



Personnel Committee Meeting Agenda

July 7, 2025

6:15 p.m. or immediately following the GGHHS Committee meeting, if later.

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
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: June 02, 2025 3
7. Tabled Items from Previous Meetings
8. Reports
9. Resolutions for Consideration
 - 9.1 Juvenile Court - Register Debby Shaw 7
Resolution Approving the Reclassification of the Juvenile Register
 - 9.2 County Clerk Elizabeth Hundley 18
Resolution Authorizing the Reclassifications of the Elections Specialist and Elections Coordinator to the Elections Manager
 - 9.3 County Clerk Elizabeth Hundley 38
Resolution Approving the Pay Grade for the Assistant FOIA Coordinator Specialist
 - 9.4 Sheriff Mike Murphy 47
Resolution Authorizing the Reclassification of the Investigative Services

Administrative Specialist

9.5 Drain Commission Brian Jonckheere 58

Resolution Authorizing the Reclassifications of the Drain Maintenance Worker III to the Stormwater Operator, Wastewater Superintendent, Accounting Supervisor and Senior Accountant

9.6 Board of Commissioners - SCBOA 81

Resolution Approving an Appointment to the Livingston County Sanitary Code Board of Appeals – Board of Commissioners

10. Adjournment

Personnel Committee

Meeting Minutes



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>

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 6:15pm.

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

Frank Sample - Chairman, Roger Deaton - Vice Chairman (Absent), Melvin Paunovich, and Nick Fiani

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

Connie Conklin - Howell-Oceola

6. Approval of Minutes

6.1 Meeting Minutes dated: May 5, 2025

Motion to approve 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. Interviews
Aeronautical Facilities Board Applicant Interviews
 1. James Brady
 2. James Clore
 3. Jeffrey Dhaenens
 4. Michael Wetherbee
10. Resolutions for Consideration
 - 10.1 Board of Commissioners - AFB
Resolution Approving Appointments to the Livingston County Aeronautical Facilities Board – Board of Commissioners
Motion to move and discuss Resolution 10.1 after Resolution 10.6.
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)
 - 10.2 Health Department
Resolution Authorizing the Reclassification of an Administrative Specialist to a WIC Technician
Motion to approve 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)
 - 10.3 Friend of the Court/ Court Central Services
Resolution to accept MGT Consulting Services, LLC. Recommendation related to the Appeals to the Court Bargaining Unit Classification and Compensation Study.
Motion to approve 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)

10.4 Emergency Services

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

Motion to recommend resolution to the Board of Commissioners.

Moved by: M. Paunovich

Seconded by: N. Fiani

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

Motion Carried (3-0-1)

10.5 Board of Commissioners - HSCB

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

Motion to recommend resolution to the Board of Commissioners.

Moved by: M. Paunovich

Seconded by: N. Fiani

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

Motion Carried (3-0-1)

10.6 Board of Commissioners - POSAC

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

Motion to recommend 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)

10.1 Board of Commissioners -AFB

Resolution approving Appointments to the Livingston County Aeronautical Facilities Board

Motion to amend Resolution to add:

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

Moved by: N. Fiani

Seconded by: F. Sample

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

Motion Carried (2-1-1)

Motion to Recommend the amended Resolution to the Board of Commissioners.

Moved by: N. Fiani

Seconded by: F. Sample

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

Motion Carried (2-1-1)

11. Adjournment

Motion to Adjourn meeting at 8:32pm.

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 the Reclassification of the Juvenile Register – Juvenile Court

WHEREAS, the Juvenile Court requested to have the Juvenile Register position re-evaluated; and

WHEREAS, Juvenile Register is responsible for supervising and assisting in the daily operations of the Juvenile Court. The position conducts or oversees opening, scheduling and notice of hearings, order preparation and processing, court recording, case flow and record management, and customer service. The position also assigns, reviews, and ensures the accuracy of clerical support staff work; and

WHEREAS, MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 8 of the nonunion pay scale; and

WHEREAS, there are sufficient funds in the Juvenile Court budget to cover the increased costs.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the Juvenile Register at Grade 8 of the nonunion wage scale.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
14900103	JUVENILE REGISTER	NU	7	1.00	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
14900103	JUVENILE REGISTER	NU	8	1.00	A

#

#

#

MOVED:

SECONDED:

FAILED:

NOTE: Pursuant to Board of Commissioner's policy, this job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee.

LIVINGSTON COUNTY JOB DESCRIPTION

JUVENILE COURT REGISTER

Supervised By: Juvenile and Probate Court Administrator
Supervises: Subordinate departmental employees as assigned
Department: Juvenile Court
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Juvenile and Probate Court Administrator, this position is responsible for supervising and assisting in the daily operations of the juvenile court. Conducts or oversees opening, scheduling and notice of hearings, order preparation and processing, court recording, case flow and record management, and customer service. Assigns, reviews, and ensures the accuracy of clerical support staff work.

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 that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists the Juvenile and Probate Court Administrator in managing the day-to-day operations of the Juvenile Court. Oversees all assigned staff, assigns work, evaluates performance, and makes recommendations regarding discipline if required.
2. Functions as a lead worker. Performs all support tasks in the Juvenile Court operation. Instructs staff in procedures, trains staff and assists with more complex issues and situations.
3. Directs case file management, which includes monitoring court files to ensure readiness for court proceedings and overseeing files through opening, closing, and destruction in accordance with local policy, court rules, applicable laws, and statutes. Ensures data entered the electronic case file management system is timely, accurate, and complete. Maintains catalog of court records held on and off site.
4. Reviews pleadings, court orders, and other documents for accuracy and compliance with operational policies and procedures. Ensures petitions, orders, summons, and other documents are prepared and noticed. Review court files for completeness and court time requirements. Coordinates immediate processing of emergent matters.

5. Manages the court docket for the attorney referee and assigned judges, including coordinating, scheduling, and noticing proceedings, monitoring and updating the court calendar, and preparing and distributing records for court. Coordinates with jails and prison facilities and prepares writs to procure the appearance of incarcerated individuals for court hearings. Monitors the progression of cases to ensure the court complies with statutory time requirements.
6. Assists in researching legal issues and court rules and the development of procedures to ensure compliance with court rules, statutes, and local policy. Develops instructional materials for support staff.
7. Processes unique filings that require specialized knowledge or are of a sensitive nature, such as parental waivers, emancipations, and claims of appeals.
8. Responds to difficult or complex questions and problem-solves concerns from customers, attorneys, and court staff.
9. Prepare statistical reports for the Juvenile Court relative to caseload. Inspect and inquire as to its accuracy for submission by the Juvenile Court Administrator to the State Court Administrative Office. Prepare additional department operations and statistical information as requested.
10. Serves as Court Recorder for the Juvenile Division. Secures and maintains all recording and video equipment and ensures that equipment is operating efficiently and accurately. Ensures the courtroom is up and ready for the day's hearings. May act as back-up Court Recorder for Trial Court Judges.
11. Records court proceedings, hearings, and trials verbatim, utilizing applicable computer-aided equipment. Utilizes and monitors Zoom technology during court proceedings. Coordinates hearings with jails and prisons and drafts appropriate writs.
12. Begins court room call, administers oath to witnesses, marks, logs, and retains exhibits as mandated by court rules, and provides other courtroom assistance as needed. Monitors equipment to ensure continued recording quality and performs tasks required to secure video and audio recordings.
13. Takes notes and maintains a log of actions in court, including describing actions taken on each case, noting when the case started and ended, noting the appearance of witnesses, marking exhibits, and other actions. Follows appropriate procedures for the return and disposal of exhibits after trials, hearings, and past the appeal period.
14. Oversees the accurate preparation of all juvenile court orders, including emergency, pretrial, and those following hearings before judges and referee using information gained during testimony, reviewing judges' notes and communications outside the courtroom. Secures signatures of the referee and judge and serves to appropriate parties.

15. Assists the Juvenile Probation Officers with cases, including processing probation violations, show causes, and other motions and performs a variety of other support tasks such as preparing fingerprint orders, emailing and faxing documents, making copies, preparing emergency orders, and other clerical tasks.
16. Prepares abstracts for the Secretary of State and enters data into the LEIN system, including warrants, recalls, and personal protection orders. Process fingerprints, DNA, and infectious disease testing orders.
17. Administers juvenile set aside process, including obtaining and reviewing monthly reports, responding to requests from the Michigan State Police, taking action to ensure the accuracy of aged records and performing corrective action, as necessary. Prepares and distributes set aside reports to law enforcement agencies.
18. Handles appeals filed in the Juvenile Court. Appoints appellate counsel; coordinates, prepares, and sends files, exhibits, and transcripts to the Court of Appeals/Michigan Supreme Court.
19. Oversees the appointment of attorneys; reviews court-appointed attorneys' invoices for accuracy, sufficiency, and completeness.
20. Ensures protection of confidential court records, overseeing that records are released in accordance with court rules, statutes, policies, and office procedures/practices.
21. Provides extensive training to new staff members and reviews work products for errors while continuing to execute all other duties of the Juvenile Register and any additional duties of the positions in training.
22. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

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

Requirements include the following:

- Associate degree and five years of progressively more responsible experience in a court clerk position or reporting/recording in a courtroom setting.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- Law Enforcement Information Network (LEIN) Certification within six months of hire.

- Knowledge of the principles and practices of court procedures, office administration, applicable local, state, and federal laws, rules, and regulations, and supervising and evaluating employees.
- Considerable knowledge of the State of Michigan court system procedures and statutes specifically related to the juvenile court system, preparing, and maintaining legal documents, researching information, and maintaining court records and filings.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, and work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, County and court databases, and audio and video equipment utilized in court proceedings.

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 office employees required to lift or move objects that exceed this weight.

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

	CURRENT JUVENILE COURT REGISTER NU - 7/7 14900103 Annual Cost		PROPOSED JUVENILE COURT REGISTER NU - 8/6 14900103 Annual Cost		
Salary	\$	69,731	\$	74,485	
FICA	\$	5,334	\$	5,698	
Pension	\$	16,965	\$	16,965	
Health	\$	11,890	\$	11,890	
Workers Comp	\$	196	\$	209	
Longevity					
Life	\$	167	\$	179	
LTD	\$	192	\$	206	
STD	\$	536	\$	573	
RHC - Savings					
Total Annual Costs	\$	105,012	\$	110,204	Difference (+/-) \$ 5,192
GF - 10128400		90%		80%	Decrease to GF
	\$	94,510.92	\$	88,163.43	\$ (6,347.49)
CCF - 29266200		10%		20%	Increase to Child Care Fund
	\$	10,501.21	\$	22,040.86	\$ 11,539.64

Department Director

Deborah Shaw

Date

6/23/2025

Fiscal Services

Porter Mads

Date

6/23/2025



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON COUNTY COURTS
JUVENILE & PROBATE DIVISIONS

204 S. Highlander Way Suite 3 Howell, MI 48843
Phone 517-540-7739 Cell 734-260-0906
Email: dshaw@livgov.com

Memorandum

To: Personnel Committee, Livingston County Board of Commissioners
From: Deborah Shaw, Juvenile & Probate Court Administrator
Date: July 7, 2025
Re: Reclassification / Review of the Juvenile Register Position

Thank you for the opportunity to present the Juvenile Register job description for reclassification from non-union grade 7 to non-union grade 8. This position was last reviewed during the MGT classification and compensation study in 2022. At that time the position was maintained at a non-union grade seven. No specific comparables were gathered during the wage study and the resultant job description failed to accurately describe this position's duties and level of leadership. In addition, due to juvenile justice reform, the position's responsibilities have continued to grow. A modified job description (using tracked changes) that details these changes is attached.

The increased cost from this reclassification will be funded 100% in the Child Care Fund.

Thank you for your time and attention to this matter. Please contact me at 517-540-7739 or dshaw@livgov.com should you have questions or need any additional information.



CONTACT INFORMATION

Requester: Deborah ShawTitle of Requester: Juvenile & Probate Court AdministratorDept. Phone Number/Extension: 7739Date Requested: 6/18/2025

POSITION INFORMATION

Position Title: Juvenile RegisterSupervisor: Deborah Shaw1. 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)**: MGT completed an assessment of this position andrecommended a reclassification from NU grade 7 to NU grade 8. Erin Ostwald is currently
in this position.

FUNDING INFORMATION

Base Annual Salary: 35.81 hr. / \$74,485 yr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 10%Allocation (Required): Current: Org. 10128400 — 90% Proposed (If changing): Org. 10128400 — 20%
29266200 — 10% 29266200 — 80%Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____

Deborah Shaw
Department Head6/18/2025
Date

HR OFFICE ONLY

Job Class: 6016 Job Title: Juvenile Court Register Grade/Step: NU 8H / 6FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.18.2025

BUDGET OFFICE ONLY

Position Control # 14900103 Org. _____Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☐

Comments: _____

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

REVISED 2026 ALLOCATION

OTSWALD, ERIN	ACCT/PROJECT STRING	ALLOCATION
CCF-INT CCF-RTA 207 CCF-NONINT-JUV CRT	662CCJUV20-INTJUVSR-SALARIES-SALARY	20%
	662CCJUV20-RTACC-SALARIES-RTA SALARY	0%
	10128400 704000	80%
	10128400 704000 RTA	0%
	10128100	0%
	CENTRAL	
	TOTAL	100%

CURRENT 2025 ALLOCATION

OTSWALD, ERIN	ACCT/PROJECT STRING	ALLOCATION
CCF-INT CCF-RTA 207 CCF-NONINT-JUV CRT	662CCJUV20-INTJUVSR-SALARIES-SALARY	10%
	662CCJUV20-RTACC-SALARIES-RTA SALARY	0%
	10128400 704000	90%
	10128400 704000 RTA	0%
	10128100	0%
	CENTRAL	
	TOTAL	100%



To: Ms. Jennifer Palmbos, Human Resources Director
From: Joel Palladini, Consultant
Sheena Horton, Director
Date: 6/18/2025
Re: Pay Grade Evaluation

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

1. Juvenile Court Register

- It is our understanding that the **Juvenile Court Register** is responsible for supervising and assisting in the daily operations of the juvenile court. Conducts or oversees opening, scheduling and notice of hearings, order preparation and processing, court recording, case flow and record management, and customer service. Assigns, reviews, and ensures the accuracy of clerical support staff work.

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 “Court Clerk (50%)” and “Legal Administrative Support Specialist III (50%)” from Salary.com’s CompAnalyst database (Ann Arbor, MI I Government I All FTEs, base average: \$65,600).

Based on our assessment of position duties, Livingston County’s 2025 pay grade scale, and relevant external market data obtained from Salary.com CompAnalyst, we recommend the following:


- Grade Placement – Based on further analysis, MGT recommends **Grade 8** of Livingston County’s 2025 pay grade order to ensure market competitiveness. The minimum salary for this recommended group is \$64,230.40, the midpoint salary is \$72,30.80 and the maximum salary is \$81,390.40. After further market analysis, the average salary of \$65,600 fits in the recommended pay grade range of Livingston County’s 2025 Pay grade order.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the Juvenile Court Register.

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

Juvenile Court Register
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Court Clerk	Supports paralegals with various tasks required in the preparation of materials for court cases. Inputs and maintains tracking data for all case materials. Obtains requested files and assembles required materials for court proceedings. Requires a high school diploma or its equivalent. Typically reports to a supervisor or manager. A01-Entry : Possesses a moderate understanding of general aspects of the job. Works under the close direction of senior personnel in the functional area. May require 0-1 year of general work experience.	\$45,800	.5
Legal Administrative Support Specialist III	Performs administrative functions for attorneys or legal firms. Maintains schedules for meetings, hearings, trials, and depositions. Prepares legal documents, contracts, briefs, motions, summonses, complaints, and general correspondence. Utilizes document creation software and other legal reference software. Understands and uses correct legal terminology, standard formats, and procedures to prepare documents. Maintains and organizes document files or database in required format. Coordinates efficient phone, e-mail, and written communications between attorney and client. Requires a high school diploma or equivalent. Typically reports to a supervisor or manager. A03-Senior : Works independently within established procedures associated with the specific job function. Has gained proficiency in multiple competencies relevant to the job. Typically requires 3-5 years of related experience.	\$81,100	.5
	Ann Arbor, MI (Metro) Government All FTEs	\$65,600	1.0

SCOPE 	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	56.5	64.0	72.5	65.4
Ann Arbor,MI (Metro) All Industries All FTEs	58.3	66.0	74.8	67.5
Ann Arbor,MI (Metro) Government \$50M - \$200M Revenues (\$ USD)	54.9	62.1	70.5	63.6
Ann Arbor,MI (Metro) Government All FTEs	56.7	64.1	72.8	65.6

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassifications of the Elections Specialist and Elections Coordinator to the Elections Manager – County Clerk

WHEREAS, the County Clerk requested review of the **Elections Specialist/Deputy Clerk**; and

WHEREAS, the **Elections Specialist/Deputy Clerk** position is responsible for providing information and assistance to elected officials, candidates, and the public regarding the election process. This position assists the Elections Manager in implementing and enforcing Michigan Election Laws. It assumes responsibility for departmental operations in the absence of the Elections Manager, as directed. When assigned to the Vital Records Division, it performs the essential job functions of a Vital Records Clerk. The position also coordinates federal passport services provided to the public; and

WHEREAS, MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 8 of the nonunion pay scale; and

WHEREAS, the County Clerk requested review of the Elections Coordinator/Deputy Clerk requesting the title be changed to the **Elections Manager/Deputy Clerk**; and

WHEREAS, the **Elections Manager/Deputy Clerk** position is responsible for responsible for the overall management and operation of the County Clerk's Elections Division. This position provides guidance and recommendations to state and local election administrators, elected officials, candidates, entities pursuing ballot access, the media, and the public regarding elections. Additionally, this role manages poll worker training for all local jurisdictions in Livingston County, assesses fees for election services rendered, maintains campaign financial statement records, and assists with selecting voting systems and other division-specific software programs; and

WHEREAS, MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 12 of the nonunion pay scale; and

WHEREAS, a budget amendment will be necessary for the County Clerk budget to cover the increased costs.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the reclassification of the Elections Specialist/Deputy Clerk at Grade 8 of the nonunion wage scale.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the reclassification of the Elections Coordinator/Deputy Clerk retitled the Elections Manager/Deputy Clerk at Grade 12 of the nonunion wage scale.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes a budget amendment to effectuate the above.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
21500101	ELECTION COORDINATOR / DEPUTY CLERK	NU	9	1.00	A
21500103	ELECTION SPECIALIST / DEPUTY CLERK	NU	5	1.00	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
21500101	ELECTION MANAGER / DEPUTY CLERK	NU	12	1.00	A
21500103	ELECTION SPECIALIST / DEPUTY CLERK	NU	8	1.00	A

#

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

NOTE: Per Board of Commissioner's policy, this job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee.



To: Jennifer Palmbos, Human Resources Director
From: Claudia Fasse, Analyst
Sheena Horton, Director
Date: 6/18/2025
Re: Pay Grade Evaluation

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

1. Elections Specialist/Deputy Clerk

- It is our understanding that the Elections Specialist/Deputy Clerk position is responsible for providing information and assistance to elected officials, candidates, and the public regarding the election process. This position assists the Elections Manager in implementing and enforcing Michigan Election Laws. It assumes responsibility for departmental operations in the absence of the Elections Manager, as directed. When assigned to the Vital Records Division, it performs the essential job functions of a Vital Records Clerk. The position also coordinates federal passport services provided to the public.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities for the given position. MGT selected the benchmark role “Office Services Professional II” (100%) from Salary.com’s CompAnalyst database (Ann Arbor, MI (Metro) | All Industries | \$50M - \$200M Revenues (\$ USD); Average: \$71,400.00).

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


- Grade Placement – Based on further analysis, MGT recommends **Grade 8** of Livingston County’s 2025 pay grade scale to ensure market competitiveness. The minimum salary for Livingston County’s recommended pay group is \$64,230.40, the midpoint is \$72,300.80, and the maximum is \$81,390.40. After further market analysis, the average hourly salary is \$71,400.00, which fits in the recommended pay grade range of Livingston County’s 2025 pay grade scale.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the Elections Specialist/Deputy Clerk.

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

Office Services Professional II
Salary.com CompAnalyst

Title	Description	Base Average Hourly	Weight
Office Services Professional II	<p>Performs and oversees various administrative functions and processes and acts as the organization's point person for outside vendors and service providers. Plans and coordinates office-wide facilities maintenance, space planning, moves, equipment installations, and other events or projects with internal and external stakeholders. Monitors inventory and places orders for office equipment, supplies, or provisions. Manages or administers accounting processes, including budgeting, invoice processing, employee expense reports, reimbursements, petty cash, and time tracking. May support HR activities or initiatives with employee onboarding and interview coordination, and training. Performs company database or system administration tasks, including data input, reporting, user support, and upgrades. Resolves day-to-day problems and coordinates with stakeholders to obtain solutions. Requires a bachelor's degree. Typically reports to a supervisor or manager.</p> <p>P02-Intermediate: Occasionally directed in several aspects of the work. Gaining exposure to some of the complex tasks within the job function. Typically requires 2-4 years of related experience.</p>	\$71,400.00	1.0
	Ann Arbor, MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	\$71,400.00	1.0

SCOPE 	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	61.7	70.4	79.7	71.4
Ann Arbor,MI (Metro) All Industries All FTEs	63.7	72.6	82.2	73.7
Ann Arbor,MI (Metro) Government \$50M - \$200M Revenues (\$ USD)	57.8	66.0	74.7	66.9
Ann Arbor,MI (Metro) Government All FTEs	59.7	68.1	77.1	69.0
Lansing,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	59.4	67.8	76.8	68.8
Lansing,MI (Metro) All Industries All FTEs	61.3	69.9	80.2	70.9
Lansing,MI (Metro) Government \$50M - \$200M Revenues (\$ USD)	55.7	63.6	71.9	64.5
Lansing,MI (Metro) Government All FTEs	57.4	65.6	74.2	66.5
Michigan (State) All Industries \$50M - \$200M Revenues (\$ USD)	60.5	69.0	78.1	70.0
Michigan (State) All Industries All FTEs	58.2	67.8	79.9	69.5
Michigan (State) Government \$50M - \$200M Revenues (\$ USD)	56.7	64.7	73.2	65.6
Michigan (State) Government All FTEs	58.4	66.7	75.5	67.6



To: Jennifer Palmbos, Human Resources Director
From: Claudia Fasse, Analyst
Sheena Horton, Director
Date: 6/18/2025
Re: Pay Grade Evaluation

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

1. Elections Manager/Deputy Clerk

- It is our understanding that the **Elections Manager/Deputy Clerk** position is responsible for responsible for the overall management and operation of the County Clerk's Elections Division. This position provides guidance and recommendations to state and local election administrators, elected officials, candidates, entities pursuing ballot access, the media, and the public regarding elections. Additionally, this role manages poll worker training for all local jurisdictions in Livingston County, assesses fees for election services rendered, maintains campaign financial statement records, and assists with selecting voting systems and other division-specific software programs.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities for the given position. MGT selected the benchmark role "Office Manager, Senior" (100%) from Salary.com's CompAnalyst database (Ann Arbor, MI (Metro) | All Industries | \$50M - \$200M Revenues (\$ USD); Average: \$101,400.00).

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

- Grade Placement – Based on further analysis, MGT recommends **Grade 12** of Livingston County's 2025 pay grade scale to ensure market competitiveness. The minimum salary for Livingston County's recommended pay group is \$89,406.94, the midpoint rate is \$100,628.29, and the maximum salary is \$113,258.04. After further market analysis, the average salary from Salary.com is \$101,400.00, which fits in the recommended pay grade range of Livingston County's 2025 pay grade scale.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the Elections Manager/Deputy Clerk.

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

Office Manager, Senior
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Office Manager, Senior	<p>Oversees and manages the daily activities of office staff to ensure efficient operations, service delivery and expense control. Develops and implements procedures and policies for all administrative activities. Typically manages record-keeping, document preparation, mail distribution, reception, bill or invoice processing, maintenance services, technical support, project coordination/scheduling, and other related internal operations. Oversees the selection of vendors and the purchase of office equipment and supplies. Coordinates resources to troubleshoot, determine the best solutions, and solve problems. Tracks and analyzes operational costs and monitors budget. Recruits, trains, and coaches office staff to achieve optimal performance. May require a bachelor's degree. Typically reports to a head of a unit/department.</p> <p>M02-Manager (True 1st level Manager): Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Typically requires 5 years of experience in the related area as an individual contributor. 1 - 3 years supervisory experience may be required. Extensive knowledge of the function and department processes.</p>	\$101,400.00	1.0
	Ann Arbor, MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	\$101,400.00	1.0

SCOPE ↑	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	83.8	98.2	116.1	101.4
Ann Arbor,MI (Metro) All Industries All FTEs	90.2	105.8	125.0	109.2
Ann Arbor,MI (Metro) Government \$50M - \$200M Revenues (\$ USD)	77.8	91.2	107.9	94.2
Ann Arbor,MI (Metro) Government All FTEs	83.9	98.3	116.2	101.5
Lansing,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	80.7	94.5	111.8	97.6
Lansing,MI (Metro) All Industries All FTEs	86.9	101.8	120.4	105.2
Lansing,MI (Metro) Government \$50M - \$200M Revenues (\$ USD)	75.0	87.9	103.9	90.7
Lansing,MI (Metro) Government All FTEs	80.8	94.7	111.9	97.8
Michigan (State) All Industries \$50M - \$200M Revenues (\$ USD)	82.1	96.2	113.7	99.3
Michigan (State) All Industries All FTEs	83.6	99.1	119.2	103.1
Michigan (State) Government \$50M - \$200M Revenues (\$ USD)	76.3	89.4	105.7	92.3
Michigan (State) Government All FTEs	82.2	96.3	113.9	99.5

LIVINGSTON COUNTY JOB DESCRIPTION

ELECTIONS SPECIALIST/DEPUTY CLERK

Supervised By: Elections Manager/Deputy Clerk
Supervises: No supervisory responsibility
Department: Clerk
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Elections Manager/Deputy Clerk, this position is responsible for providing information and assistance to elected officials, candidates, and the public regarding the election process. Assists the Elections Manager in implementing and enforcing Michigan Election Laws. Assumes responsibility for departmental operations in the absence of the Elections Manager as so directed. Performs essential job functions of a Vital Records Clerk when assigned to the Vital Records Division. Coordinates federal passport services provided to the 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. Provides technical assistance and emergency advice to local election administrators concerning the use and operation of voting systems, election procedures, filing deadlines, and election results. Ensures compliance with laws and regulations according to the type of election, voting system, and the political unit involved.
2. Provides technical guidance to government officials, candidates, and the public for all county, state and federal primary, general, and special elections ensuring compliance with federal and state laws.
3. Receives and verifies the legal sufficiency of petition and affidavit documents from elected officials, candidates, and the public to initiate the process of filing for office. Ensures affidavit and/or petitions are filed in accordance with state law. Certifies petition signatures and ensures compliance with state law.

4. Assists with programming and preparation of ballots for all elections. This includes layout, coding, proofing, mailing of ballot proofs, as well as the data entry of ballot information to ensure compliance with Michigan ballot standards.
5. Assists with the coordination of the county's early voting plans, consolidated school agreements, and the administration of election grants through the State of Michigan.
6. Assists with providing technical support and guidance to local clerks during early voting and on election day to ensure compliance with election law, resolving voting system issues, and facilitating smooth election operations.
7. Conducts poll worker training classes as needed to support the Director of Elections.
8. Coordinates classes and locations for poll worker training. Reviews and compiles training materials. Prepares and distributes training certificates upon successful completion of training by election inspectors.
9. Assists with the administration of the Campaign Finance Act for all local and county level candidates. Reviews all campaign finance statements and assists the Elections Manager with compliance of campaign finance deadlines to ensure validity of campaign finance fines when assessed.
10. Coordinates the Passport program and scheduling of passport appointments. Maintains status as a certified passport agent. Maintains all passport related records.
11. Assists with conducting post-election audits. To maintain compliance with the Michigan Constitution, Elections Specialist must not be an elected precinct delegate and must not serve on the executive committee of a local political party.
12. Assists with the coordination and conducting of election recounts and election recalls.
13. Initiates voter cancellation in the statewide qualified voter file for electors who died within Livingston County.
14. Serves as a receiving board member on election night.
15. Assists the Board of Canvassers following each election.
16. Assumes responsibility for departmental operations in the absence of the Elections Manager as so directed.
17. Regularly performs the functions of a Vital Records Clerk when assigned to that division of the County Clerk's Office. Access to birth records is prohibited.
18. Assists the Elections Manager by monitoring legislative changes related to the election process.

19. Closes cash register daily, counts receipts and deposits funds at Treasurer's office. Maintains petty cash drawer.
20. Assists with accounting functions within the Elections Division and Vital Records Division.
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 individuals with disabilities to perform the job.

Requirements include the following:

- Associates Degree or equivalent and three years of progressively more responsible experience in clerical and office administration.
- Two years of full-time work experience in an election-related position.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified as a Notary Public, Deputized Clerk, Accredited Election Official, and Federal Passport Agent.
- Certified Cash Handler.
- Valid Michigan Vehicle Operator's License.
- Ability to attend training conferences required to attain and maintain certifications that will enhance the performance of required job duties.
- Thorough knowledge of the principles and practices of election processes, procedures, and activities, records management, and office procedures.
- Considerable knowledge of election terminology, election day processes and procedures, voter registration procedures, vital record documents, processing vital records, DBAs, and concealed pistol permits, balancing receipts, and maintaining detailed and accurate records in both electronic and non-electronic formats.
- Strong working knowledge of office procedures, file setup and maintenance, math and bookkeeping principles, and application and administrative support techniques.

- Strong skills in proofreading, performing arithmetic calculations, and maintaining accounts and records.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and the ability to learn software applications and databases utilized by the Clerk's Office.
- Skill in the use of document imaging software and equipment.
- Skill in the use of specialized election equipment including but not limited ballot marking devices, scanning equipment, and specialized election software.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to work more than 24 hours consecutively on election day.

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 50 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight. The employee must be able to work over 24 hours consecutively on election day.

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

LIVINGSTON COUNTY JOB DESCRIPTION

ELECTIONS MANAGER/DEPUTY CLERK

<u>Supervised By:</u>	County Clerk
<u>Supervises:</u>	All employees and temporary workers of the Elections Division, either directly or indirectly
<u>Department:</u>	County Clerk
<u>FLSA Status:</u>	Non-Exempt

Position Summary:

Under the direction of the County Clerk, this position is responsible for the overall management and operation of the County Clerk's Elections Division. Provides guidance and recommendations to state and local election administrators, elected officials, candidates, entities pursuing ballot access, the media, and the public regarding elections. Manages poll worker training for all local jurisdictions in Livingston County, assesses fees for election services rendered, maintains campaign financial statement records, and assists with selecting voting systems and other division specific software programs. Performs other administrative duties in support of the Clerk's office.

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. Plans, organizes, and directs division operations including personnel, budgeting, planning, and general administration. Develops and implements division policies, procedures, and regulations.
2. Provides technical assistance and emergency advice to local election administrators concerning the use and operation of voting systems, election procedures, filing deadlines, and election results. Ensures compliance with laws and regulations according to the type of election, voting system, and the political unit involved.
3. Provides technical guidance to government officials, candidates, and the public for all county, state and federal primary, general, and special elections ensuring compliance with federal and state laws.
4. Develops and manages processes to ensure legal sufficiency of petitions and affidavit documents from elected officials, candidates, and the public to initiate the process of filing for office and ballot proposals. Ensures petitions and affidavits are filed in

accordance with state law. Manages oversight of petition signature verification and ensures compliance with state law.

5. Manages responsibilities for the Livingston County Election Commission, including the scheduling of meetings, public notices, minutes, and maintenance of permanent records.
6. Manages the programming and preparation of ballots for all elections. This includes layout, coding, proofing, mailing of ballot proofs, as well as overseeing the data entry of ballot information to ensure compliance with Michigan ballot standards.
7. Provides technical support and guidance to local clerks during early voting and on election day to ensure compliance with election law, resolving voting system issues, and facilitating smooth election operations.
8. Manages the countywide coordination of early voting plans for the 18 local clerks, oversees submission to state officials, coordinates local early voting grants between the State of Michigan and local clerks including the receipt and disbursement of voting systems and grant funding for early voting.
9. Coordinates and oversees the consolidated school election agreements for all school districts in the county and submits signed plans to the Secretary of State and others as appropriate.
10. Develops training materials and conducts training classes for poll workers to ensure properly trained workers throughout the county in early voting sites, absent voter counting boards, and polling locations.
11. Supervises the administration of the Campaign Finance Act for all local and county level candidates. Oversees the review of all campaign finance statements, and calculates and levies fines when required. Works with the County Treasurer and County legal counsel to collect campaign finance fines owed to the County.
12. Manages the return of election results from local clerks including creating election night reports used by candidates, media, and the public. Coordinates with GIS to provide election results in a usable mapping format.
13. Coordinates the certification of election results by the Livingston County Board of Canvassers and sends official election results to the Secretary of State and others as appropriate. Oversees the scheduling of meetings, public notices, minutes, payroll, and assists canvassers as needed during the canvass. Assists with all mandated responsibilities of the Canvassers.
14. Manages and oversees post-election audits. To maintain compliance with the Michigan Constitution, the Director of Elections must not be an elected precinct delegate and must not serve on the executive committee of a local political party.

15. Serves as the Passport Program Manager for the Clerk's office. Responsible for ensuring compliance with federal laws and rules applicable to the acceptance of passport applications, maintaining security and confidential documentation, agent training, preventing child trafficking, facility certification and audits.
16. Ensures proper maintenance of election records in accordance with state and federal requirements.
17. Oversees and assists with election recounts and election recalls.
18. Assists with the coordination of the County Apportionment Commission, including scheduling of meetings, public notices, minutes, and maintenance of permanent records. Provides technical guidance related to population data and existing polling locations and boundaries within the county. Ensures timely submission of adopted maps to the appropriate state agency and ensures compliance with statutory deadlines.
19. Monitors state and federal laws for changes in election legislation. Develops procedural changes to ensure legal and efficient processing of elections.
20. Develops and maintains the Elections Division website.
21. Assists with various duties of a Vital Records Deputy Clerk. Access to birth records is prohibited.
22. Conducts research and manages the freedom of information (FOIA) requests of the Elections Division.
23. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- Bachelor's degree in business technology, business administration, or related field and four years of progressively more responsible experience in a clerk's office operations and election administration.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified as a Notary Public, Deputized Clerk, Accredited Election Official, and Federal Passport Manager and Agent.

- Certified Elections Registration Administrator (CERA).
- Valid Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of government operations, federal and state election law, rules, and case law.
- Thorough knowledge of applying local, state, and federal laws, rules, and regulations, developing and directing election processes and procedures, and researching, analyzing, and interpreting election law.
- Thorough knowledge of professional management techniques involved in budgeting, administers division budget and ensures authorized budgetary and purchasing procedures are properly used.
- Ability to attend training conferences required to attain and maintain certifications that will enhance the performance of essential job functions.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to work more than 24 hours consecutively during election activities.
- Ability to respond to election related emergencies or service needs on a 24-hour basis.
- Skill in effectively communicating ideas and concepts orally and in writing and making presentations in public forums.
- Skill in the use of office equipment and highly advanced technological skills, including Microsoft Suite applications and the ability to learn software applications and databases utilized by the Clerk's office.
- Skill in the use of specialized election equipment including but not limited ballot marking devices, scanning equipment, and specialized election software.
- Ability to ensure compliance with laws related to candidate filings, campaign finance, and ballot programming.

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 50 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight. The employee must be able to work over 24 hours consecutively during election activities.

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



CONTACT INFORMATION

Requester: Elizabeth Hundley Title of Requester: Clerk
Dept. Phone Number/Extension: x 8752 Date Requested: 6/10/2025

POSITION INFORMATION

Position Title: Elections Specialist/Deputy Clerk Supervisor: Elizabeth Hundley

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): MGT's recommended grade placement for this
job position following a reclassification request. Currently Joseph Takacs is in this position.

FUNDING INFORMATION

Base Annual Salary: 30.88 hr./64,230.40 yr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 10121500 % 100 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 _____

Elizabeth Hundley 6/10/2025
Department Head Date

HR OFFICE ONLY

Job Class: 1044 Job Title: Election Specialist/Deputy Clerk Grade/Step: NU8H / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.12.2025

BUDGET OFFICE ONLY

Position Control # 21500103 Org. 10121500

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

Comments: Funds not available within budget. Requesting additional funds.

Requires Personnel Committee approval.

Budget Reviewed: 1502 Date: 6/13/25

Resolution #: _____ Board Authorized on Date: _____



CONTACT INFORMATION

Requester: Elizabeth Hundley Title of Requester: Clerk
Dept. Phone Number/Extension: x 8752 Date Requested: 6/10/2025

POSITION INFORMATION

Position Title: Elections Manager/Deputy Clerk Supervisor: Elizabeth Hundley

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): MGT's recommended grade placement for this
job position following a reclassification request. Currently Franklin Joseph Bridgman is in this position.

FUNDING INFORMATION

Base Annual Salary: 89,406.94 This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 10126200 % 100 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 Elizabeth Hundley Date 6/10/2025

HR OFFICE ONLY

Job Class: 6004 Job Title: Elections Manager/Deputy Clerk Grade/Step: N12S / 1
FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.12.2025

BUDGET OFFICE ONLY

Position Control # 21500101 Org. 10126200

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

Comments: Funds not available within budget. Requesting additional funds.

Requires Personnel Committee approval.

Budget Reviewed: 1502 Date: 6/13/25

Resolution #: _____ Board Authorized on Date: _____

	CURRENT		CURRENT		PROPOSED		PROPOSED	
	ELECTION COORDINATOR / DEPUTY CLERK		ELECTION SPECIALIST / DEPUTY CLERK		ELECTION MANAGER / DEPUTY CLERK		ELECTION SPECIALIST / DEPUTY CLERK	
	NU 9/6		NU 5/2		NU 12/1		NU 8/1	
	1.00		1.00		1.00		1.00	
	21500101		21500103		21500101		21500103	
	Annual Cost		Annual Cost		Annual Cost		Annual Cost	
Salary	\$ 81,912	\$	\$ 50,864	\$	\$ 89,407	\$	\$ 64,236	
FICA	\$ 6,266	\$	\$ 3,891	\$	\$ 6,840	\$	\$ 4,914	
Pension	\$ 16,965	\$	\$ 16,965	\$	\$ 16,965	\$	\$ 16,965	
Health	\$ 11,890	\$	\$ 11,890	\$	\$ 11,890	\$	\$ 11,890	
Workers Comp	\$ 230	\$	\$ 143	\$	\$ 251	\$	\$ 180	
Longevity								
Life	\$ 197	\$	\$ 122	\$	\$ 215	\$	\$ 154	
LTD	\$ 226	\$	\$ 140	\$	\$ 247	\$	\$ 177	
STD	\$ 630	\$	\$ 391	\$	\$ 688	\$	\$ 494	
RHC - Savings								
Total Annual Costs	\$ 118,316	\$	\$ 84,406	\$	\$ 126,501	\$	\$ 99,011	Difference + / (-)
					\$ 8,186		\$ 14,605	\$ 22,790
	Funding: 10126200		Funding: 10121500					

Department Director

Erin Buckle Boardley

Date 6-13-2025

Fiscal Services

TSB

Date 6/13/25

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Pay Grade for the Assistant FOIA Coordinator Specialist – County Clerk

WHEREAS, the County Clerk has a need for an Assistant FOIA Coordinator Specialist; and

WHEREAS, the **Assistant FOIA Coordinator Specialist / Deputy Clerk** position is responsible for overseeing the administration, coordination, and compliance of the Michigan Freedom of Information Act (FOIA) for Livingston County. This position coordinates the FOIA request process, including intake, review, coordination between county departments, and compliance with statutory time limits. Additionally, this role serves as the liaison between the public and the county and provides guidance, support, and training on software used by county departments and public users; and

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

WHEREAS, the County Clerk anticipates requesting this position as part of the 2026 budget process with a 1/1/2026 effective date.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the Assistant FOIA Coordinator Specialist/Deputy Clerk at Grade 5 of the nonunion wage scale.

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MOVED:

SECONDED:

CARRIED:

NOTE: Per Board of Commissioner's policy, this job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee. However, the creation and funding of this new position will require full Board of Commissioners approval.



To: Jennifer Palmbos, Human Resources Director
From: Claudia Fasse, Analyst
Sheena Horton, Director
Date: 6/18/2025
Re: Pay Grade Evaluation

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

1. Assistant FOIA Coordinator Specialist / Deputy Clerk

- It is our understanding that the **Assistant FOIA Coordinator Specialist / Deputy Clerk** position is responsible for overseeing the administration, coordination, and compliance of the Michigan Freedom of Information Act (FOIA) for Livingston County. This position coordinates the FOIA request process, including intake, review, coordination between county departments, and compliance with statutory time limits. Additionally, this role serves as the liaison between the public and the county and provides guidance, support, and training on software used by county departments and public users.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities for the given position. MGT selected the benchmark role “Office Services Assistant II” (100%) from Salary.com’s CompAnalyst database (Ann Arbor, MI (Metro) | All Industries | \$50M - \$200M Revenues (\$ USD); Average: \$52,400.00).

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

- Grade Placement – Based on further analysis, MGT recommends **Grade 5** of Livingston County’s 2025 pay grade scale to ensure market competitiveness. The minimum salary for Livingston County’s recommended pay group is \$49,379.20, the midpoint salary is \$55,577.60, and the maximum salary is \$62,566.40. After further market analysis, the average salary from Salary.com is \$52,400.00, which fits in the recommended pay grade range of Livingston County’s 2025 pay grade scale.


MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the Assistant FOIA Coordinator Specialist / Deputy Clerk.

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

Office Services Assistant II
Salary.com CompAnalyst



Title	Description	Base Average Salary	Weight
Office Services Assistant II	<p>Supports office administrative functions and processes with assistance, backup, and coordination duties. Assists with planning and coordinating office-wide processes such as facilities maintenance, space planning, moves, equipment installations, and other events or projects with internal and external stakeholders. Monitors inventory and places orders for office equipment, supplies, or provisions. Processes mail, invoices, employee expense reports, reimbursements, and petty cash. Tracks time reports, attendance or timecards. May act as backup for receptionist, phone coverage, or assist HR activities such as employee onboarding, interview coordination, training initiatives, and other special projects. May be responsible for performing company database or system administration tasks, including data input, reporting, user support, and upgrades. Addresses routine day-to-day problems or coordinates with stakeholders to obtain solutions. Requires a high school diploma or equivalent. Typically reports to a supervisor.</p> <p>A02-Intermediate: Works under moderate supervision. Gaining or has attained full proficiency in a specific area of discipline. Typically requires 1-3 years of related experience.</p>	\$52,400.00	1.0
	Ann Arbor, MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	\$52,400.00	1.0

SCOPE 	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	45.2	50.9	58.3	52.4
Ann Arbor,MI (Metro) All Industries All FTEs	46.1	52.0	59.5	53.3
Ann Arbor,MI (Metro) Government \$50M - \$200M Revenues (\$ USD)	41.7	47.0	53.8	48.3
Ann Arbor,MI (Metro) Government All FTEs	42.9	48.3	55.3	49.7
Lansing,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	43.5	49.0	56.1	50.4
Lansing,MI (Metro) All Industries All FTEs	44.7	50.4	58.9	52.1
Lansing,MI (Metro) Government \$50M - \$200M Revenues (\$ USD)	40.2	45.2	51.8	46.5
Lansing,MI (Metro) Government All FTEs	41.3	46.5	53.3	47.9
Michigan (State) All Industries \$50M - \$200M Revenues (\$ USD)	44.3	49.8	57.1	51.3
Michigan (State) All Industries All FTEs	45.5	50.9	58.3	52.2
Michigan (State) Government \$50M - \$200M Revenues (\$ USD)	40.9	46.0	52.7	47.4
Michigan (State) Government All FTEs	42.0	47.3	54.2	48.7

LIVINGSTON COUNTY JOB DESCRIPTION

ASSISTANT FOIA COORDINATOR SPECIALIST / DEPUTY CLERK

Supervised By: County Clerk, with leadership provided by the Office Manager/Deputy Clerk
Supervises: No supervisory responsibility
Department: Clerk
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the County Clerk and the Office Manager/Deputy Clerk as lead employee, this position is responsible for overseeing the administration, coordination, and compliance of the Michigan Freedom of Information Act (FOIA) for Livingston County. The position coordinates the FOIA request process, including intake, review, coordination between county departments, and compliance with statutory timeframes. Serves as the liaison between the public and the county. Provides guidance, support, and training on software used by county departments and public users.

Essential Job Functions:

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

1. Receives, inputs, reviews, and monitors all FOIA requests in compliance with Michigan law and Livingston County policies.
2. Coordinates with all county departments to identify, collect, and consolidate FOIA responses to ensure compliance with Michigan law.
3. Has a thorough knowledge and understanding of Michigan FOIA law and is able to interpret complex FOIA requests.
4. Communicates with requestors to clarify requests, provide status updates, and directs or redirects FOIA requests to proper departments within the county.
5. Maintains and manages the county's FOIA tracking and document management system.
6. Trains and assists county staff in using FOIA software and understanding the county's policies.
7. Assists requestors with the use of FOIA software and provides guidance as needed.

8. Develops and maintains internal procedures to ensure timely FOIA responses.
9. Monitors legislative changes and legal trends related to FOIA and recommends county policy updates if appropriate.
10. Prepares FOIA appeal packages and coordinates scheduling of appeals to ensure timely compliance.
11. Prepares reports and metrics on FOIA activities for internal and external stakeholders.
12. Coordinates communication between departments and legal counsel as necessary.
13. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- Associates degree in public administration, legal studies, communications, or related field and two years of experience in FOIA compliance, legal support, or public records management.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the Michigan Freedom of Information Act.
- Good working knowledge of the principles and practices of records management and office procedures.
- Ability to manage and utilize FOIA software and train users and the public on the use of this software.
- Skill in assembling and analyzing data and preparing accurate reports.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.

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 office employees required to lift or move objects that exceed this weight.

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

Funding Org
10121500

PROPOSED

ASSISTANT FOIA COORDINATOR
SPECIALIST / DEPUTY CLERK

NU 5/1
0.50

Annual Cost

Salary	\$	24,693
FICA	\$	1,889
Pension		
Health		
Workers Comp	\$	69
Longevity		
Life		
LTD		
STD		
RHC - Savings		
Total Annual Costs	\$	26,651

Department Director

Elizabeth Woodward

Date *6.26.2025*

Fiscal Services

TSR

Date *6/26/25*



CONTACT INFORMATION

Requester: Elizabeth Hundley Title of Requester: Clerk
Dept. Phone Number/Extension: x 8752 Date Requested: 6/10/2025

POSITION INFORMATION

Position Title: Assistant FOIA Coordinator Specialist/Deputy Clerk Supervisor: Elizabeth Hundley

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: 20

Justification of request / change of position **(REQUIRED)**: This is a request for a new position within the Clerk's office as part of the 2026 budget process. MGT has evaluated this position and has recommended a Grade 5 based on the non-union pay grade scale.

FUNDING INFORMATION

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

Allocation **(Required)**: Current: Org. _____ % _____ 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 Elizabeth Hundley Date 6/10/2025

HR OFFICE ONLY

Job Class: _____ Job Title: _____ Grade/Step: NU5 / 1

FTE: .50 Employee Group: NU HR Reviewed: _____ Date: _____

BUDGET OFFICE ONLY

Position Control # _____ Org. 10121500

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

Comments: grade placement requires personnel committee approval. Addition of FTE requires BOC approval - requesting through annual budget process for 1/1/26

Budget Reviewed: [Signature] Date: 6/25/25

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of the Investigative Services Administrative Specialist– Sheriff

WHEREAS, the Sheriff’s Office requested to have the Investigative Services Administrative Specialist position re-evaluated; and

WHEREAS, the Investigative Services Administrative Specialist position is responsible for complex clerical, administrative and records management functions with extensive public, outside agency, and customer service interaction. Required skills and duties include exceptional skills in organizational abilities, attention to detail, and a high degree of confidentiality while managing sensitive case information to ensure efficient case management and effective investigative support. This position also requires exceptional skills in records management, general bookkeeping, scheduling, data entry, database creation and upkeep, customer service and similar activities. The Investigative Services Administrative Specialist assists in the coordination of complex administrative workflows between detectives, law enforcement agencies, prosecutors and other criminal justice partners to provide effective investigative support and case management; and

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

WHEREAS, there are sufficient funds in the Sheriff’s Office budget to cover the increased costs.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the reclassification of the Investigative Services Administrative Specialist at Grade 5 of the nonunion wage scale.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
30100105	INVESTIGATIVE SERVICES ADMIN SPECIALIST	NU	4	1.00	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
30100105	INVESTIGATIVE SERVICES ADMIN SPECIALIST	NU	5	1.00	A

#

#

#

MOVED:

SECONDED:

CARRIED:

NOTE: Per Board of Commissioner’s policy, this job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee.



To: Jennifer Palmbois, Human Resources Director
From: Claudia Fasse, Analyst
Sheena Horton, Director
Date: 6/18/2025
Re: Pay Grade Evaluation

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

1. Investigative Services Administrative Specialist

- It is our understanding that the **Investigative Services Administrative Specialist** position is responsible for complex clerical, administrative and records management functions with extensive public, outside agency, and customer service interaction. Required skills and duties include exceptional skills in organizational abilities, attention to detail, and a high degree of confidentiality while managing sensitive case information to ensure efficient case management and effective investigative support. This position also requires exceptional skills in records management, general bookkeeping, scheduling, data entry, database creation and upkeep, customer service and similar activities. The Investigative Services Administrative Specialist assists in the coordination of complex administrative workflows between detectives, law enforcement agencies, prosecutors and other criminal justice partners to provide effective investigative support and case management. The employee may serve as a lead worker.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities for the given position. MGT selected the benchmark role “Police Records Clerk” (100%) from Salary.com’s CompAnalyst database (Ann Arbor, MI (Metro) | All Industries | \$50M - \$200M Revenues (\$ USD); Average: \$48,000.00).

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

- Grade Placement – Based on further analysis, MGT recommends Grade 5 of Livingston County’s 2025 pay grade scale to ensure market competitiveness. The minimum salary for Livingston County’s recommended pay group is \$49,379.20, the midpoint salary is \$55,577.60, and the maximum salary is \$62,566.40. After further market analysis, the average salary from Salary.com is \$48,000.00, which fits in the recommended pay grade range of Livingston County’s 2025 pay grade scale.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the Investigative Services Administrative Specialist.

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



Police Records Clerk (Adjusted)

Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Police Records Clerk (Adjusted)	Maintains the records filing system and/or database used to manage, access, and preserve electronic and paper records of criminal justice activities. Assists in providing accurate and clear information to public and other departments. May perform other clerical duties including taking photographs, fingerprints, and answering telephone inquiries. Typically requires an associate degree. Typically reports to Police Sergeant or Police Lieutenant. May require CPR certified, Notary Public. A01-Entry: Possesses a moderate understanding of general aspects of the job. Works under the close direction of senior personnel in the functional area. Typically requires 3+ years of related experience.	\$48,000.00	1.0
	Ann Arbor, MI (Metro) All Industries \$50M - \$200M Revenues	\$48,000.00	1.0

LIVINGSTON COUNTY JOB DESCRIPTION

INVESTIGATIVE SERVICES ADMINISTRATIVE SPECIALIST

Supervised By: Assigned Detective Lieutenant
Supervises: No supervisory responsibility, may serve as a lead worker
Department: Sheriff
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the assigned Detective Lieutenant, this position is responsible for complex clerical, administrative, and records management functions with extensive public, outside agency, and customer service interaction. Required skills and duties include exceptional organizational abilities, attention to detail, and a high degree of confidentiality while managing sensitive case information to ensure efficient case management and effective investigative support. This position also requires exceptional skills in records management, general bookkeeping, scheduling, data entry, database creation and upkeep, customer service, and similar activities. The Investigative Services Administrative Specialist assists in the coordination of complex administrative workflows between detectives, law enforcement agencies, prosecutors and other criminal justice partners to provide effective investigative support and case management. The employee may serve as a lead worker.

Essential Job Functions:

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

1. Receives complaints, requests for service or informational requests in person and over the phone. Processes requests following prescribed procedures or refers inquiry to appropriate party.
2. Transcribes dictated police reports and internal reports with strict accuracy and confidentiality for detectives, sergeants and lieutenants
3. Creates, prepares, and obtains detailed statistical tracking data reports on investigative activities such as death investigations, original and assigned case assignments, with their outcomes, CARE assignments, detective arrests, and other detective / investigative statistical data on a daily, weekly, and monthly basis.
4. Create and manage the Detective on Call rotation schedule with Central Dispatch, Detectives, and supervisors at the beginning of each year. Responsible for continuously updating Central Dispatch and supervisors of any schedule changes to the Detective on Call throughout the year.

5. Responsible for serving as a primary point of contact for the receipt and distribution of the Michigan State Police laboratory results and notifications as well as the Automated Fingerprint Identification System (AFIS) findings. Utilize the ability to access MICJIN and the Forensics Advantage systems to obtain such laboratory results. Properly document such results within the case files in the Records Management System (RMS) along with Evidence.com (AXON) to be shared with the deputies, detectives, and Prosecutor's Office in a timely manner.
6. Responsible for serving as primary point of contact for the receipt and distribution of autopsy reports from various medical examiner offices to the appropriate investigating officer. Track death reports in proper tracking spreadsheets along with placement with the record in the Records Management System (RMS) and Evidence.com systems.
7. Support Field Services, Investigative Services, court staff, judges and magistrates with necessary documents for court proceedings such as swear to assistance, trials, etc. with reports and other information to cases as requested in a timely manner.
8. Responsible for serving as a primary point of contact to receive charging decisions / case dispositions from the prosecutor's office for Field Services deputies and Investigative Services detectives. Responsible for processing and distributing the charging status within the Records Management System (RMS) along with the data tracking systems for both departments and to notify the Field Services deputy or Investigative Services Detective and their supervisors of the prosecutor decisions.
9. Distribute daily jail roster to Probation/Parole offices and Public Defender's Office.
10. Monitors Sheriff's Office Tip Line for distribution of tip information to appropriate authority and investigative agencies.
11. Produce documented inmate jail incidents from the Jail Management System for the Michigan Probation /Parole Department as requested by Michigan Department of Corrections (MDOC).
12. Serve as the TR-52 custodian for the Sheriff's Office. Prepare and process abandoned vehicle related information through the LEIN and SOS systems to obtain TR-52 documentation with the area towing companies. Process the release or transfer of vehicles to the towing companies for vehicles within their possession in area tow yards. Process vehicles held for investigation with the Sheriff's Office for official documentation from SOS to submit vehicles to auction once the investigation is closed. Maintain comprehensive documentation of vehicle status and disposition.
13. Responsible for assisting the Property Room Coordinator with the review of property vouchers on cases to determine the appropriate disposition based on case status by utilizing the Records Management System (RMS), Evidence.com, and the Michigan MI Court system. Coordinate with deputies and detectives for property release or retention decisions. Responsible for maintaining accurate records of evidence status and chain of custody of the Property Room. Maintain tracking of disposition status with each case and

deputy / detective for proper accountability.

14. Serve as AXON Interview System liaison for outside agencies such as the FBI, LАWNET, and other police agencies. Facilitate the interview recording system along with documentation to such agencies for their evidentiary use.
15. Responsible for serving as primary point of contact for Law Enforcement Notifications (LENs) from Child Protective Services and Adult Protective Services to be distributed to proper supervisor for assignment. Document LEN assignment data for tracking purposes for outside agencies.
16. Attend weekly detective meetings. Record meeting minutes, forward to supervisors, and place on secure drive for future references.
17. Requisitions, processes and maintains supplies and office equipment.
18. Operates specialized software such as LEIN, AXON, MiCJIN, Records Management System (RMS), Jail Management System (JMS), CSM, TRACK-KIT, AS400, Mi COURT, MDOS/SOS, Microsoft Suites, Adobe Acrobat, etc.
19. Create, prepares and maintains records, files, charts, data, schedules, and similar information. Prepares statistical reports on investigative services activities including assigned cases, types of cases and outcomes along with dispositions. Updates charging decisions and case dispositions for the Field and Investigative Services divisions. Performs additional clerical duties such as copying, filing, word processing, sorting, faxing, mailings telephone calls etc.
20. Manages data entry including pawn slips, autopsy and lab reports and any additional support documents. Manages requests and returns of supporting documentation from outside agencies including Medical Examiner's Office, Michigan State Police Laboratories, Department of Health and Human Services, Central Dispatch, Prosecutor's Office, and outside police agencies.
21. Interacts with other departments, governmental agencies, service providers, professionals, and others to exchange and record information, process required forms and reports and submit or receive correspondence. Interacts with customers, resolves issues, maintains related databases, and follows related procedural directives
22. May provide back-up for other clerical positions, possibly in multiple work areas.
23. May function as a lead worker with responsibility for coordinating the work of others and providing instruction and guidance.
24. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- High school diploma or GED and three years of experience in providing clerical and administrative support.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Valid Michigan Vehicle Operator's License.
- Notary Public Certification within the first six months of employment.
- CPR certified.
- Must be LEIN certified within the first six months of employment (trained and tested).
- Strong working knowledge of office procedures, file setup and maintenance, math and bookkeeping principles and application and administrative support techniques.
- Ability to work in a high volume, high stress environment with the ability to maintain strict confidentiality to extremely sensitive information and multitask amid distractions.
- Skill in effectively communicating assigned areas of responsibility verbally and in writing.
- Strong 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.
- 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.
- Knowledge of or ability to quickly learn applicable criminal statutes.

- Capable of learning specialized software to perform the required departmental duties. Must be proficient in Microsoft Suite applications including word processing, spreadsheet, and database functions.

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.



CONTACT INFORMATION

Requester: Jason Pless Title of Requester: Undersheriff
Dept. Phone Number/Extension: 7911 Date Requested: 6.10.2025

POSITION INFORMATION

Position Title: Investigative Services Administrative Specilaist Supervisor: Detective Bureau Lieutenant

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)**: to reclassify Investigative Services Administrative Specialist position to Grade 5 as recommended by MGT Currently Lori Baird is in this position.

FUNDING INFORMATION

Base Annual Salary: 30.08 hr./62,566.40 yr.
\$23.74/hr This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation **(Required)**: Current: Org. 10130100 % 100 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  Date _____

HR OFFICE ONLY

Job Class: 1099 Job Title: Investigative Services Admin. Specialist Grade/Step: NU5

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.12.2025

BUDGET OFFICE ONLY

Position Control # 30100105 Org. 10130100

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

Comments: requires personnel committee approval

Budget Reviewed:  Date: 6/25/25

Resolution #: _____ Board Authorized on Date: _____

Funding Org
10130100

	CURRENT		PROPOSED		
	INVESTIGATIVE SERVICES ADMINISTRATIVE SPECIALIST		INVESTIGATIVE SERVICES ADMINISTRATIVE SPECIALIST		
	NU 4/9		NU 5/9		
	1.00		1.00		
	30100105		30100105		
	<u>Annual Cost</u>		<u>Annual Cost</u>		
Salary	\$	58,190	\$	62,559	
FICA	\$	4,452	\$	4,786	
Pension	\$	16,965	\$	16,965	
Health	\$	11,890	\$	11,890	
Workers Comp	\$	163	\$	175	
Longevity					
Life	\$	140	\$	150	
LTD	\$	161	\$	173	
STD	\$	448	\$	481	
RHC - Savings					Difference
					+ / (-)
Total Annual Costs	\$	92,408	\$	97,179	\$ 4,772

Department Director

 Date 6/25/2025

Fiscal Services

 Date 6/25/25

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassifications of the Drain Maintenance Worker III to the Stormwater Operator, Wastewater Superintendent, Accounting Supervisor and Senior Accountant – Drain Office

- WHEREAS,** the Drain Office requested the review of the Drain Maintenance Worker III position and to be renamed the **Stormwater Operator**; and
- WHEREAS,** the **Stormwater Operator** position is responsible for the overall maintenance of county drainage systems. This position also serves as a secondary equipment operator and primary operator of a Vactor truck, which requires a commercial driver's license. Work involves cleaning, maintenance, and replacement of stormwater drainage infrastructure. Responsible for the lead maintenance of all necessary equipment; and
- WHEREAS,** MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 7 of the nonunion pay scale; and
- WHEREAS,** the Drain Office requested the review of the **Wastewater Superintendent** position; and
- WHEREAS,** the **Wastewater Superintendent** position is responsible for managing the field operations for Livingston County's sanitary sewer treatment and collection systems. Responsibilities include supervising the wastewater field crew, coordinating and directing daily activities, identifying system needs, prioritizing system improvements, and communicating with contractors and developers on current and future projects. Works collaboratively with the Deputy Drain Commissioner to communicate issues regarding wastewater system operations; and
- WHEREAS,** MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 11 of the nonunion pay scale; and
- WHEREAS,** the Drain Office requested the review of the **Senior Accountant** position; and
- WHEREAS,** the **Senior Accountant** position is responsible for complex accounting work in compliance with all accounting standards, laws, and regulations. Responsibilities include auditing, analyzing, and managing financial transactions related to all established county drains under the Michigan Drain Code (Act 40 of the Public Acts of 1956, as amended), all projects undertaken by the Livingston County Department of Public Works, and all projects involving lakes that are undertaken by the County Board of Commissioners (Parts 307 and 309 of the Natural Resources and Environmental Protection Act, Act 451 of the P.A. of 1994, as amended); and
- WHEREAS,** MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 10 of the nonunion pay scale; and
- WHEREAS,** the Drain Office requested the reclassify the **Accounting Bookkeeper** position to an existing position **Accounting Supervisor**; and
- WHEREAS,** MGT Consulting Services, LLC. has previously reviewed this position and has determined that it should be classified at a grade 9 of the nonunion pay scale; and
- WHEREAS,** there are sufficient funds in the Drain Office budget to cover the increased costs.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the reclassification of the Drain Maintenance Worker III to the Stormwater Operator at Grade 7 of the nonunion wage scale.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the reclassification of the Wastewater Superintendent at Grade 11 of the nonunion wage scale.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the reclassification of the Drain – Accounting Bookkeeper to Accounting Supervisor at Grade 9 of the nonunion wage scale.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the pay grade for the reclassification of the Drain - Senior Accountant at Grade 10 of the nonunion wage scale.

Position #	Description	Group	Grade	FTE	Status
27500104	WASTEWATER SUPERINTENDENT	NU	9	1.00	A
27500116	ACCOUNTING SUPERVISOR	NU	9	1.00	A
27500117	ACCOUNTING BOOKEEPER	NU	7	1.00	A
27500115	DRAIN MAINT WORKER III	NU	5	1.00	A
27500114	DRAIN MAINT WORKER III	NU	5	1.00	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
27500104	WASTEWATER SUPERINTENDENT	NU	11	1.00	A
27500116	SENIOR ACCOUNTANT	NU	10	1.00	A
27500117	ACCOUNTING SUPERVISOR	NU	9	1.00	A
27500115	STORMWATER OPERATOR	NU	7	1.00	A
27500114	STORMWATER OPERATOR	NU	7	1.00	A

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MOVED:
SECONDED:
CARRIED:

NOTE: Per Board of Commissioner's policy, this job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee.



To: Ms. Jennifer Palmbos, Human Resources Director
From: Joel Palladini, Consultant
Sheena Horton, Director
Date: 6/18/2025
Re: Pay Grade Evaluation

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

1. Stormwater Operator
2. Wastewater Superintendent
3. Senior Accountant

- It is our understanding that the **Stormwater Operator** position is responsible for the overall maintenance of county drainage systems. This position also serves as a secondary equipment operator and primary operator of a Vactor truck, which requires a commercial driver's license. Work involves cleaning, maintenance, and replacement of stormwater drainage infrastructure. Responsible for the lead maintenance of all necessary equipment.

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 "Utility Plant Operator I (50%)" and "Waste Water Treatment Technician I(50%)" from Salary.com's CompAnalyst database (Ann Arbor, MI | All Industries | \$50-\$200M Revenue, base average: \$57,500).

Based on our assessment of position duties, Livingston County's 2025 salary scale, and relevant external market data obtained from Salary.com CompAnalyst, we recommend the following:

- Grade Placement – Based on further analysis, MGT recommends **Grade 7** of Livingston County's salary scale to ensure market competitiveness. The minimum salary for this recommended group is \$58,385.60, the midpoint salary is \$65,728.00, and the maximum salary is \$73,964.80. After further market analysis, the average salary of \$57,500 fits in the recommended pay grade range of Livingston County's 2025 salary scale.

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

- It is our understanding that the **Wastewater Superintendent** position is responsible for managing the field operations for Livingston County's sanitary sewer treatment and collection systems. Responsibilities include supervising the wastewater field crew, coordinating and directing daily activities, identifying system needs, prioritizing system improvements, and communicating with contractors and developers on current and

future projects. Works collaboratively with the Deputy Drain Commissioner to communicate issues regarding wastewater system operations.

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 “Waste Water Treatment Superintendent (50%)” and “Waste Water Treatment Technician II (50%)” from Salary.com’s CompAnalyst database (Ann Arbor, MI | All Industries | \$50-\$200M Revenue, base average: \$79,900).

Based on our assessment of position duties, Livingston County’s 2025 salary scale, and relevant external market data obtained from Salary.com CompAnalyst, we recommend the following:

- Grade Placement – Based on further analysis, MGT recommends **Grade 11** of Livingston County’s salary scale to ensure market competitiveness. The minimum salary for this recommended group is \$83,574.40, the midpoint salary is \$94,057.60, and the maximum salary is \$105,851.20. After further market analysis, the average salary of \$79,900 fits in the recommended pay grade range of Livingston County’s 2025 salary scale.

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

- It is our understanding that the **Senior Accountant** position is responsible for complex accounting work in compliance with all accounting standards, laws, and regulations. Responsibilities include auditing, analyzing, and managing financial transactions related to all established county drains under the Michigan Drain Code (Act 40 of the Public Acts of 1956, as amended), all projects undertaken by the Livingston County Department of Public Works, and all projects involving lakes that are undertaken by the County Board of Commissioners (Parts 307 and 309 of the Natural Resources and Environmental Protection Act, Act 451 of the P.A. of 1994, as amended).

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities of the given position. MGT selected “Accountant II” from Salary.com’s CompAnalyst database (Ann Arbor, MI | All Industries | \$50-\$200M Revenue, base average: \$76,700).

Based on our assessment of position duties, Livingston County’s 2025 salary scale, and relevant external market data obtained from Salary.com CompAnalyst, we recommend the following:

- Grade Placement – Based on further analysis, MGT recommends **Grade 10** of Livingston County’s salary scale to ensure market competitiveness. The minimum salary for this recommended group is \$75,961.60, the midpoint salary is \$85,488, and the maximum salary is \$96,241.60. After further market analysis, the average salary of \$76,700 fits in the recommended pay grade range of Livingston County’s 2025 salary scale.



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

Sources:

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

Stormwater Operator
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Utility Plant Operator I	Monitors and maintains plant equipment to ensure that power plant power delivery operations function within specification. Controls and repairs power generating facilities and systems to produce bioenergy, hydro, nuclear, solar, thermal or wind power, etc. May require an associate degree. Typically reports to a supervisor. A01-Entry : Possesses a moderate understanding of general aspects of the job. Works under the close direction of senior personnel in the functional area. May require 0-1 year of general work experience.	\$75,100	.5
Waste Water Treatment Technician I	Ensures that pumps, conveyors, blowers, chlorinators, vacuum equipment and other waste water treatment equipment are functioning properly. Monitors equipment for potential failures and may make minor repairs or adjustments as needed. Collects water samples for chemical analysis. May be required to complete an apprenticeship and/or formal training in area of specialty. Typically requires a high school diploma or equivalent. Typically reports to a supervisor or manager. 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.	\$52,800	.5
Ann Arbor, MI (Metro) All Industries \$50-\$200M		\$57,500	1.0

SCOPE ↑	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	49.0	57.7	68.9	57.5
Lansing,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	47.2	55.6	66.4	55.4
Michigan (State) All Industries \$50M - \$200M Revenues (\$ USD)	48.0	56.5	67.5	56.3


Sources:

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

Wastewater Superintendent

Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Waste Water Treatment Superintendent	<p>Supervises the operations and maintenance of a wastewater treatment plant to ensure compliance with regulatory procedures and reporting practices. Oversees sampling and testing systems, and the testing and maintenance of pumps, conveyors, blowers, and other equipment. Ensures staff is up-to-date with all federal, state, and local regulations and environmental guidelines. Typically requires a bachelor's degree or other tech degree. Typically reports to a manager or director.</p> <p>M01-Entry Manager (Sr. Supervisor) : Supervises a group of primarily para-professional level staffs. May also be a level above a supervisor within high volume administrative/ production environments. Makes day-to-day decisions within or for a group/small department. Has some authority for personnel actions. Typically requires 3-5 years experience in the related area as an individual contributor. Thorough knowledge of functional area and department processes.</p>	\$107,900	.5
Waste Water Treatment Technician II	<p>Ensures that pumps, conveyors, blowers, chlorinators, vacuum equipment and other waste water treatment equipment are functioning properly. Monitors equipment for potential failures and may make minor repairs or adjustments as needed. Collects water samples for chemical analysis. May be required to complete an apprenticeship and/or formal training in area of specialty. Typically requires a high school diploma or equivalent. Typically reports to a supervisor or manager.</p> <p>A02-Intermediate : Works under moderate supervision. Gaining or has attained full proficiency in a specific area of discipline. Typically requires 1-3 years of related experience.</p>	\$66,200	.5
	Ann Arbor, MI (Metro) All Industries \$50-\$200M	\$79,900	1.0


SCOPE 	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	71.1	78.6	90.1	79.9
Lansing,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	68.5	75.7	86.8	76.9
Michigan (State) All Industries \$50M - \$200M Revenues (\$ USD)	69.7	77.0	88.3	78.3

Sources:

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

Senior Accountant
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Accountant II	Maintains financial records and ensures that financial transactions are properly recorded. Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Prepares balance sheets, profit and loss statements and other financial reports. Analyzes current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Requires a bachelor's degree in accounting or finance. May require eligibility to sit for Certified Public Accountant (CPA) exam. Typically reports to a supervisor or manager. P02-Intermediate : Occasionally directed in several aspects of the work. Gaining exposure to some of the complex tasks within the job function. Typically requires 2 -4 years of related experience.	\$76,700	.5
Ann Arbor, MI (Metro) All Industries \$50-\$200M		\$76,700	1.0

SCOPE 	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	68.6	75.8	84.0	76.7
Lansing,MI (Metro) All Industries \$50M - \$200M Revenues (\$ USD)	66.0	73.0	80.9	73.8
Michigan (State) All Industries \$50M - \$200M Revenues (\$ USD)	67.2	74.3	82.3	75.1

LIVINGSTON COUNTY JOB DESCRIPTION

STORMWATER OPERATOR

Supervised By: Field Supervisor - Drain
Supervises: No supervisory responsibility
Department: Drain Commissioner
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Field Supervisor – Drain, the Stormwater Operator is responsible for the overall maintenance of county drainage systems. The position also serves as secondary equipment operator, and primary operator of vactor truck, which requires a commercial driver's license. Work involves cleaning, maintenance, and replacement of stormwater drainage infrastructure. Also responsible for the lead maintenance of all necessary equipment.

Essential Job Functions:

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

1. Responsible for all aspects of the maintenance assignment in regard to project leadership.
2. Operates various heavy machinery, vehicles, and equipment to clear and/or clean easements, streams, and rivers of obstructions and debris to ensure proper conveyance.
3. Repairs or replaces old or damaged equipment or drainage infrastructure and installs new drainage.
4. Through Fund No. 639, the Drain Commissioner's office owns most equipment needed for the above tasks. This position is responsible for the maintenance and repair of all Drain Commissioner owned equipment.
5. Utilizes computerized maintenance management system (CMMS) to track work activities for billing purposes, including equipment use and work performed, to document activities for special assessment purposes under the Michigan Drain Code. Includes use of global positioning equipment (GPS), drive cameras, and other technology as needed to ensure proper documentation of maintenance activities.

6. Performs post-closure landfill maintenance in accordance with Act 641 to include maintaining the methane system, cleaning sumps, and mowing grass in accordance with the requirements of the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
7. Performs sanitary system operation and maintenance tasks as needed.
8. Maintains inventory of equipment and supplies and communicates needs to field supervisor.
9. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- High school diploma or GED and three years of progressively more responsible experience in performing construction and maintenance work in a public works or similar environment.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Hi-Lo certification and applicable OSHA certifications, including confined space entry.
- Michigan Commercial Driver's License Class A.
- Good working knowledge of the principles and practices of maintaining drainage systems.
- Considerable knowledge and skill in utilizing a variety of heavy equipment, power tools and vehicles, performing general and emergency maintenance and repairs, and maintaining accurate and detailed records.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.

- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including some knowledge of Microsoft Suite applications and department-specific software.
- Skill in the use of GPS, underground cable locators, metal detectors, laser levels, confined space entry equipment, and gas monitors.
- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear, and view and create written documents. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc., and operate motorized equipment and vehicles. The employee must lift or push/pull objects of up to 51 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee frequently works in outdoor weather conditions, and occasionally in confined spaces. The employee works near moving Heavy equipment. The noise level in the work environment is usually moderate but can frequently be loud.

LIVINGSTON COUNTY JOB DESCRIPTION

WASTEWATER SUPERINTENDENT

<u>Supervised By:</u>	Deputy Drain Commissioner
<u>Supervises:</u>	Serves as a working supervisor for employees assigned to Sanitary Facilities
<u>Department:</u>	Drain Commissioner
<u>FLSA Status:</u>	Exempt

Position Summary:

Under the supervision of the Deputy Drain Commissioner, this position is responsible for managing the field operations for Livingston County's sanitary sewer treatment and collection systems. Responsibilities include supervising the wastewater field crew, coordinating and directing daily activities, identifying system needs, prioritizing system improvements, and communicating with contractors and developers on current and future projects. Works collaboratively with the Deputy Drain Commissioner to communicate issues regarding wastewater system operations.

Essential Job Functions:

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

1. Assigns or delegates responsibility for assignment of work, directs personnel, establishes and maintains daily and on call schedules, evaluates performance of all subordinate employees, and assures necessary training and professional development. Takes disciplinary action according to established procedures. Monitors subordinates' work and provides expert input and assistance when/where needed. Communicates findings and recommendations to the Deputy Drain Commissioner to assist in setting priorities, schedules, and goals for improvement.
2. Creates project specific construction plans to maintain compliance with state regulations regarding sanitary sewer or wastewater management. Creates project specifications, solicits contractor bids, and oversees contracted projects for amounts less than \$3,000.00. Provides assistance to the Deputy Drain Commissioner for project amounts exceeding \$3,000.00.
3. Communicates professionally with landowners, regulatory agencies, developers, septic haulers, local units of government, and the general public with questions or concerns regarding the County's sanitary sewer systems.

4. Communicates directly with property owners, developers, and representatives from local units of government on projects seeking to connect to the County sanitary sewer system. Provides recommendations to the Deputy Drain Commissioner for upgrades that are necessary to allow additional customers to connect to the sewer system.
5. Attends pre-construction meetings for construction projects to provide input on impacts to the County's sanitary sewer infrastructure.
6. Prepares project summaries for periodic reporting to state regulatory agencies, health department, and EGLE.
7. Maps drainage systems using digital GPS system.
8. Inspects MISS DIG requests for County drain staking of flags. Delegates staking requirements or may perform staking of flags as needed.
9. Maintains records on vehicles and equipment to track maintenance and repairs. Determines and coordinates the purchase of new equipment.
10. Directs operators to inspect various equipment and structures. Communicates findings and recommendations to the Deputy Drain Commissioner to assist in setting priorities, schedules, and goals for improvement.
11. Reviews site plans for new development, redevelopment, road improvements, or other construction projects that may potentially impact the County's sanitary sewer system.
12. Creates and modifies work orders through the asset management software and assigns to operators as needed.
13. Serves as lead responder to emergency requests on a 24-hour, seven day per week basis.
14. Establishes daily work schedules and on-call rotation for sanitary field staff.
15. Develops and maintains schedules for preventative maintenance of pump stations, valves, grinder systems, and other critical system components.
16. Maintains records on vehicles and equipment to track maintenance and repairs. Determines and coordinates the purchase of new equipment.
17. Works with the Deputy Drain Commissioner to develop and/or update sanitary sewer system design standards and policies.
18. Stays up to date on industry trends to learn the latest technology as it relates to sanitary system equipment and repair options and researches various technologies for system improvements.

19. Recommends training and purchase of equipment and materials to the Deputy Drain Commissioner as needed to maintain a safe and efficient work environment.
20. Provides input to the Deputy Drain Commissioner during the budgeting process to account for near-term and long-term sanitary sewer system improvements.
21. Ensures all Wastewater Operators comply with State of Michigan reporting requirements for sanitary sewer overflows as required under Part 31 of Public Act 451, as amended.
22. Supports the Deputy Drain Commissioner in establishing, modifying, and implementing a Capital Improvement Plan and Asset Management Plan
23. Develops and updates standard operating procedures (SOPs).
24. Works with the Deputy Drain Commissioner to conduct performance evaluations of assigned subordinate staff.
25. Actively participates in the operation and maintenance of the sanitary sewer collection system, treatment facilities, and onsite community wastewater systems, when necessary to meet the objectives of the office or by direction of leadership
26. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- Associate degree in applied science, water/wastewater environmental technology or a related technology field with five years of progressively greater experience in the technical and supervisory aspects of wastewater utility operation; or a high school diploma/GED and ten years of experience; or an acceptable combination of experience and wastewater certification(s) recognized by the State of Michigan.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to obtain and keep current all applicable certifications and training, including forklift, vactor, overhead crane, confined space, first aid, and any other requirements necessary to perform the job duties.
- Valid Michigan commercial driver's license Class A.

- Ability to lead and supervise the work of others including directing assignments, monitoring work, providing instruction, and evaluating staff performance.
- Thorough knowledge of the principles and practices of collection systems operations, on- site wastewater treatment operations, and maintenance and repair of such facilities.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors, landowners, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines and in emergency situations.
- Skill in the use of underground line locating equipment, confined space meters, toxic gas data loggers, electrical testing equipment, and sewage sampling meters.
- Ability to attend meetings at times other than normal working hours.
- Skill and experience in the oversight of sanitary sewer system operations and related system projects.
- Project management experience working with various stakeholders such as regulatory agencies, local units of government, contractors, and developers.
- Mechanical aptitude with knowledge of mechanical and electrical equipment.
- Ability to follow verbal and written instructions and pay explicit attention to detail.
- NASSCO Pipeline Assessment and Manhole Assessment Certifications.
- Skill in the use of office equipment and technology, including some knowledge of Microsoft Suite applications and the ability to learn department-specific software.
- 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 is frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear, and view and create written documents. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is

frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc., and operate motorized equipment and vehicles. The employee must lift or push/pull objects of up to 75 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

LIVINGSTON COUNTY JOB DESCRIPTION

SENIOR ACCOUNTANT - DRAIN

Supervised By: Chief Deputy Drain Commissioner
Supervises: Accounting Bookkeeper and other departmental employees as assigned
Department: Drain Commissioner / Public Works
FLSA Status: Exempt

Position Summary:

Under the supervision of the Chief Deputy Drain Commissioner, the Senior Accountant - Drain performs complex accounting work in compliance with all accounting standards, laws, and regulations. Responsibilities include auditing, analyzing, and managing financial transactions related to all established county drains under the Michigan Drain Code (Act 40 of the Public Acts of 1956, as amended), all projects undertaken by the Livingston County Department of Public Works, and all projects involving lakes that are undertaken by the County Board of Commissioners (Parts 307 and 309 of the Natural Resources and Environmental Protection Act, Act 451 of the P.A. of 1994, as amended).

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. Oversees the daily management, auditing, and directing of the general ledger for all functions of the Drain Commissioner and the Department of Public Works. This includes regular drain fund (801), revolving drain fund (802), regular lake fund (841) and revolving lake fund (844), among numerous other funds. Monitors equipment revolving enterprise fund (639) established by the County Board of Commissioners to support all aforementioned functions.
2. Plans, prepares, and analyzes complex financial transactions for all functions of the Drain Commissioner and the Department of Public Works, ensuring assets, liabilities, revenues, and expenditures are recorded accurately, timely, and in accordance with applicable internal controls, laws, rules, and regulations. Ensures the county financial statements as pertaining to all functions of the Drain Commissioner and Department of Public Works are of the highest integrity.

3. Prepares annual budgets for the general fund components of the Drain Commissioners office and the Department of Public Works, as well as budgets for Livingston Regional Sanitary Sewer System (LRSS), Septage Receiving Station (SRS), and the previously mentioned component funds. Supervises all compliance efforts of the Drain Commissioners office with respect to Government Accounting Standards Board (GASB) Statement No. 34.
4. Oversees and/or assists with tracking financial, budget, payroll, and department information (both for Drain Commissioner and the Department of Public Works), such as auditing and maintaining balances, researching discrepancies, investments, assessment figures, and preparing related financial reports. Analyzes trends in revenue and expenditures to identify revenue and expense patterns. Performs sensitivity analysis for SRS promotions and pricing strategies.
5. Prepares a variety of operational and financial reports and correspondence detailing financials, statistics, month end activities, and related operations for approximately 1000 drain funds/subfunds, typically 70% of which have activity in any one year.
6. Oversees and/or sets up account records, computes accounts receivables or payables, records payments, reconciles ledger accounts, and prepares related reports.
7. Serves as a liaison between assigned operational area and employees, external vendors, and/or other interested parties or departments.
8. Develops accounting and financial policies of the Drain Commissioner and Department of Public Works ensuring consistency with generally accepted accounting principles and the policies of the County Treasurer. Presents policy recommendations to the Board of Public Works and the Chief Deputy Drain Commissioner for approval.
9. Performs special project fund accounting associated with the Department of Public Works projects. Provides monthly detailed reports required by the Board of Public Works.
10. Reviews assessment rolls prepared by department staff. Prepares summaries of special assessment data for providing notices for apportionment hearings. Provides assessment data to local units to facilitate special assessment collections and works with Equalization Department and the Board of Commissioners to facilitate approval of special assessments by the Board of Commissioners as required by law. Works with Bond Counsel and Financial Consultants as necessary to facilitate acquisition of financing for improvement projects under the Michigan Drain Code.
11. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of assigned employees, and assures necessary training and professional development.
12. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- Bachelor's Degree in accounting or related field and five years of progressively more responsible experience in an accounting position.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Valid Michigan driver's license.
- Thorough knowledge of the professional public management techniques involved in budgeting, budget forecasting, financial administration and resource management, and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of government accounting, generally accepted accounting principles, and office procedures.
- Considerable knowledge of bookkeeping principles and practices, account balancing and reconciliation, researching discrepancies, preparing financial reports, special project accounting, and life cycle costing principles.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, the County's financial system software and department-specific software.

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 office employees required to lift or move objects that exceed this weight.

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

Funding Org
10144200

[illegible]

Department Director

Date _____

Fiscal Services

Date _____



CONTACT INFORMATION

Requester: Kenneth E. Recker, IITitle of Requester: Chief Deputy Drain CommissionerDept. Phone Number/Extension: 517-552-6772Date Requested: 6/26/25

POSITION INFORMATION

Position Title: Accounting SupervisorSupervisor: Kenneth Recker

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: Aaron Everest

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): Changes in duties and complexity of accounting functions associated with activities of the Drain Commissioners office, which includes all functions of the Livingston County Department of Public Works.

FUNDING INFORMATION

Base Annual Salary: 38.24 hr / 79539.20 yr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____Allocation (Required): Current: Org. 442 % 100 Proposed (If changing): Org. _____ % _____Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

[Signature] 6-26-25
Supervisor (if applicable) Date[Signature] 6/26/25
Department Head Date

HR OFFICE ONLY

Job Class: 7015 Job Title: Accounting Supervisor Drain Grade/Step: NU9H / 5FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.27.2025

BUDGET OFFICE ONLY

Position Control # 27500117 Org. 10144200Funds Available: Yes ☒ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐Comments: requires personnel committee approvalBudget Reviewed: [Signature] Date: 6/27/25

Resolution #: _____ Board Authorized on Date: _____



CONTACT INFORMATION

Requester: Ken ReckerTitle of Requester: Chief Deputy Drain CommissionerDept. Phone Number/Extension: 517-552-6772Date Requested: 6/19/25

POSITION INFORMATION

Position Title: Senior AccountantSupervisor: Chief Deputy Drain Commissioner

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): Changes in duties and complexity of accounting duties of the Drain Commissioner's office, which includes accounting for all Department of Public Works functions and special assessment responsibilities under the Michigan Drain Code (Act 40 of the Public Acts of 1956, as amended)

FUNDING INFORMATION

(Aaron Everest is currently in position)

Base Annual Salary: 89502.40 46.27 hr./96,241.60 yr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____Allocation (Required): Current: Org. 442 % 100 Proposed (If changing): Org. _____ % _____Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

 6/19/25
Supervisor (if applicable) Date 6/19/25
Department Head Date

HR OFFICE ONLY

Job Class: 7101 Job Title: Senior Accountant Grade/Step: N10H / 1
FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.20.2025

BUDGET OFFICE ONLY

Position Control # 27500116 Org. 10144200Funds Available: Yes ☒ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐Comments: requires personnel committee approvalBudget Reviewed:  Date: 6/27/25

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving an Appointment to the Livingston County Sanitary Code Board of Appeals – Board of Commissioners

WHEREAS, the term of a representative on the Livingston County Sanitary Code Board of Appeals has expired; and

WHEREAS, a notice published on the home page of the Livingston County website, directed qualified and interested candidates to apply for this appointment online; and

WHEREAS, one (1) application was received by the incumbent, Don Tinson II.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the appointment of Don Tinson, II for a four (4) year term expiring on December 31, 2029.

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MOVED:
SECONDED:
CARRIED: