUNDING INFORMATION

31.1574 hr./64,807.39 yr.
Base Annual Salary: _____ This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 21528900 % 100 Proposed (If changing): Org. _____ % _____

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

REQUIRED APPROVALS

Lori A. Marran 5/21/2025 Melissa A. Scharrer 5/21/2025
Supervisor (if applicable) Date Department Head Date

HR OFFICE ONLY

Job Class: 1061 Job Title: Chief Account & Procurement Specialist Grade/Step: CT7 / 7

FTE: 1.0 Employee Group: CTS HR Reviewed: Amy Hill Date: 05.21.2025

BUDGET OFFICE ONLY

Position Control # 14100221 Org. 21528900

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

Comments: requires Personnel Committee approval

Budget Reviewed: 1502 Date: 5/21/25

Resolution #: _____ Board Authorized on Date: _____



CONTACT INFORMATION

Requester: Lori A. Marran Title of Requester: Deputy Friend of the Court
Dept. Phone Number/Extension: 517 540-7735 Date Requested: 5/21/2025

POSITION INFORMATION

Position Title: Child Support Specialist Supervisor: Melissa A. Scharrer

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): This is an appeal of the MGT wage study.

Position will be upgraded from Grade 7 to Grade 8, with the title changing to: Child Financial Support Specialist. Currently Carrie Keogh is in this spot.

FUNDING INFORMATION

33.0232 hr./70,608.10 yr.
Base Annual Salary: _____ This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 21528900 % 100 Proposed (If changing): Org. _____ % _____

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

REQUIRED APPROVALS

Lori A. Marran 5/21/2025 Melissa A. Scharrer 5/21/2025
Supervisor (if applicable) Date Department Head Date

HR OFFICE ONLY

Job Class: 6027 Job Title: Child Financial Support Specialist Grade/Step: CT8 / 6

FTE: 1.0 Employee Group: CTS HR Reviewed: Amy Hill Date: 05.21.2025

BUDGET OFFICE ONLY

Position Control # 14100201 Org. 21528900

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

Comments: requires Personnel Committee approval

Budget Reviewed: [Signature] Date: 5/21/25

Resolution #: _____ Board Authorized on Date: _____



CONTACT INFORMATION

Requester: Lori A. Marran
Dept. Phone Number/Extension: 517 540-7735

Title of Requester: Deputy Friend of the Court
Date Requested: 5/21/2025

POSITION INFORMATION

Position Title: Support Enforcement Officer Supervisor: Melissa A. Scharrer

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): This is an appeal of the MGT wage study.

Position will be upgraded from Grade 8 to Grade 9. The title will NOT change and this position will still be known as: Support Enforcement Officer. Michael Yenshaw is currently in this spot.

FUNDING INFORMATION

35.7654 hr./74,392.03 yr.

Base Annual Salary: _____ This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 21528900 % 100 Proposed (If changing): Org. _____ % _____

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

REQUIRED APPROVALS

Lori A. Marran 5/21/2025 Melissa A. Scharrer 5/21/2025
Supervisor (if applicable) Date Department Head Date

HR OFFICE ONLY

Job Class: 7069 Job Title: Support Enforcement Officer Grade/Step: CT9 / 5

FTE: 1.0 Employee Group: CTS HR Reviewed: Amy Hill Date: 05.21.2025

BUDGET OFFICE ONLY

Position Control # 14100202 Org. 21528900

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

Comments: requires Personnel Committee approval

Budget Reviewed: FBP Date: 5/21/25

Resolution #: _____ Board Authorized on Date: _____

Funding Org
21528900

	CURRENT			PROPOSED			
	CHILD SUPPORT SPECIALIST	CHIEF ACCOUNT CLERK	SUPPORT ENFORCEMENT OFFICER	CHILD FINANCIAL SUPPORT SPECIALIST	CHIEF ACCOUNT & PROCUREMENT SPECIALIST	SUPPORT ENFORCEMENT OFFICER	
	CTS 7/7	CTS 6/7	CTS 8/7	CTS 8/6	CTS 7/7	CTS 9/5	
	1.00	1.00	1.00	1.00	1.00	1.00	
	14100201	14100221	14100202	14100201	14100221	14100202	
	<u>Annual Cost</u>	<u>Annual Cost</u>	<u>Annual Cost</u>	<u>Annual Cost</u>	<u>Annual Cost</u>	<u>Annual Cost</u>	
Salary	\$ 64,807	\$ 60,286	\$ 70,608	\$ 68,688	\$ 64,807	\$ 74,392	
FICA	\$ 4,958	\$ 4,612	\$ 5,402	\$ 5,255	\$ 4,958	\$ 5,691	
Pension	\$ 12,433	\$ 12,433	\$ 12,433	\$ 12,433	\$ 12,433	\$ 12,433	
Health	\$ 11,890	\$ 11,890	\$ 11,890	\$ 11,890	\$ 11,890	\$ 11,890	
Workers Comp	\$ 182	\$ 169	\$ 198	\$ 193	\$ 182	\$ 209	
Longevity	\$ 1,410	\$ 470	\$ 470	\$ 1,410	\$ 470	\$ 470	
Life	\$ 156	\$ 145	\$ 169	\$ 165	\$ 156	\$ 179	
LTD							
STD							
RHC - Savings							
Total Annual Costs	\$ 95,835	\$ 90,005	\$ 101,170	\$ 100,034	\$ 94,895	\$ 105,263	Difference
				\$ 4,198	\$ 4,891	\$ 4,093	+ / (-)
							\$ 13,182

Department Director

Lori A. Marran for Melissa Scharrer

Date

5/21/25

Fiscal Services

H. G. R.

Date

5/22/25

LIVINGSTON COUNTY COURTS JOB DESCRIPTION

CENTRAL SERVICES FINANCIAL COORDINATOR

Supervised By: Court Financial Officer
Supervises: Central Services clerical and financial employees as assigned
Department: Central Services Judicial Center
FLSA Status: Non-Exempt

Position Summary:

Performs a high level of accounting support for the Court Financial Officer and, under their direction, is responsible for overseeing all aspects of monies collected by the District, Juvenile and Probate Courts, including but not limited to fines and costs, bonds, ordinances, and restitution. As such, they perform all training of the Central Services clerks and assists the Court Financial Officer with the creation and implementation of appropriate workload, policies and procedures. Additionally, they are responsible for securing and maintaining Court petty cash, the Courts' credit card (Pcard), armored truck pick-up of Court and county cash deposits, and maintaining related logs. Responsible for monthly bank account processing, including preparation of monthly reconciliations and reports and issuing of bond and probation refunds, ordinance distributions and restitution. Responsible for the daily electronic transmission of county funds to the Treasurer. Prepares monthly and quarterly reports for all three court divisions, along with other necessary financial reports due throughout the year. Additionally, under the direction of the Court Financial Officer, runs the collection operations for monies owed to the court by performing the annual tax intercept and weekly collection hearings. Is the primary customer contact for high level collection issues. Assists the Court Financial Officer with indigency review. May provide oversight to District, Juvenile, and Probate Account Clerks and Deputy Court Clerks, and provides staff training for these divisions' cashiering duties. Decision making is a significant part of this job, affecting a large segment of the organization and public.

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. Leads and reviews the Central Services Account Clerks processing of daily receipts received from defendants at the window, by mail, over the phone, and through online service payments. Provides training on court receipting software and confirms that clerks have properly recorded distribution of collected monies. Conveys and ensures that any errors or discrepancies are corrected by clerks.

2. Performs daily reconciliation of cashier drawers to ensure monies receipted are balanced and deposited into the correct bank accounts and posted to the correct cases.
3. Performs daily software reconciliation of District Court so that all received payments in the mail are confirmed as either receipted or in process.
4. Reviews and approves all voiding and re-ringing of receipts, and any adjustments to defendants' fines and costs, including documentation of changes performed by clerks. Ensures that these transactions are in accordance with policy put in place by the Court Financial Officer, SCAO and the County Treasurer.
5. Maintains the fines and costs bank account by posting daily totals to the fines and costs journal while verifying that cash, checks, merchant service payments, Livingston live payments and government payment service deposit amounts agree to the daily receipting, bank debits and credits. Reconciles journal monthly to bank statements and prepares monthly reports, fund transmittals, and processing ordinance payments to other municipalities through the County computerized financial system for review and approval.
6. Issues fines and cost refund checks for review and signature.
7. Maintains the bond and restitution bank account by posting daily totals to the bond and restitution journal while at the same time verifying that cash, checks, merchant service payments, and jail deposit amounts agree to the daily receipting, bank debits and credits.
8. Reconciles journal monthly to bank statements and prepares monthly reports, restitution checks and fund transmittals for review and approval.
9. Reviews bond checks prepared daily by the account clerks for either refunds, bond overs or escrow funds to ensure that amounts are appropriate and in accordance with judgements.
10. Performs daily input of checks issued into the Bank of America fraud prevention software.
11. Prepares judgments of bond forfeitures to defendants and/or surety companies. Processes bond forfeitures when appropriate. Assists in the preparation and maintenance of the approved bail bondsman list.
12. Maintains restitution pay down for each victim-ordered restitution through the DMC Program. Collects victims' information and amounts due from the victim's advocate, enters information into the program, adjusts restitution orders on co-defendant accounts and issues checks to victims for review and approval. Prepares monthly unclaimed restitution report.

13. Reinforces collections on monies owed to the court. Reviews payment plans created by clerks for appropriateness and guidance. Confirms that appropriate follow-up on plans is being performed by clerks.
14. Performs the annual tax intercept audit. Prepares and mails related noticing. Files finalized tax intercept orders with the state. Verifies and issues payroll garnishments and collects garnishment disclosures.
15. Collects and performs initial review of indigency applications prior to Court Financial Officer final review and approval. Serves as primary face-to-face contact for those individuals applying for indigency determination. Assists Court Financial Officer with updating and monitoring indigency forms and policies so that they are reflective of current economic conditions and laws.
16. Manages and reviews collection follow ups. Directs account clerk regarding cases to be scheduled for hearing. Performs collection review hearings in accordance with court policy. During hearing will set up payment plans, wage assignments or refer case to indigency review. As appropriate, schedules show cause hearing with Judge or Magistrate.
17. Pays out receipts from petty cash, maintains and reconciles petty cash log and processes petty cash reimbursement requests to the Treasurer through the financial system software for review and approval.
18. Escheats monies to the State of Michigan each year. Identifies properties to be escheated, verifies and issues escheats, wage assignments and prisoner sweeps; mails letters to owners; prepares reports; and, upon approval, mails the electronic media report to the state with a check.
19. Assists the Court Financial Officer during audits by meeting with the auditors to provide and explain financial transactions and records. Reviews draft audit reports and proposed procedural changes with the Court Financial Officer. Assists with the presentation of audit findings to Court Administrator(s). Assists in the implementation, and training of, any audit recommendations agreed to by the auditing agency and the courts.
20. Responsible for keeping the Central Services finance manuals updated with proper and current procedures.
21. Trains the Account Clerk and Deputy Court Clerks serving as backup cashiers on cashiering and accounting procedures and responds to their questions in this area.
22. Serves as Central Services account clerk back up during staff shortages, vacation, and lunch coverage, while continuing primary positional duties.

23. Prepares requisitions and processes purchase orders. Liquidates purchase orders upon Court Financial Officer's direction.
24. Trains account clerks on accounts payable software. Assigns and reviews data entry for account payables for all the courts. Ensures that any errors or discrepancies are corrected by clerks. Serves as back up payable clerk during staff shortages
25. Serves as a primary contact with credit card and DMC software IT support departments. Informs Court Financial Officer of any computer related issues and updates them on resolution of issues.
26. Prepares and processes time-sensitive reports and documents using numerous software programs.
27. Assists with the scheduling, preparing meeting materials and attending meetings with court management as requested by the Court Financial Officer.
28. Provides assistance to judges, staff, clients, attorneys, other County departments, and public regarding fines and costs due and court procedures.
29. Assists other departments with troubleshooting financial software problems when necessary. Provides financial support to all in Central Service, Circuit Court, District Court, Friend of the Court, Juvenile Court, Probate Court and Specialty Court
30. 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 qualified individuals with disabilities to perform the job.

Requirements include the following:

- Associates Degree in accounting, paralegal, business or a related field and five years of progressively more responsible experience in bookkeeping or accounting, preferably in a law or court environment.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- Knowledge of the principles and practices of government accounting, generally accepted accounting principles, and office procedures.
- Knowledge of financial rules, regulations, laws and procedures.

- Considerable knowledge of the maintenance and processing of financial information includes performing reconciliations, balancing accounts, researching financial discrepancies, preparing financial reports and documents, cash handling, receipting documents and payments, and providing customer service support.
- Ability to solve problems in stressful situations.
- Skill in assembling data and preparing comprehensive and accurate reports.
- Skill in multitasking with constant interruptions.
- Demonstrated 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 show empathy to defendants while collecting court debts.
- 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, database use 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 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 and courtroom setting, stand, walk, sit, stoop, 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 office employees required to lift or move objects that exceed this weight.

The typical work environment for this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals, and situations while performing required duties, as well as potentially dangerous interactions.

LIVINGSTON COUNTY COURTS JOB DESCRIPTION

CHIEF ACCOUNT & PROCUREMENT SPECIALIST – FRIEND OF THE COURT

Supervised By: Deputy Friend of the Court
Supervises: Employees with payment responsibilities as assigned
Department: Friend of the Court
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Deputy Friend of the Court, maintains the accounting system by which child support payments are distributed and accounted for, including balancing and reconciling all accounts. Verifies daily deposits, cash receipts and disbursements. Reconciles the bank accounts, prepares financial transmittals and processes a variety of transactions related to maintaining the bank accounts. Serves as the procurement specialist for purchases, disbursements, and transactions. Oversees the training of the Friend of the Court Clerks and Lead Clerk and serves as their point of contact to answer any questions regarding office policy and proper 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. Maintains and oversees the financial records and individual line items of the Friend of the Court's annual budget. Processes invoices for payment. Transmits county funds collected to the County Treasurer. Assists the Friend of the Court with monthly budget review and analysis. Maintains petty cash. Processes disbursements for Friend of the Court employees.
2. Purchases all items needed by the department. Seeks bids, talks with vendors, and prepares and maintains purchase orders in compliance with the Livingston County Purchasing Policy. Orders and maintains the most current version of all forms and publications. Procures funds and registers departmental staff for conferences, licensing and training.
3. Performs accounting adjustments in the Michigan Child Support Enforcement System (MiCSES) application on assigned cases. Assists the Friend of the Court's staff with accounting and payment issues on assigned cases. Accesses and pulls payment

- information from the Michigan State Disbursement Unit's (MiSDU) web application. Contacts the MiSDU as necessary to resolve issues.
4. Checks that all orders are entered by support staff and completes the attached checklist.
 5. Processes requests to waive arrears and credit direct payments daily and utilizes the MiCSES system to waive arrears and credit direct payments when appropriate. Makes appropriate interstate adjustments.
 6. Administers the banking website by maintaining user accounts and security permissions.
 7. Submits claims for bankruptcy to the proper bankruptcy court. Run bankruptcy reports, making sure the data is updated in the Michigan Child Support Enforcement System (MiCSES).
 8. Troubleshoots and coordinates computers, video recording systems, copy machines, postage machines, printers, computer software and other equipment repairs. Contacts outside vendors and agencies as necessary so that all equipment functions properly. Maintains associated warranty and maintenance agreements.
 9. Maintains the stock of office supplies needed by placing orders when needed and processing invoices twice a month. Maintains supplies for copiers/printers, such as print cartridges, and supplies for the postage machine, as well as ensuring the postage meter is loaded with a sufficient balance.
 10. Serves as the solid waste coordinator for the office. Oversees the collection of recyclable items and coordinates pickup from the Livingston County Solid Waste Coordinator. Arranges pickup for recycling of shredding, batteries and cartridges.
 11. Processes receipts daily from clients and checks the proper distribution of monies to ensure that any errors or discrepancies are corrected. Reconciles daily receipts with monies receipted to ensure that all monies balance and are deposited into the correct bank accounts, which includes voiding receipts, re-ringling receipts, adjusting defendants' fines and costs and correct journaling of changes.
 12. Prepares requisitions and processes purchase orders. Performs data entry for account payables into the accounting system for checks to be printed and payment to be issued.
 13. Responsible for completing content updates to the Friend of the Court web page and contributes to the development of content and coordination of relevant information displayed for the public's use on the county website. Develops and adapts computerized information to meet staff needs. Serves as a resource person to all FOC staff in utilizing computer system and software applications to complete their job duties.

14. Supervises the task assignment of the Friend of the Court Clerks and Lead Clerk as it pertains to overseeing training and implementation of any policy changes that may be needed. Drafts training aides and manuals for distribution to the Friend of the Court Office.
15. Serves as the designated Military Liaison for the Friend of the Court Office. Assists armed forces service members by providing information about the Friend of the Court process, explaining how military service can impact court proceedings, and advocating for necessary accommodations when dealing with child custody, parenting time, or child support matters.
16. Backs up the Office Coordinator and Child Support Specialist. Assists the front desk clerks with duties as required.
17. May represent Livingston County on internal/external committees or work groups.
18. Attends training/seminars and reviews office financial procedures/information and makes recommendations to the Friend of the Court in the process of improving efficiency and developing new office procedures.
19. Keeps abreast of changes to financial systems and requirements through attendance at workshops and conferences.
20. 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 qualified individuals with disabilities to perform the job.

Requirements include the following:

- Associate degree with emphasis in finance and/or accounting, and two years of progressively more responsible experience in bookkeeping or accounting. A bachelor's degree is preferred.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- Knowledge of the principles and practices of government accounting, generally accepted accounting principles, and audit procedures.

- Considerable knowledge of bookkeeping principles and practices, general ledger accounting, the maintenance and processing of financial information, performing reconciliations, balancing accounts, researching financial discrepancies, preparing financial reports and documents, cash handling, receipting documents and payments, and providing customer service support.
- Knowledge of the principles and practices of the State of Michigan's Friend of the Court system.
- Skill in assembling data and preparing comprehensive and accurate reports.
- Demonstrated ability to maintain professional integrity and 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, children and families and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, accounting software use 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 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, 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 office employees required to lift or move objects that exceed this weight.

The typical work environment for this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties, as well as potentially dangerous interactions.

LIVINGSTON COUNTY COURTS JOB DESCRIPTION

CHILD FINANCIAL SUPPORT SPECIALIST

Supervised By: Deputy Friend of the Court
Supervises: No supervisory responsibility
Department: Friend of the Court
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Deputy Friend of the Court, serves as liaison for all matters relating to the State of Michigan's Department of Health and Human Services (MDHHS), the Michigan State Disbursement Unit (MiSDU), Foster Care, Juvenile Court, Probate Court and the Prisoner Parole/Project Clean State. This position deals with foster care and state public assistance cases, including child support payments, account adjustments, and financial orders application reviews. Serves as a consultant to staff on issues relating to the administration and management of the Michigan Child Support Enforcement System (MiCSES). Maintains cases through court order entry and audits.

Essential Job Functions:

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

1. Serves as a consultant to all department staff regarding child support accounting matters, public assistance benefits, foster care, guardianship cases and payments that are held in suspense. Also assists staff with more difficult and complex child support matters, such as researching case data to determine accuracy and collecting information on cases.
2. Serves as a liaison for the Michigan Department of Health and Human Services (MDHHS), which requires access to, and knowledge of the state programs known as BRIDGES, the Michigan Statewide Child Welfare Information System (MiSACWIS), CERT/DECERT and Business Objects. These programs are used to research and determine client eligibility for child support payments and to maintain State of Michigan records on MiCSES.
3. Processes MDHHS referrals from the Office of Child Support-Support Specialists to determine appropriate action by conducting extensive data and case review. Notifies parties through written correspondence of possible changes to their case due to public assistance. Runs and processes MDHHS alerts weekly.

4. Responsible for updating and maintaining records of Certification and Decertification in relation to public assistance. Assigned the Assistance Adjuster and IV-A/IV-D Matchmaker roles after passing the Demonstration of Competency Test.
5. Serves as the Federal and State Tax Offset Program liaison. This includes researching and correcting Offset Rejection reports for resubmission to the program. Contacts payers through written correspondence regarding funds on hold. Once research is completed, advises the state on how the funds are to be released.
6. Makes necessary adjustments to accounts, including but not limited to emancipations, uninsured medical reimbursements, direct pay credits, state discharge debt program, spousal support max obligation payoff, death of payer, payee or child.
7. Processes all SACWIS referrals received from the Office of Child Support. Redirects child support funds for foster care cases. Responsible for determining agency placement funding and then conducts the support redirection to the appropriate agency or provider. Runs and manages foster care alerts weekly and takes appropriate action to remedy the alert notification.
8. Audits account records for miscalculations, improper credits, overcharges, improper disbursement of funds and other errors; adjusts accounts as required by audit findings.
9. Manages payments that are held in suspense. Runs weekly suspense reports to determine what money has been placed on hold by the MiSDU and finds solutions to rectify the hold. Once case conditions have been corrected, responsible for contacting the MiSDU through KidStar, instructing the state how the receipt is to be disbursed or refunded.
10. Answers questions from office staff pertaining to entry of Orders, how money is disbursed, where a payment came from, and prints copies of checks from KidStar.
11. Serves as the liaison for the Michigan State Disbursement Unit if any payment issues arise, such as funds being misapplied by their agency, or any other conditions that prevents payments from being disbursed.
12. Reviews financial Orders for accuracy after they have been entered into MiCSES. Reviews all other types of Orders that come into the assigned workflow queue.
13. Reviews criteria for Opt Out Orders, Proposed Zero Uniform Child Support Orders and Proposed Orders reserving child support to determine if the parties are eligible to waive IV-D services.
14. Serves as the liaison for Juvenile Court and Probate Court. Receives the Juvenile Court Orders and Probate Court Guardianship Orders and takes the appropriate actions based on the details of the Orders.

15. Enters all support enforcement Show Cause Hearing schedule dates for the calendar year into MiCSES.
16. Serves as liaison for the Michigan Department of Corrections-Project Clean Slate. Conducts phone interviews with prisoners who are in the final stages of being paroled to assure a smooth transition with the Friend of the Court.
17. Conducts parent locator efforts through state, federal and other sources, so that money held in suspense can be released.
18. Assists the Friend of the Court in the development and implementation of policies and procedures for operational purposes and designs procedural forms to assist the office staff when needed.
19. Serves as back up for the Chief Account and Procurement Specialist and the Office Coordinator.
20. Participates in continued training sessions to stay current with relative law, accounting and policies.
21. 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 qualified individuals with disabilities to perform the job.

Requirements include the following:

- A bachelor's degree in accounting, human services, or a related field, and three years of progressively more responsible experience with child support establishments or legal settings.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- Valid Michigan Vehicle Operator's License.
- Completion of MiCSES/Bridges training, and passing the Demonstration of Competency Test.
- Knowledge of the principles and practices of government accounting and generally accepted accounting principles.

- Considerable knowledge of the principles and practices of general office procedures and management, preparing legal documents, and local, state, and federal laws, rules, and regulations governing the operations of applicable DHHS and applicable state programs.
- Skill in analyzing and interpreting child support data bases, conducting research, performing audits, reconciling data and solving problems independently.
- 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 maintain a high level of attention to details and concentration to ensure accuracy when modifying court orders and accounts.
- Ability to organize work, set priorities, meet critical deadlines and follow up on work with minimal supervision.
- Ability to prepare clear, concise, and effective correspondence, recommendations, and other written material.
- Ability to exercise sound judgment and decision making in accordance with policies and procedures.
- Ability to use discretion and maintain sensitive and confidential information.
- 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, database use 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 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, 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 office employees required to lift or move objects that exceed this weight.

The typical work environment for this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties, as well as potentially dangerous interactions.

LIVINGSTON COUNTY COURTS JOB DESCRIPTION

SUPPORT ENFORCEMENT OFFICER

Supervised By: Friend of the Court and Deputy Friend of the Court
Supervises: No supervisory responsibility
Department: Friend of the Court
FLSA Status: Non-Exempt

Position Summary:

Under the direction of the Friend of the Court and Deputy Friend of the Court, performs a variety of paraprofessional services in the location, enforcement, and apprehension of support non-payers. Works with the Case Managers to enforce support orders and monitor changes in case status. Assists in preparing and serving legal papers relative to the collection of support. Responds to inquiries related to court orders, enforcement issues, case arrearages, and other activities as directed. Assists and testifies in Show Cause hearings and felony non-support cases. Enters, monitors, modifies, and removes bench warrants issued by the Circuit Court that are entered in the Law Enforcement Information Network (LEIN).

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. Investigates and locates persons pursuant to carrying out state and federal mandates required of the Friend of the Court for enforcement of court orders pertaining to support/paternity and divorce actions.
2. Arrests and transports persons with FOC bench warrants and Attorney General felony non-support warrants to the Livingston County Jail to await arraignment, plus picks up and transports persons arrested in other jurisdictions to the Livingston County Jail for same.
3. Coordinates arrests of persons through and by other law enforcement agencies when direct arrest is not practical and coordinates and effects transports of in-custody persons from those other jurisdictions.
4. Assist Case Managers in the preparation and management of FOC bench warrants by monitoring and ensuring the accuracy of those bench warrants. Enters, removes, and modifies those bench warrants from the Law Enforcement Information Network (LEIN).

5. Serves FOC legal papers, including bench warrants, show causes, interstate registrations, and subpoenas.
6. Utilizes the automated Michigan Child Support Enforcement System (MiCSES) to monitor and enforce support.
7. Interviews persons lodged after arrest on FOC bench warrants to update current MiCSES case information related to residency, employment, finances, education, and health.
8. Responds to inquiries related court orders, enforcement issues, case arrearages, and other issues.
9. Prepares, maintains, and tabulates required records and reports including, but not limited to, case histories, police records, arrests, and other correspondence related to enforcement/collection activities.
10. Prepares arraignments and/or testifies regarding FOC matters and assists with Show Cause hearings as directed.
11. Researches case files for bench warrant information and/or for the implementation of felony non-support warrants in high-arrearage cases or for persons residing out-of-state.
12. Meets with parties to discuss FOC policies and procedures, answers questions and discusses issues of complaints related to domestic relations cases and enforcement of supports orders.
13. Conducts weekly checks for active arrest warrants or other LEIN alerts (Personal Protection Orders, Probation/Parole Orders, Bond Condition Orders) of persons scheduled for FOC-Office Show Cause hearings for Case Manager security.
14. Provides added security for child support/custody hearings where participants have exhibited prior contentious behavior which has caused concern of the part of the Referees or Case Managers.
15. Provides occasional relief for Court Services Deputies, performing necessary duties, including conducting weapons scans of persons entering the Law Center facility.
16. Transports and deposits daily FOC receipts at a local bank when the armored car service is unavailable.
17. Investigates and accompanies the FOC Investigators during home visits to provide security.

18. Communicates with Case Managers to update cases regarding any new or updated information on clients in relation to detention, residency, and payment history. Reviews case files for payment history to refer to Case Managers for show cause status or the Attorney General Investigator for felony non-support warrant consideration.
19. Utilizes various resources such as LEIN, government websites, Internet, phone contacts, family and friends, and neighbor contacts, etc., to locate absent or delinquent payers for enforcement.
20. Drafts Support Enforcement Orders that reflect voluntary statements or directives of the Court that are the result of Show Cause-Second Hearings.
21. Reviews basic employment background information on prospective new FOC hires.
22. Operates and maintains a County-owned motor vehicle in the performance of required duties.
23. \Compiles and maintains statistics related to enforcement and case management activities.
24. Maintains computer database for current active bench warrant and felony non-support warrant caseloads.
25. 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 qualified individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in Criminal Justice, Criminology, Law Enforcement, Political Science, or a related field, and five years of experience in a law enforcement or criminal justice setting.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- Possess and maintain a valid Michigan Driver's License with a good driving record free from any misdemeanor or felony convictions.

- Michigan Commission on Law Enforcement Standards (MCOLES) certification is preferred, or qualified to be deputized by the Livingston County Sheriff for arrest authority.
- Possession of a legally registered service firearm and a Concealed Pistol License (CPL).
- Considerable knowledge of the principles and practices of court order enforcement for child support and care, plus local, state, and federal laws, rules, and regulations governing the operations of the Friend of the Court office.
- Substantial knowledge of the principles, practices, and techniques of modern police work to establish and maintain effective enforcement and arrest operations.
- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Demonstrated ability to maintain professional integrity and respect for those requiring juvenile services, including the ability to lead and earn respect.
- 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.
- Ability to assess situations, solve problems, and work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database use, and the ability to learn new software programs applicable to the position.
- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee's environment can range from an office setting to highly dangerous law enforcement situations. Physical demands, therefore, range from sitting in an office or vehicle to exercising the strength, mobility, dexterity, and stamina associated with apprehending unruly persons and criminals. The employee is regularly required to communicate with others in person and on the telephone or radio, use sight to review documents and assess situations, and must regularly travel to other locations.

While performing the duties of this job, the employee may be exposed to dangerous situations. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties, as well as potentially dangerous interactions. The noise level in the work environment can range from quiet to very loud.



CONTACT INFORMATION

Requester: Kayla Grant Title of Requester: Circuit Court Administrator
Dept. Phone Number/Extension: 7814 Date Requested: 5/22/2025

POSITION INFORMATION

Position Title: Chief Account Clerk Supervisor: Court Financial Officer

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)**: Union Appeal. Grade and title change.
Dawn Ducett is currently in this position.

FUNDING INFORMATION

Base Annual Salary: 31.1574 hr./64,807.39 yr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation **(Required)**: Current: Org. 10128100 ~~000281~~ % 100 Proposed (If changing): Org. 000281 % _____

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

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head Kayla Grant Date 5/22/25

HR OFFICE ONLY

Job Class: 1053 Job Title: Central Services Financial Coordinator Grade/Step: CT7 / 7

FTE: 1.0 Employee Group: CTS HR Reviewed: Amy Hill Date: 05.22.2025

BUDGET OFFICE ONLY

Position Control # 16800119 Org. 10128100

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

Comments: requires Personnel Committee approval
reducing operating expenses to cover increased cost

Budget Reviewed: 1502 Date: 5/22/25

Resolution #: _____ Board Authorized on Date: _____

Funding Org

10128100

CURRENT**PROPOSED**

CHIEF ACCOUNT CLERK

CENTRAL SERVICES FINANCIAL
COORDINATOR

CTS 6/7

CTS 7/7

1.00

1.00

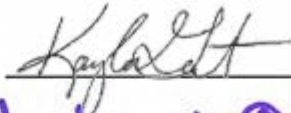
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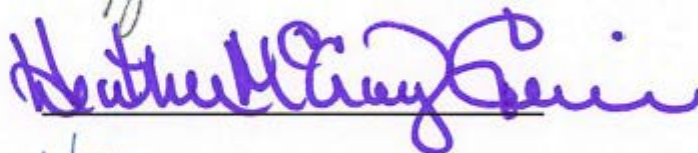
Annual Cost**Annual Cost**

Salary	\$	60,286	\$	64,807	
FICA	\$	4,612	\$	4,958	
Pension	\$	12,433	\$	12,433	
Health	\$	11,890	\$	11,890	
Workers Comp	\$	169	\$	182	
Longevity	\$	1,410	\$	1,410	
Life	\$	145	\$	156	
LTD					
STD					
RHC - Savings	\$	1,000	\$	1,000	Difference
					+ / (-)
Total Annual Costs	\$	91,945	\$	96,835	\$ 4,891

Department Director

Date 5/22/25

Court Financial Officer

Date 5/22/2025

Fiscal Services

Date 5/23/25

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution Authorizing the Board Chair to Sign a Letter of Understanding
Regarding Community Paramedic Pay - EMS**

WHEREAS, the current collective bargaining agreement between the Livingston County Board of Commissioners and the Michigan Association of Fire Fighters representing Paramedics at Article 15 contains definitions that shall apply to each pay grade for those who possess, achieve, fully maintain as current, and provide proof of the applicable certification to the Employer; and

WHEREAS, the parties wish to clarify the provisions in the attached Letter of Understanding.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners authorizes the Chair to sign the attached Letter of Understanding between Livingston County and the Michigan Association of Fire Fighters regarding State of Michigan licensure, subject to review and approval by County Civil Counsel.

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**MOVED:
SECONDED:
CARRIED:**

LETTER OF UNDERSTANDING

Regarding Clarification of Pay Scale for Community Paramedic Team

WHEREAS, the COUNTY OF LIVINGSTON, a municipal body corporate of the State of Michigan (hereinafter referred to as the “Employer”) and the MICHIGAN ASSOCIATION OF FIREFIGHTERS (hereinafter referred to as the “Union”) represents employees of the Employer in the position of Paramedic and, sometimes, who are assigned to duties on the Community Paramedic Team.

WHEREAS, the Union and Employer have entered into a collective bargaining agreement for the period March 24, 2025 through December 31, 2027 (the “CBA”);

WHEREAS, among other certification provisions, Section 15.0 of the CBA provides for single or dual certification in conjunction with actual assignment to the MICU team and, as provided in the agreed upon MAFF Wage Scale attached to the CBA, an agreed upon and established higher rate of pay for hours worked in such team assignment;

WHEREAS, questions from staff have arisen related to Community Paramedic Team Member pay regarding the rates of pay of Unit members:

- (a). assigned to and working as a member of the Community Paramedic Team or (b). assigned and working as members of both the MICU and Community Paramedic teams.

WHEREAS, it was the intent of the Employer and Union that Unit Paramedics

- (a), assigned to and working as a member of the Community Paramedic Team or (b). assigned and working as members of both the MICU and Community Paramedic teams

would be compensated at the hourly and overtime rates of pay clarified below for MICU or Community Paramedic Team duties when assigned and performed by the Unit employee and paid for overtime hours based upon the established hourly rate of the assignment being performed when the overtime hours were incurred.

WHEREAS, the Parties wish by this Letter Agreement to agree to the following.

NOW, THEREFORE, IT IS HEREBY AGREED that:

1. Article 15 of the CBA shall be amended as follows:

MICU Medic or Community Paramedic Team Member – Single Cert - An employee licensed as a Paramedic by the State of Michigan and who is also certified in Critical Care or Pediatric Critical Care or Community Paramedic and who is a member of the MICU or Community Paramedic team.

MICU and Community Paramedic Team Member –Dual Cert – An employee licensed as a Paramedic by the State of Michigan and who is also certified in Critical Care and who is a member of the MICU and Community Paramedic teams. Employee with Pediatric Certification will be grandfathered in this MICU Dual Certification.

2. The 2025 MAFF Wage Scale attached to the CBA shall be amended as follows:

.... MICU or Community Paramedic Team Member -- Single Cert.

... MICU and Community Paramedic Team Member -- Dual Cert.

(See, attached)

3. Except as amended herein, all other terms and conditions of the CBA shall remain unchanged and in full force and effect.



Gregg Allen, MAFF.

May 23, 2025

Date

David Feldpausch. EMS Director

Date

Nathan Burd, County Administrator

Date

2025 MAFF Wage Scale - effective upon ratification by all parties

	Paramedic		Single Cert		Dual Cert		MICU or Community Paramedic Team Member - Single Cert		MICU and Community Paramedic Team Member - Dual Cert	
	Hr	OT	Hr	OT	Hr	OT	Hr	OT	Hr	OT
Start	22.62	33.93	23.30	34.95	24.00	35.99				
1 Year	24.58	36.86	25.32	37.98	26.08	39.13				
2 Year	26.01	39.01	26.78	40.17	27.58	41.37	27.58	41.37	28.41	42.62
3 Year	27.31	40.96	28.13	42.19	28.96	43.44	28.96	43.44	29.83	44.75
4 Year	28.67	43.01	29.54	44.30	30.41	45.62	30.41	45.62	31.33	46.99
5 Year	30.10	45.16	31.01	46.52	31.93	47.89	31.93	47.89	32.89	49.34
6 Year	31.61	47.42	32.56	48.84	33.52	50.29	33.52	50.29	34.53	51.80
10 Yr	32.25	48.37	33.21	49.81	34.19	51.29	34.19	51.29	35.23	52.84
FTO/Shift Coordinator/Preceptor										
2 Year	26.78	40.17	27.59	41.39	28.41	42.62	28.41	42.62	29.26	43.89
3 Year	28.13	42.19	28.97	43.45	29.83	44.75	29.83	44.75	30.73	46.09
4 Year	29.54	44.30	30.42	45.63	31.32	46.98	31.32	46.98	32.26	48.39
5 Year	31.01	46.52	31.94	47.91	32.89	49.34	32.89	49.34	33.87	50.81
6 Year	32.56	48.84	33.54	50.30	34.53	51.80	34.53	51.80	35.57	53.35
10 Yr	33.21	49.81	34.20	51.30	35.22	52.83	35.22	52.83	36.28	54.42
EMT										
Start	18.66	28.00								
1 Year	19.75	29.62								
2 Year	20.96	31.44								
3 Year	22.26	33.39								
4 Year	23.60	35.40								
5 Year	25.02	37.54								
6 Year	26.28	39.42								

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Amending the Membership of the Human Services Collaborative Body (HSCB) – Board of Commissioners

WHEREAS, Resolution 596-114 outlines the relationship between the Livingston County Board of Commissioners and the Human Services Collaborative Body (HSCB); and

WHEREAS, Resolution 596-114 states that the Livingston County Board of Commissioners retains the right to make all appointments to the Human Services Collaborative Body; and

WHEREAS, Resolution 405-183 states the permanent appointments to the Human Services Collaborative Body.

THEREFORE, BE IT RESOLVED that membership of the Human Services Collaborative Body shall comprise of no more than the following: the permanent appointments stated in Resolution 405-183, nine members at large appointed by the Livingston County Board of Commissioners, and one Livingston County Commissioner.

BE IT FURTHER RESOLVED that the Human Services Collaborative Body may have non-voting advisors or consultants.

BE IT FURTHER RESOLVED that the Human Services Collaborative Body bylaws shall be updated to reflect this.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving Appointments to the Parks & Open Space Advisory Committee – Board of Commissioners

WHEREAS, the terms of three (3) representatives on the Livingston County Parks & Open Space Advisory Committee expired March 31, 2025; and

WHEREAS, a notice of the vacancies, published on the home page of the Livingston County website, directed qualified and interested candidates to apply online beginning April 15, 2025 through April 21, 2025; and

WHEREAS, two (2) incumbents, Brian Jonckheere and Jay Bibby, applied for reappointment by the Board of Commissioners.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the appointment of Brian Jonckheere and Jay Bibby to the Livingston County Parks & Open Space Advisory Committee for three (3) year terms to expire on March 31, 2028.

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MOVED:
SECONDED:
CARRIED: