

PERSONNEL COMMITTEE AGENDA

February 21, 2018, 8:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Pages

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF AGENDA**
3. **CALL TO THE PUBLIC**
4. **APPROVAL OF MINUTES** 3
 - Meeting Minutes Dated: January 17, 2018
 - Closed Session Meeting Minutes Dated: January 17, 2018
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RESOLUTION APPROVING A THREE YEAR EXTENSION OF THE EMPLOYMENT AGREEMENT WITH KENNETH HINTON FOR COUNTY ADMINISTRATOR
 - 7.4 **Human Resources**

RESOLUTION AUTHORIZING THE SIGNING OF A BUSINESS ASSOCIATE AGREEMENT BETWEEN LIVINGSTON COUNTY AND ST. JOHN PROVIDENCE ASCENSION IN COMPLIANCE WITH HIPPA AS AMMENDED BY THE HITECH ACT.

8. **CLOSED SESSION**
Collective Bargaining Update
9. **ADJOURNMENT**

PERSONNEL COMMITTEE

MEETING MINUTES

Livingston County

January 17, 2018, 8:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Members Present

Robert J. Bezotte, Carol S. Griffith, William Green

Staff Present

Jennifer Palmbos, Ken Hinton, Jennifer Slater, Cindy Catanach, Jeff Boyd, Kevin Wilkinson, Dianne McCormick, Stacy Bono

1. CALL MEETING TO ORDER

The meeting was called to order by Comm. Robert Bezotte at 8:00 a.m.

2. APPROVAL OF AGENDA

Moved By Carol S. Griffith

Seconded By William Green

Motion to approve the Agenda as Modified

EMS Last Chance Agreement Discussion Item Withdrawn

Motion Carried

3. CALL TO THE PUBLIC

None.

4. APPROVAL OF MINUTES

- Meeting Minutes Dated: December 20, 2017
- Closed Session Meeting Minutes Dated: December 20, 2017

Moved By William Green

Seconded By Carol S. Griffith

Motion to Approve the Minutes of December 20, 2017

Motion Carried

Moved By Carol S. Griffith

Seconded By William Green

Motion to Approve the Closed Meeting Minutes of December 20, 2017

Motion Carried

5. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

6. REPORTS

None.

7. RESOLUTIONS FOR CONSIDERATION

None.

8. DISCUSSION

- Health Department Hepatitis A Outbreak Update

Dianne McCormick, Health Department Director reviewed the current statistics of the Hepatitis A outbreak, stating that Michigan is still number one with confirmed cases. Due to the rising number of reported cases in Michigan, the Health Department held a vaccination clinic for inmates on January 12, 2018. The department is also offering the vaccine for inmates who wish to receive it prior to entering the general jail population.

Members of the Jail Staff who did not receive the vaccine during the vaccination clinic, who wish to receive the vaccine are able to do so as well.

Dianne stated that the Health Department is also working to set up Community Connects to help educate and vaccinate the high risk members of the county.

9. CLOSED SESSION

Collective Bargaining Update

Moved By William Green

Seconded By Carol S. Griffith

Motion to go into Closed Session at 8:15 a.m.

Motion Carried

Moved By Carol S. Griffith

Seconded By William Green

Motion to return to Open Session at 8:20 a.m.

Motion Carried

10. ADJOURNMENT

Moved By William Green

Seconded By Carol S. Griffith

Motion to adjourn the meeting at 8:21 a.m.

Motion Carried

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO APPROVE THE JOB EVALUATIONS FOR THREE POSITIONS
WITHIN THE COUNTY CLERK'S LEGAL DIVISION**

WHEREAS, the County Clerk has evaluated the organizational structure of the Legal Division and wishes to make changes to that structure; and

WHEREAS, the new position title of Deputy Court Clerk will combine three (3) existing positions within the County Clerk's Legal Division – the Deputy Circuit Court Clerk/Collections, Deputy Circuit Court Clerk/Customer Service, and the Judicial Court and Retention Clerk; and

WHEREAS, the position of Division Supervisor is a new position and three positions will be created with each overseeing one of the four operating divisions as a lead worker; and

WHEREAS, the fourth division will be led by the Senior Deputy Clerk which is an existing position that will take on greater responsibilities within the new organizational structure; and

WHEREAS, these positions have been evaluated by Municipal Consulting Services, LLC., who is recommending the Deputy Court Clerk position be classified at Grade 3, the Division Supervisor be classified at Grade 5, and the Senior Deputy Clerk be classified at Grade 6; and

WHEREAS, funding for these position reclassifications requires a budget amendment.

THEREFORE BE IT RESOLVED that the Personnel Committee hereby concurs that the Deputy Court Clerk position be classified at Grade 3, the Division Supervisor be classified at Grade 5, and the Senior Deputy Clerk be classified at Grade 6.

NOTE: These job analyses need only Personnel Subcommittee approval and do not need to move forward to any other committee. The resolution to create the new position of Division Supervisor and to otherwise effectuate the County Clerk's recommended department reorganization will need Board approval under separate resolution.

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

LIVINGSTON COUNTY JOB DESCRIPTION

DEPUTY COURT CLERK – COUNTY CLERK LEGAL DIVISION

Supervised by: Chief Deputy County Clerk – Legal Division and Division Supervisor

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Chief Deputy County Clerk – Legal Division and Division Supervisor is responsible for assisting the general public and attorneys, accepting court filings, maintaining processing of court papers, phone and counter reception, record copying, data entry, receipting of filing fees and payments, and retaining and managing stored court files. Assists with the collection and enforcement responsibilities of outstanding receivables and monies owed to the Circuit Court. Performs other duties in support of 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 such essential functions satisfactorily.

1. Maintains the customer service desk and phone. Assists customers with answers relating to court filings, receipting payments, court processes and procedures, looking up old case records, etc. Directs calls and takes messages as needed.
2. Maintains a variety of court record files including but not limited to transcripts, exhibits, pleadings and documents, dockets same; performs record validation. Maintains records in both electronic and non-electronic formats.
3. Processes divorce, civil, appeal, license restoration, name change petitions, and personal protection petitions and orders, and any other filings as received. Enters information into database and maintains files.
4. Files court pleadings and maintains case files.
5. Pulls daily judicial dockets.
6. Issues and signs writs of garnishment, defaults, and subpoenas.

7. Fulfills customer requests for file copies with certification where applicable. Copies and organizes files being sent to Appellate Counsel and sends requested files to Court of Appeals and Supreme Courts. Sends requested forms to customers.
8. Performs criminal background checks.
9. Accepts and receipts payments.
10. Prepares and/or sends records of divorce and orders of filiation to the State of Michigan.
11. Dockets reports, orders, notices, praecipes and objections.
12. Prepares court files for Friend of the Court hearings. Delivers files to Friend of the Court office, sets hearing dates, settlement conference dates, and maintains calendar.
13. Tracks 7-day orders and 21-day orders to be submitted to the judge for signature unless objection is filed.
14. Sends notices of hearing to all parties involved.
15. Notarizes documents as needed.
16. Prepares files for storage and transfer to microfilm or CD. Labels storage boxes, assigns storage space, and identifies destruction dates. Maintains files in storage, storage inventory listing, transcript and exhibit inventory, and microfilm roll and CD index including maintaining case management system with microfilm information. Proofreads microfilm against files for completeness and quality.
17. Manages and maintains all court files sorted in the vault. Scans all files leaving and returning to vault. Scans and codes documents that are filed at the counter on a daily basis, analyzing them for assignment to proper workflow.
18. Reconciles morning cash out and afternoon reconciliations and prepares deposits.
19. Performs a variety of other office duties including processing incoming and outgoing mail, copying, and filing.
20. Performs collection clerk duties, including but not limited to:
 - a. Identifies cases with outstanding balances where monies are due, owing, or delinquent. Generates report for review and collection activity.
 - b. Investigates current demographic information of the debtor, utilizing a variety of online tools and software to locate needed information such as location, license, social security number and/or incarceration as needed.
 - c. Generates and mails billing and collection statements.

- d. Receives and initiates communication with debtors or their representative relating to collections. Provides direction as to how to access the court to address their concerns and encourages payment.
- e. Sets up payment plans or wage assignment after discussion of current financial or employment situation. Obtains court orders for wage assignment.
- f. Receipts payments in the case management system. Notes balance adjustment if a bond payment is pending.
- g. Identifies cases for state income tax garnishment and conducts all processes necessary to generate, issue, and submit tax garnishments to the Michigan Department of Treasury. Monitors payments for release payments.
- h. Customizes and makes update to system generated forms.
- i. Attends training seminars in relation to the collections software. Consults with the system providers regarding updates and monitors enhancements.
- j. Identifies domestic cases where filing fees may be collected. Obtains a court order and generates a billing statement.
- k. Maintains essential case notes in the collection program.

21. Performs other duties as directed.

Required Knowledge, Skills, Abilities, and Minimum Qualifications

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

Requirements include the following:

- High school diploma or GED and two years of progressively more responsible experience in office techniques.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified cash handler (may obtain through this job).
- Notary Public certification.
- LEIN certified.
- Good working knowledge of bookkeeping procedures and practices.
- Ability to acquire a good working knowledge of the principles and practices of civil, criminal, and domestic courts, documentation, and reporting.
- 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, case files, and records.
- Skills in effectively communicating ideas and concepts orally and in writing.
- Skill in the use of document imaging software and equipment.
- Considerable knowledge of maintaining detailed and accurate records in both electronic and non-electronic formats, retrieving and storing files, and transferring and scanning records to microfilm and CD formats
- 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 court and Clerk's Office.
- Ability to research discrepancies and disputes, handle cash, receipt and posting payments, and maintaining detailed and accurate records.
- Skill in assembling and analyzing data and preparing accurate reports
- 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.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

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

LIVINGSTON COUNTY JOB DESCRIPTION

SENIOR DEPUTY CLERK – COUNTY CLERK LEGAL DIVISION

Supervised By: Chief Deputy County Clerk - Legal Division

Supervises: Leader responsibility for Division Supervisors

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Chief Deputy County Clerk - Legal Division is responsible for providing guidance and support to division supervisors and assists in the resolution of operational issues. Assists in the decision process of disciplinary measures within the County Clerk's Legal Division. Responsible for transmitting the daily cash receipts and deposits to the Treasurer and reconciling discrepancies. Regularly performs functions described for a Division Supervisor within assigned Circuit Court division.

Essential Job Functions:

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

1. Serves as lead support and back-up to the Chief Deputy County Clerk – Legal Division. This requires independent decision making on complex and unique issues.
2. Serves as a working supervisor for the Division Supervisors. Assists with training staff, making work assignments and shifting assignments to meet workload.
3. Performs all functions of a Division Supervisor for the assigned Circuit Court division.
4. Reviews and scans orders to be sent to various judge's offices.
5. Reviews court notes from pretrial and sentencing hearings and posts judgment motions.
6. Enters restitution payments into database and disburses restitution to victims.
7. Responds to complaints, requests for service, or informational requests in person and over the phone.
8. Receipts on-line payments, payments received via mail, and in person. Generates daily receipt transmittals and provides to the County Treasurer.

9. Disburses Operating Under the Influence (OUI) and Retail Fraud assessments and runs end of month reports for a variety of payments and disbursements to the courts.
10. Files all traffic orders for the County.
11. Reviews a variety of daily reports from the Secretary of State and criminal reports. Updates files and records and notifies appropriate personnel and agencies of changes or information.
12. Serves as lead support and back-up to the Chief Deputy County Clerk – Legal Division.
13. Serves as a Notary Public
14. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- Associate's Degree and three years of progressively more responsible experience in a court or clerk's office.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified cash handler (may obtain through this position).
- Certified as a Notary Public.
- Thorough knowledge of the principles and practices of civil, criminal, and domestic courts, documentation, and reporting.
- Thorough knowledge of bookkeeping principles and practices.
- Considerable knowledge of creating and reviewing court filings and documentation, restitution payments and disbursements, creating, reviewing, and documenting criminal reports, 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 of administrative support techniques.

- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of document imaging software and equipment.
- 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 court and Clerk's Office.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

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

LIVINGSTON COUNTY JOB DESCRIPTION

DIVISION SUPERVISOR – COUNTY CLERK LEGAL DIVISION

Supervised By: Chief Deputy County Clerk – Legal Division

Supervises: Assigned Deputy Clerks personnel

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Chief Deputy County Clerk – Legal Division serves as a lead worker for the customer service, civil, criminal, or domestic divisions of the Circuit Court. Trains staff, directs workflow, and responds to operational and procedural issues within the division. Assists with the processing of cases and performs the more complex tasks of the division. Responsible for providing support for the court including attending hearings and providing clerical support to the County Clerk - Legal Division. Performs a number of administrative duties in support of court hearings including management of case files. Regularly performs the functions described for a Deputy Circuit Court Clerk.

Essential Job Functions:

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

1. Serves as the lead worker for the Deputy Circuit Court Clerks in the assigned division of the County Clerk Legal Division, including determining work assignments and work schedules. Responds to operational or procedural questions. Provides input to the Chief Deputy County Clerk on performance evaluation and related issues.
2. Provides input on procedures to guide processing of cases within the assigned division and serves as a resource for court staff on issues related to that division. May exercise discretion in dealing with basic issues while remaining mindful that errors may cause widespread issues. Performs and manages the more complex case filings in that division.
3. Oversees the processing of cases within assigned division, including ensuring proper case documentation is prepared and maintained, cases are closed in the appropriate manner, and that case processing is performed as required.
4. Assists the Judge and judicial staff during, after, and prior to court proceedings with clerical and administrative support as needed.

5. Monitors and updates court calendars for times, dates, and proper filing requirements, entering same into the court's register of actions and generating notices to appear.
6. Reviews court orders, dockets, and updates case register of actions in accordance with the orders. Provides true copies of orders pursuant to Michigan Court Rules. Specifically, this position is responsible for all phases of case processing and reporting, including opening files from lower courts or federal courts and closing them by generated judgments, dismissals, etc., and processing any appeals within the division.
7. Assists the Deputy Circuit Court Clerks, public, and attorneys, as well as jail staff and Michigan Department of Corrections inmates, and staff, with the resolution of case processing issues. Gathers information, defines issues, and provides information regarding appropriate courses-of-action and explains court policies and procedures.
8. Processes civil bench warrants, out of state subpoenas, garnishments, non-service dismissals, remand orders, and bankruptcy filings.
9. Assists with the accounting functions of the court, including the administration and release of bonds posted with the court. Reviews balances of fines, costs, restitution, and other monetary sanctions for defendants, victims, parties, and other court personnel. Provides back-up support for the Senior Deputy Circuit Court Clerk to the extent possible.
10. Regularly performs the functions described for a Deputy Circuit Court Clerk.
11. Prepares daily, weekly, and monthly reports as needed from the JIS system.
12. Works closely with other divisions to share resources and maximize coverage.
13. Responsible for creating and maintaining the OnBase code catalog for the assigned division.
14. Prepares and maintains manuals for policies and procedures for assigned division. Updates manuals on a continuing basis. Identifies areas to develop and implement new best practices.
15. Attends training and workshops to stay current on changing laws and methods of performing their jobs, as well as requirements for administrative practices.
16. Serves as a LEIN operator for the County Clerk's Office. Enters data into LEIN database and perform monthly verification check of Circuit Court warrants.
17. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- A high school or equivalent with supplemental college-level coursework in office management and accounting and two years of progressively more responsible administrative experience in a county court office.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified cash handler (may obtain through this position)
- Notary Public certification.
- LEIN certified.
- Good working knowledge of the principles and practices of criminal judicial courts, documentation, and reporting.
- Good working knowledge of bookkeeping principles and practices.
- Considerable knowledge of creating and reviewing court filings and documentation, receipting payments, and maintaining detailed and accurate records in both electronic and non-electronic formats.
- Considerable knowledge of the local, state, and federal laws, rules, and regulations.
- 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, case files, and records.
- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.

- Skill in the use of document imaging software and equipment.
- 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 court and Clerk's Office.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

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

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM RECLASSIFICATION ANALYSIS PROCESS OF FEBRUARY 12, 2018

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Deputy Court Clerk - County Clerk Legal Division	197	180	140	0	180	50	80	200	60	0	1087	3
Division Supervisor - County Clerk Legal Division	243	240	200	30	240	50	80	250	60	0	1393	5
Senior Deputy Clerk - County Clerk Legal Division	267	270	220	50	270	60	90	275	60	0	1562	6

MUNICIPAL CONSULTING SERVICES LLC

February 12, 2018

Ms. Jennifer Palmbos
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct classification analyses for three proposed positions in the Clerk's Office of the Livingston County organization, including the following:

- Senior Deputy Clerk: A position redefined to oversee four operating divisions.
- Division Supervisor: Replaces the classification of Deputy Circuit Court Courtroom Clerk with responsibility for leading a particular operating division.
- Deputy Court Clerk: Consolidates the existing classifications of Deputy Circuit Court Clerk/Collections, Deputy Circuit Court Clerk/Customer Service, and Judicial Court and Retention Clerk into this generic job.

These positions are all within the County Clerk's Legal Division.

In completing the classification analyses for these positions I have performed the following tasks:

- Reviewed job-related information including the job description information developed and submitted by the County Clerk.
- Spoken with the County Clerk concerning organizational realignment and particular job duties.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the three classifications utilizing the accumulated understanding of the positions, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for each classification.

The results of the classification analyses for the three positions are included in the attached Table A. Each position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County's existing pay grade structure.

BACKGROUND FOR THE DEPUTY COURT CLERK CLASSIFICATION

As noted above, the County Clerk desires to create a new Deputy Court Clerk position that will include the current classifications of Deputy Circuit Court Clerk/Collections, Deputy Circuit Court Clerk/Customer Service, and Judicial Court and Retention Clerk into this generic job. This will allow more flexibility in employee usage through increased cross-training and more effective utilization of the Legal Division's resources.

In evaluating the new classification of Deputy Court Clerk, I have reviewed the submitted job description and identified the most complex duties for purposes of point factoring. Essentially, the point values for the combined position reflect the highest values for the duties listed.

POINT FACTOR ANALYSIS AND RESULTS FOR THE DEPUTY COURT CLERK CLASSIFICATION

I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,087 for the Deputy Court Clerk. This would place the new position in grade 3 of the County's pay grade structure.

BACKGROUND FOR THE DIVISION SUPERVISOR CLASSIFICATION

The Division Supervisor is a new position that will effectively replace the position of Senior Deputy Circuit Court Clerk. Division Supervisors will oversee one of four operating divisions (i.e. Customer Service, Civil, Criminal and Domestic). The position will function as a lead worker in coordinating work assignments, schedules and case processing. The incumbent will serve as the point-of-contact for the particular division, assisting the court and others in the resolution of processing issues as well as the management of case files.

POINT FACTOR ANALYSIS AND RESULTS FOR THE DIVISION SUPERVISOR CLASSIFICATION

I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,393 for the Division Supervisor. This would place the new position in grade 5 of the County's pay grade structure.

BACKGROUND FOR THE SENIOR DEPUTY CLERK CLASSIFICATION

The Senior Deputy Clerk is an existing classification that will take on greater operational responsibility under the new organizational alignment. The Senior Deputy Clerk will have responsibility for supervision and oversight of all four operating divisions (i.e. Customer Service,

Civil, Criminal and Domestic) while serving as a Division Supervisor for one of the four. The position will have responsibility for resolving more complex issues and coordinating the operations of the four divisions. It is expected that this support will help to “free-up” the Chief Deputy for larger management duties.

**POINT FACTOR ANALYSIS AND RESULTS FOR THE
SENIOR DEPUTY CLERK CLASSIFICATION**

I have evaluated the position using the ten point factors which comprise the County’s job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,562 for the Senior Deputy Clerk. This would place the Senior Deputy Clerk in grade 6 of the County’s pay grade structure.

* * * * *

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

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO APPROVE THE JOB EVALUATIONS FOR FOUR POSITIONS
WITHIN THE HUMAN RESOURCES DEPARTMENT**

WHEREAS, the Human Resources/Labor Relations Director has evaluated the organizational structure of the Human Resources Department and wishes to make changes to that structure; and

WHEREAS, the vacancy of the Payroll Clerk allows the opportunity to restructure the position to serve as a dual role supporting the payroll and human resources functions within the department, this new position will be titled the Human Resources Specialist; and

WHEREAS, the position of Senior Payroll Clerk is an existing position that will have a change in duties as a result of this restructuring; and

WHEREAS, the position of Human Resources Coordinator will have a change in duties to serve a more strategic role within the Human Resources department under this reorganization; and

WHEREAS, the position of Benefits Specialist is an existing position that has been evaluated due to the addition of duties that the incumbent is currently performing but were not reflected in the job description; and

WHEREAS, these positions have been evaluated by Municipal Consulting Services, LLC., who is recommending the Human Resources Specialist position be classified at Grade 5, the Senior Payroll Clerk will remain classified at Grade 6, the Human Resources Coordinator will be retitled the Human Resources Generalist and will remain classified at Grade 9, and the Benefits Specialist position will remain classified at Grade 9; and

WHEREAS, funding for the new position of Human Resources Specialist is available in the current budget as part of the overall department reorganization.

THEREFORE BE IT RESOLVED that the Personnel Committee hereby concurs that the Human Resources Specialist position be classified at Grade 5, the Senior Payroll Clerk will remain classified at Grade 6, the Human Resources Coordinator will be retitled the Human Resources Generalist and will remain classified at Grade 9, and the Benefits Specialist position will remain classified at Grade 9.

NOTE: These job analyses need only Personnel Subcommittee approval and do not need to move forward to any other committee. The resolution to create the new position of Human Resources Specialist and to otherwise effectuate the Human Resources/Labor Relations Director's recommended department reorganization will need Board approval under separate resolution.

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**MOVED:
SECONDED:
CARRIED:**

MUNICIPAL CONSULTING SERVICES LLC

February 12, 2018

Ms. Jennifer Palmbos
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct classification analyses for four positions in the Human Resources Department of the Livingston County organization, including the following:

- Benefits Specialist: A position to which some duties have been added.
- Senior Payroll Clerk: A position that will now function as the sole payroll professional.
- Human Resources Specialist: A new proposed position.
- Human Resources Generalist: A position retitled from Coordinator that will assume more strategic human resources responsibilities.

The new job descriptions for these four positions represent the Human Resources/Labor Relations Director's proposed reorganization of duties and responsibilities within the department.

In completing the classification analyses for these positions I have performed the following tasks:

- Reviewed job-related information including the job description information developed and submitted by the Human Resources/Labor Relations Director.
- Spoken with the Human Resources/Labor Relations Director concerning organizational realignment and particular job duties.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the four classifications utilizing the accumulated understanding of the positions, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for each classification.

The results of the classification analyses for the four positions are included in the attached Table A. Each position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County's existing pay grade structure.

BACKGROUND FOR THE BENEFITS SPECIALIST

The Benefits Specialist is responsible for the ongoing administration of the benefits packages provided by the County along with overseeing the development and distribution of benefits information to active, retired, and former employees. Several duties have now been added to the position including responsibility for Workers' Compensation coordination and processing as well as Flexible Benefits (IRS Section 125) benefit provision. These duties will add to the position's workload. In our evaluation and point factoring, we are concerned with increases in job complexity as opposed to workload. In regard to the Benefits Specialist, the assumption of the above, and similar duties does not increase job complexity. Simply put, the responsibilities of the position are broad and complex. The added duties are simply an extension of the incumbent's knowledge and training into additional areas of workload. This has been considered in evaluating the position for reclassification.

POINT FACTOR ANALYSIS AND RESULTS FOR THE BENEFITS SPECIALIST

I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,960 for the Benefits Specialist. This would retain the position in grade 9 of the County's pay grade structure.

BACKGROUND FOR THE SENIOR PAYROLL CLERK

The Senior Payroll Clerk will also see an increase in workload resulting from reorganization. The Senior Payroll Clerk will assume duties previously performed by the Payroll Clerk, a vacant position that is being eliminated. The Senior Payroll Clerk will assume most of the position's payroll duties with assistance from a new Human Resources Specialist position (see below for an overview of this position).

As noted above, the new duties will add to the Senior Payroll Clerk's workload. In our evaluation and point factoring, we are concerned with increases in job complexity as opposed to workload. In regard to the Senior Payroll Clerk, the assumption of less complex duties previously performed by the Payroll Clerk does not add to job complexity. This has been considered in evaluating the position for reclassification.

POINT FACTOR ANALYSIS AND RESULTS FOR THE SENIOR PAYROLL CLERK

I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In

summary, the analysis has resulted in a point total of 1,560 for the Senior Payroll Clerk. This would retain the position in grade 6 of the County's pay grade structure.

BACKGROUND FOR THE HUMAN RESOURCES SPECIALIST

The Human Resources Specialist is a new position that will function in a support capacity providing front-line customer service to job applicants, prospective and current employees and the general public. The incumbent will assist more senior staff by administering employment services such as job postings, ad placement, interview scheduling, new employee orientations, coordination of physicals and drug screening and other duties. The Human Resources Specialist will be involved in training, data entry and clean-up, payroll back-up and a host of other mid-level responsibilities.

The point factor evaluation for the position considers these and other duties listed in the new job description.

POINT FACTOR ANALYSIS AND RESULTS FOR THE HUMAN RESOURCES SPECIALIST

I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,383 for the Human Resources Specialist. This would place the new position of Human Resources Specialist in grade 5 of the County's pay grade structure.

BACKGROUND FOR THE HUMAN RESOURCES GENERALIST

The Human Resources Generalist is a position that has been redefined. The Human Resources Department has historically functioned with a Human Resources Coordinator position. The duties of the Coordinator job were largely defined by the skill set and longevity of the now retired incumbent. While the Human Resources Generalist will retain many of the duties of the old position (e.g. personnel records, safety, budgetary and investigative among others), many duties will now focus more heavily on strategic human resources issues such as recruitment, retention and departmental issues-identification and resolution. Essentially, it is envisioned that the new position will be more proactive in identifying and implementing new best practices – as opposed to simply performing technical tasks in a reactive fashion.

Much of the above was envisioned for the Human Resources Coordinator position at the time of the original study. Essentially, it was a case of evaluating the position for both the present and the future. In this sense, some of the proposed changes to the job were previously considered and “baked into” the original job evaluation and point factoring/grade determination. This has been considered in point factoring the position at this point-in-time.

**POINT FACTOR ANALYSIS AND RESULTS FOR THE
HUMAN RESOURCES GENERALIST**

I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,957 for the Human Resources Generalist. This would place the Human Resources Generalist in grade 9 of the County's pay grade structure.

* * * * *

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

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM RECLASSIFICATION ANALYSIS PROCESS OF FEBRUARY 12, 2018

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Benefits Specialist	360	330	300	0	360	100	100	350	60	0	1960	9
Senior Payroll Clerk	295	270	220	0	270	70	100	275	60	0	1560	6
Human Resources Specialist	243	240	220	0	240	70	80	250	40	0	1383	5
Human Resources Generalist	337	360	300	30	360	100	80	350	40	0	1957	9

LIVINGSTON COUNTY JOB DESCRIPTION

BENEFITS SPECIALIST

Supervised By: Human Resources/Labor Relations Director

Supervises: No supervisory responsibility

FLSA Status: Exempt

Position Summary:

Under the supervision of the Human Resources/Labor Relations Director is responsible for the daily administration of the benefits provided by the County along with overseeing the development and distribution of all benefits information to active, retired, and former employees. Continuously reviews processes, modifies procedures, makes recommendations regarding the County's benefits programs, and provides related human resources assistance to insure a cost effective benefit program. Provides guidance to employees and retirees regarding County benefits, FMLA, ADA, and retirement accounts. Interacts extensively with management personnel, external consultants, and outside vendors.

Essential Job Functions:

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

1. Assists in developing long-range objectives regarding benefit programs consistent with the Board of Commissioners priorities along with scrutinizing the market for best practices in benefits planning, program design, and integration. Understands benefit programs, expenditures, and trends in order to recommend course corrections and avoid unanticipated outcomes.
2. Engages health care providers in the assessment of benefit programs and recommendations for plan, service, and change modifications. Serves as the primary contact for plan vendors and third party administrators.
3. Provides information to employees regarding the County's benefits program, monitors the open enrollment process, assists employees in understanding their programs, and reviews appropriate forms for completeness. Designs and leads benefit communication strategies. Monitors department compliance with operating policies and procedures.
4. Prepares various reports and documents regarding employee benefits, payments, and other related information along with calculating charge-backs to County departments for benefits utilized; and responds to all claims for unemployment insurance.

5. Assists in monitoring and administering the County's self-insured health plan including contracting with providers, complying with HIPAA, and interpreting contracts.
6. Provides information regarding retirement benefits, unemployment, calculates costs, coordinates payments with appropriate departments, and terminates coverage based on program guidelines.
7. Manages employee leaves, including FMLA, USERRA, and disability leaves and assists with requests for accommodation under the ADA.
8. Administers and investigates worker compensation claims. Meets with employees, tracks circumstances and conditions, responds to questions and complaints, and initializes claims with the insurance company. Verifies weekly and monthly expenses per vendor reports. Follows up with medical doctor/staff and employees for status of recovery, potential light duty positions, and return to work.
9. Manages the Uninsured Medical and Dependent Care Reimbursement Accounts, Flexible Spending Accounts under Section 125 of the Internal Revenue Service (IRS) Code along with functioning as the County's Consolidated Omnibus Budget Reconciliation Act (COBRA) administrator.
10. Assists in the administration of the Flexible Spending Accounts.
11. Assists with compliance and best practice audits of all department functions and special projects.
12. Administers the Automated Group Reporting System for Blue Cross & Blue Shield of Michigan and functions as a system administrator for the Human Resources Information System (HRIS).
13. Maintains and programs the internal online HRIS system with current benefits and rules in accordance with County policies and benefits plan documents including setting codes and troubleshooting to ensure system is functioning properly.
14. Develops and works with the County Department of Public Health to improve on the existing Wellness program through the County.
15. Reviews current Health Care Reform updates and implements changes as needed throughout the County's benefit program. Tracks and reports records to the IRS with new Health Care Reform regulations.
16. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
17. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- Bachelor's Degree in human resources or related field and five years of progressively more responsible experience in benefits administration.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certification as an Employee Benefits Specialist (CEBS) is preferred.
- Thorough knowledge of the principles and practices of benefits and human resources administration.
- Considerable knowledge of applicable local, state and federal laws, rules and regulations including the Family and Medical Leave Act, Americans with Disabilities Act, Patient Protection and Affordable Care Act, Health Insurance Protection and Portability Act, Michigan Employment Security Act, Michigan Workers' Compensation Act, IRS Section 125, Medicare, and Social Security regulations.
- Considerable knowledge of administering and monitoring employee benefits, providing customer service to employees regarding benefits, reviewing and ensuring forms are complete and accurate, and maintaining detailed and accurate records.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- 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 applicable human resources 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

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

**LIVINGSTON COUNTY
JOB DESCRIPTION
HUMAN RESOURCES SPECIALIST**

Supervised By: Human Resources/Labor Relations Director

Supervises: May serve as a leader

FLSA Status: Exempt

Position Summary:

Under the supervision of the Human Resources/Labor Relations Director, is responsible to provide technical and confidential support to the administration of the County's human resources functions. Delivers front-line customer service to job applicants, prospective and current employees and the general public. Assists the staff of the department in administering employment services, and other programs and processes. Acts as back-up for the processing of bi-weekly payroll.

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 and responds to, or refers, requests for information and assistance with respect to employment opportunities and applications, training opportunities, employment verifications, and a variety of employee transactions.
2. Serves as back-up for processing bi-weekly payroll as well as quarterly and annual payroll reporting. Provides assistance to employees regarding retrieval of pay records and with payroll questions. Processes information for the Treasurer to process wire transfers for payroll-related items.
3. Reviews personnel action requests for employees and volunteers and approves actions based on department policies and procedures. Responsible for entering salary data or payroll changes into HRIS and verifying those changes are updated before payroll is run.
4. Reviews performance evaluations and/or ratings for all non-union employees ensuring their eligibility for a step increase.
5. Conducts employee orientations for new hires including assisting employees in understanding compensation, benefits, policies and procedures, and reviewing and processing forms for accuracy and completeness. Coordinates training classes as needed.

6. Responsible for creating and placing employment advertising, preparing and processing employee recruitment postings on the website, maintaining application files, reviewing and processing applications, working with department heads in the selection process and interviewing as needed, responding to inquiries regarding employment, and developing and administering pre-employment tests.
7. Processes personnel action requests, providing and tracking required paperwork, and performing criminal background, physical and drug screen, and driver history checks as needed.
8. Performs functions required for recruitment and selection, including posting and updating online job opportunities; scheduling and monitoring skills testing and pre-employment physical examinations; processing criminal background and driver checks, and completing professional reference checks.
9. Orients new employees to Livingston County by compiling information for orientations, scheduling orientations, answering new employee questions, and on-boarding employees.
10. Reviews employment files with employees and outside agencies. Prepares employment files for audits.
11. Prepares a wide variety of reports for use in budget planning, analysis of labor costs, and preparation of human resources' proposals. Assists in the preparation of reports for various committees and meetings.
12. Assists the Human Resources/Labor Relations Director and Human Resources Generalist on special projects by making calls, collecting and compiling information, checking on various potential sources of information, and providing related support assistance. Works with other Department Heads and staff to obtain needed information.
13. Assists the Human Resources Generalist in recruitment and retention efforts.
14. Compiles data for and prepares assigned monthly, quarterly and/or annual reports for specific human resources activities and functions.
15. Updates a variety of human resources materials, including job descriptions and forms.
16. Prepares and processes a variety of forms, letters and informational mailings.
17. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

- High school diploma or GED combined with post-secondary coursework in Human Resource Management, Business Administration, or similar field and two years of progressively responsible experience in a clerical/technical position requiring public contact and strong computer skills; or an equivalent combination of education and experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- State of Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of human resources, budgeting, and conducting background investigations.
- Considerable knowledge of personnel recruitment and selection, compensation and benefits, labor relations, interpreting and applying human resources programs, handling sensitive situations and confidential data, resolving conflicts, maintaining detailed and accurate records, and applicable local, state and federal laws, rules and regulations.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations.
- 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, labor leaders 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 applicable human resources 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs.

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

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

LIVINGSTON COUNTY JOB DESCRIPTION

HUMAN RESOURCES GENERALIST

Supervised By: Human Resources/Labor Relations Director

Supervises: May serve as a leader

FLSA Status: Exempt

Position Summary:

Under the supervision of the Human Resources/Labor Relations Director is responsible for assisting with the development, implementation, and administration of the County's human resources and personnel programs.

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. Establishes and maintains employee relations with potential, current, retired, and terminated personnel by assisting with inquiries, troubleshooting, maintaining updated personnel and medical files, providing and tracking required paperwork. Responsible for handling and/or disposing of all confidential personnel paperwork. Addresses related sensitive or confidential issues.
2. Assists with the research into best practices, development, implementation, and administration of the County's human resources and personnel programs such as employee on-boarding, performance evaluations, succession planning, employee engagement strategy and implementation, and employee development and leadership training.
3. Conducts periodic meetings with department directors regarding department concerns, or needs within their departments. Offers assistance and guidance on improving concerns and resolving issues.
4. Provides day-to-day performance management guidance to directors when requested. (e.g. coaching, counseling, career development, disciplinary actions)
5. Provides guidance and input on department needs for job evaluations or reorganization, workforce planning and succession planning.
6. Provides HR policy guidance and interpretation.

7. Identifies training needs within the organization and develops/oversees county-wide training and development programs. Evaluates and monitors training programs to ensure success. Follows up to ensure training objectives are met where needed.
8. Collaborates with the Human Resources Specialist to develop, implement, and assist in the County's recruiting program as appropriate. This includes, but is not limited to, attending job fairs, recruiting, screening resumes and applications, interviewing, etc.
9. Serves as module lead for implementing new modules within internal ERP/HRIS system.
10. Manages complex and difficult HR projects. Provides support as needed for Human Resources' initiatives and programs; assisting with the message and rollout of initiatives when needed.
11. Develops and maintains employee programs throughout the County such as: internship programs, volunteer programs and partnerships with local schools for development programs.
12. Conducts exit interviews upon request of separating employees.
13. Serves as back-up for personnel action request processing and employee on-boarding.
14. Researches, compiles, analyzes, and prepares a variety of reports related to County and department operations and activities related to human resources issues. Maintains and updates human resources documents including, but not limited to, organization charts, employee handbook, personnel listings, budgeted and actual head counts, and employee forms. Assists with changes to the department website. Oversees the annual employee service award program.
15. Maintains department budgets and assists in preparing annual budget figures based on analyzing market and budget data and preparing recommendations.
16. Investigates sensitive department actions and other related matters and prepares recommendations for actions. Participates in the conduct of investigations and/or suspensions/terminations to assist the department heads as needed or in their absence.
17. Assists with the implementation of the County safety programs. Tracks and posts OSHA required data and files reports. Evaluates employees' ergonomic needs and evaluation of buildings for safety violations.
18. Prepares resolutions and correspondence to be presented to the Board of Commissioners, tracks progress through the approval process and coordinates scheduling for committee action.

19. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
20. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- Bachelor's Degree in human resources or related field and two years of progressively more responsible experience in human resources.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- State of Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of human resources, budgeting, and conducting investigations.
- Considerable knowledge of personnel recruitment and selection, compensation and benefits, labor relations, interpreting and applying human resources programs, handling sensitive situations and confidential data, resolving conflicts, maintaining detailed and accurate records, and applicable local, state and federal laws, rules and regulations.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations.
- 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, labor leaders 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 applicable human resources 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

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

LIVINGSTON COUNTY JOB DESCRIPTION

SENIOR PAYROLL CLERK

Supervised By: Human Resources/Labor Relations Director

Supervises: Serves as a lead position for payroll process

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Human Resources/Labor Relations Director is responsible for the management and oversight of all aspects of payroll including processing payroll, maintaining related employee information, assisting employees and departments with payroll related information, the reconciliation and accuracy of multiple accounts in a complex accounting system. Responsible for all payroll tax activities including compliance with local, state and federal regulations, account creation, processing, and maintaining communication with all County employees and relationships with outside vendors.

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. Prioritizes and oversees all functions of payroll for the County. Maintains accounting for payroll programs and procedures for efficiency and accuracy and directs the production and issuance of pay via check or electronic transfer. Complies with local, state and federal requirements.
2. Processes bi-weekly payroll for all County employees.
3. Troubleshoots payroll and timesheet problems, researches back pay and reports pertaining to employee pay issues, benefits, sick and vacation accruals, and compensation. Provides attendance reports to all County department heads.
4. Provides assistance to employees regarding retrieval of pay records and with payroll questions.
5. Under necessary conditions, serves as lead staff with duties to include the prioritizing, assigning and delegating responsibility for assignment of work and instructing and directing any assigned subordinate personnel in proper procedures.
6. Prepares a variety of operational and financial reports such as summaries of earnings, taxes, deductions, medical leave, disability, and non-taxable wages, along with

correspondence detailing financials, statistics, month and year-end activities and related operations, and provides the same to County departments.

7. Troubleshoots payroll and timesheet problems, researches back pay and reports pertaining to employee pay issues, benefits, sick and vacation accruals, and compensation.
8. Approves calculations of employee federal and state income and Social Security taxes, employer's Social Security tax, and unemployment.
9. Serves as a liaison between payroll and employees, external vendors and/or other interested parties or County departments.
10. Maintains all employee personnel information regarding employment, pay, benefits, and deductions in the timesheet and the County's financial software. Maintains and provides all attendance information regarding sick, vacation, and compensation time off to all departments as necessary.
11. Calculates deductions, pay raises, retroactive payment amounts, and retirement figures for employees.
12. Performs accounting procedures related to direct payroll processing activities. Reconciles the general ledger for a variety of accounts and reviews accounts for accuracy.
13. Informs and assists department managers regarding any updates pertaining to payroll activities.
14. Implements new procedures for reporting payroll register information.
15. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
16. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- Associate's Degree in accounting or related field and three years of progressively more responsible experience in accounting.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the principles and practices of processing payroll, generally accepted accounting principles, and wage and benefits administration.
- Considerable knowledge of local, state and federal laws, rules, and regulations related to payroll, calculating tax deductions/withholdings and other payroll related calculations, researching discrepancies, balancing and reconciling accounts, and maintaining detailed and accurate 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, financial applications, databases and other software associated with payroll/general ledger accounting.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE:

Resolution Approving a Three Year Extension of the Employment Agreement with Kenneth Hinton for County Administrator

WHEREAS, on April 27, 2015, the Board of Commissioners approved Resolution 2015-04-105, appointing Kenneth Hinton to the position of County Administrator and approving the employment agreement with Mr. Hinton; and

WHEREAS, the term of the employment agreement was for three (3) years commencing June 1, 2015 and continuing until May 31, 2018; and

WHEREAS, the Board of Commissioners wishes to extend this employment agreement for another three (3) year term, commencing June 1, 2018 and continuing until May 31, 2021; and

WHEREAS, the approval of the employment agreement by Mr. Hinton and the Board of Commissioners is the final action needed to execute this agreement.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the extension of the employment agreement with Kenneth Hinton for the position of County Administrator for another three (3) year term, commencing June 1, 2018 and continuing until May 31, 2021.

BE IT FURTHER RESOLVED that the Chair of the Board of Commissioners is authorized to sign the employment agreement upon review and approval by civil counsel.

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MOVED:

SECONDED:

CARRIED:

**LIVINGSTON COUNTY ADMINISTRATOR
EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT is entered into this ____ day of March, 2018, by and between County of Livingston, a municipal corporation and political subdivision of the State of Michigan with administrative offices at 304 E. Grand River, Suite 202, Howell, Michigan 48843, acting through the Livingston County Board of Commissioners ("Board"), and Kenneth Hinton ("Employee").

W I T N E S S E T H:

WHEREAS, the Board requires the services of a qualified person to serve as the Livingston County Administrator; and

WHEREAS, the Employee desires to provide such services and is qualified to perform the same.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** between the parties as follows:

1. **Employment.** The Employee shall be employed as the County Administrator of Livingston County ("County"), upon the terms and conditions hereinafter set forth. It is expressly understood and agreed by the Board and the Employee that the Employee shall be an "at-will" employee of the Board. Either the Employee or the Board may terminate this agreement with or without cause as provided hereunder.

2. **Duties.**

- A. The Employee shall perform such duties and responsibilities as required and directed by the Board and in accordance with the laws of the State of Michigan, and shall perform such other duties and functions as may be required. The Employee agrees that at all times he will faithfully and to the best of his ability, experience and talents perform all the duties that may be required of him. The Employee shall report to the Board and such specific commissioners as may be designated by the Board from time to time in its discretion.
- B. The Employer reserves the right to delineate and assign further duties and functions for the Employee as it deems necessary and in the best interest for the administration of its programs.
- C. While employed under this Contract, the Employee shall abide by, enforce, and comply with the policies and governance directives of the Employer.

- D. The Employee agrees to represent the Employer and its essential interests at appropriate meetings and by means of correspondence as authorized by policy or directives of the Employer.
- E. Work Hours. It is understood and agreed by the parties that in order to perform the expectations of the Employer under this contract the Employee shall devote (1) whatever time and attention is necessary and (2) that the endeavor shall require at a minimum the full time effort of at least forty (40) hours per week toward the discharge of the Employee duties and responsibilities set forth in this Contract.

3. **Term.** The term of this Agreement shall be for a 3 year period commencing on the June 1, 2018, and continuing until May 31, 2021, unless terminated by either the Board or Employee, with or without cause, pursuant to the termination provisions of this Agreement. Each party will provide at least sixty (60) calendar days prior written notice to the other party, provided there are at least sixty (60) calendar days remaining before the contract expiration of May 31, 2021. The Board may waive the Employee's notice requirement. Such notice shall not be required if the Employee is terminated by the Board for "cause" as defined below.

4. **Termination.**

- A. The Employee's employment contract may be terminated with or without cause by a majority vote of the total number of the County's Board at a meeting held in compliance with the Open Meetings Act.
- B. Without Cause:
 - 1. Severance Salary and Healthcare Continuation. In the event that the Employee's employment is terminated without cause pursuant to this provision, the Employer shall pay the Employee his biweekly salary and health insurance benefits for a maximum period of ninety (90) calendar days from the Employee's last date of active employment, subject to normal withholdings, so long as there are at least ninety (90) days or more remaining in this Agreement. In the event there is less than ninety (90) days remaining in the term of this Agreement, the Employer shall pay the Employee his biweekly salary and health insurance benefits for the balance of the term of the Agreement.
 - 2. To receive severance benefits, Employee will be required to execute a general release form to be determined by the Board.
- C. With Cause:
 - 1. For the purposes of this agreement "cause" includes, but is not limited to:
 - a. Conviction of or pleading guilty or no contest to a felony;
 - b. Embezzlement;

- c. Dishonesty;
- d. Theft;
- e. Misappropriation of funds;
- f. Incompetence or neglect of duty;
- g. Reporting to work or working in an intoxicated condition;
- h. Illegal activity on the County's premises during work or non-work hours;
- i. Unauthorized use of Employer's property, equipment or facilities;
- j. Falsification or unauthorized alteration of Employer's documents or records;
- k. Improper use of leave time including falsification of information to secure leave time;
- l. A pattern or failure to work cooperatively with community service agencies or courts;
- m. Insubordination;
- n. Sexual harassment of employees or third-parties; or
- o. Any other material breach of the Employee's obligations under this Agreement.

2. Any termination for cause shall be effective immediately, and the Employee's compensation shall be terminated immediately. The Employee shall not be entitled any severance benefit in the case of a for cause termination.

5. **Return of Property.** Upon termination of employment, the Employee shall return all documents, correspondence, files, papers or property of any kind, of all type or nature pertaining to the Board, which the Employee may possess or control, and shall sign a statement verifying return of such property.

6. **Compensation.**

- A. The Board shall pay, and the Employee shall receive, an annual salary of \$145,663.00 (Step 7 on the salary schedule attached as "**Exhibit A**") effective at the beginning of the term of this agreement, in accordance with County policy to be paid in bi-weekly installment payments, for services rendered pursuant to this Agreement. The annual salary will be increased according to County policy pursuant to the salary schedule (see Exhibit A). It is agreed between the parties that the Employee is exempt from the overtime provisions of the Federal Fair Labor Standards Act and that the Employee shall not be entitled to and shall not receive overtime compensation. In the event of termination of employment, the Employee's salary shall be pro-rated to the effective date of termination.

- B. The Board may further increase the salary and/or other benefits of the Employee in such amounts and to the extent as the Board, in its sole discretion, may desire.

7. **Fringe Benefits.** Effective upon eligibility, the Employee shall be entitled to the following fringe benefits as provided by the Board to its other Employees (current benefit summary attached for reference as “**Exhibit B**”):

- A. Health Insurance (including life insurance; hospital, surgical and medical care expense benefits; disability insurance and dental insurance).
- B. Retirement Benefits under the County's MERS of Michigan Hybrid Pension Program for full-time employees.

The Employee shall receive 15 vacation days per each year of the contract, accrued at the beginning of each employment anniversary year, and personal, sick and holiday leave as provided to all full-time County employees, in accordance with established Board policy.

8. **Professional Development.** The Employee may attend, with prior Board approval, professional meetings at the local, state and national level, the reasonable expenses of such attendance to be paid by the Board. The Board agrees, within budget limitations, and subject to the Board's approval, to pay for the professional dues and subscriptions of the Employee necessary for the Employee's continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for the Employee's continued professional participation, growth, and advancement, and for the good of the County.

9. **Mileage Reimbursement.** The Employee shall be reimbursed for motor vehicle mileage incurred in the course of County business at a rate per mile as established by the Board when the Employee must drive his own vehicle. Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his normal place of business. When possible, the use of a County owned vehicle is encouraged.

10. **Non-Discrimination.** The Employee, as required by law, shall not discriminate against any person seeking services from the County or against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or matters directly or indirectly related to employment because of a handicap that is unrelated to the individual's ability to perform the duties of a particular job or position, or because of race, color, height, weight, marital status, religion, national origin, age, or sex. Breach of this covenant may be regarded as a material breach of this Agreement.

11. **Outside Employment.** The Employee shall not engage in any employment or business outside of this Agreement, except when approved in advance by the Board and under the following circumstances:

- A. The Employee, while engaging in outside or supplemental employment shall:
 - 1. Not use the County's facilities as a source of referral for private customers or clients.
 - 2. Not be engaged in outside employment during the Employee's regular working hours.
 - 3. Not use the name of the County or its members as a credential in advertising or soliciting customers or clients.
 - 4. Not use the County's supplies, facilities, staff or equipment in conjunction with any outside or supplemental employment or private practice.
 - 5. Maintain a clear separation of outside or supplemental employment from activities performed for the County.
 - 6. Not cause any conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of the Employee's duties.
- B. The Board and County shall not be liable, either directly or indirectly, for any activities performed during outside or supplemental employment.

12. Compliance with the Law. The Employee shall perform all duties and obligations hereunder in complete compliance with all applicable federal, state and local laws, ordinances, rules and regulations.

13. Complete Agreement. This Agreement constitutes the complete agreement concerning the employment arrangement between the parties and shall, as of the effective date hereof, supersede any and all prior contracts, oral or written, between the parties, if any. It is understood and agreed that this Agreement shall supersede and take precedence over any other document, handbook, benefit plan or other material which could otherwise be construed as being contractual in nature, whether in existence prior to, currently or subsequent to the execution of this Agreement, unless such other document, handbook, plan or material is made expressly applicable to the Employee by this Agreement or by formal action of the Board. It is further understood that no Board personnel has authority to enter into any employment contract with the Employee for any specified period of time, or to make any agreement contrary to the provisions herein, except when the same is approved by a formal action of the Board.

14. Applicable Law and Venue. This Agreement shall be construed according to the laws of the State of Michigan. In the event any actions arising under this Agreement are brought by or against the Employer, or the Employer is made a party thereof, the parties acknowledge and agree that the venue for such actions shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event an action is brought in a Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern Division.

15. Waivers. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power, or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

16. Assignment or Subcontracting. The Employee may not assign, subcontract or otherwise transfer any duties and/or obligations under this Agreement.

17. Modification of Agreement. Modifications, amendments, or waivers of any provisions of this Agreement may be made only by the written mutual consent of the parties hereto.

18. Disregarding Titles. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

19. Invalid Provisions. If any provision of this Agreement is held to be invalid, the remainder of the Agreement shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or unenforceability of this Agreement.

20. Certification. The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this Agreement on the day and year first above written.

**LIVINGSTON COUNTY BOARD OF
COMMISSIONERS**

By:

DONALD S. PARKER - CHAIRMAN
COUNTY BOARD OF COMMISSIONERS

Dated: _____

EMPLOYEE

By:

KENNETH HINTON
Dated:

APPROVED AS TO FORM FOR
COUNTY OF LIVINGSTON:
COHL, STOKER & TOSKEY, P.C.
By: MATTIS D. NORDEFJORD
On: February 16, 2018

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Benefits

Health

Our benefits begin first of the month following your date of hire. You will have 30 days from your date of hire to complete your enrollment through our online portal. All of our Medical plans are administered through Blue Cross Blue Shield of Michigan (BCBS). *We do offer an opt-out payment if you choose not to enroll into our Medical Plan, its \$1,800 annually paid per paycheck of \$69.23.* Please refer to our Benefit Guide for more details regarding these individual plans. Click here for our [Benefit Guides](#)

Medical

PPO 4	EE PER PAY
Single	\$ 49.91
2 Person	\$ 119.78
2 Person Spouse	\$ 129.78
Family	\$ 149.73
Family w/ spouse	\$ 159.73
PPO 6	EE PER PAY
Single	\$ 69.57
2 Person	\$ 166.97
2 Person Spouse	\$ 176.97
Family	\$ 208.71
Family w/ spouse	\$ 218.71
HDHP	EE PER PAY
Single	\$ 0.00
2 Person	\$ 0.00
2 Person Spouse	\$ 0.00
Family	\$ 0.00
Family w/ spouse	\$ 0.00

Dental

Dental Rates	Per Pay
Single	\$ 3.42
Two-Person	\$ 6.83
Family	\$ 11.96

Vision

Vision Rates	Per Pay
Single	\$ 3.42
Two-Person	\$ 6.49
Family	\$ 9.54

Health & Dependent Care Flexible Spending Account's

We offer a both a Health Flexible Spending account and a Dependent care reimbursement account. Our Health Flexible spending account has a 2018 limit of \$2,650 with a \$500 roll-over option into 2018. The Dependent Care Reimbursement account has a 2018 limit of \$5,000. For more details about our two accounts, please look at our Benefits Guide. Click here for our [Benefit Guide](#)

Health Savings and Limited Purpose Flexible Spending Account's

We offer a both a Health Savings account and Limited Purpose Flexible Spending. Our Health Savings account has a 2018 limit of \$3,450 single/\$6,900 family. The Limited Purpose Flexible Spending account has a 2018 limit of \$2,650 with a \$500 roll-over option into 2019 and can only be used for dental and vision expenses. For more details about our two accounts, please look at our Benefits Guide. Click here for our [Benefit Guide](#)

Pension

Our Pension program is through MERS of Michigan. As a new hire you would be eligible for our Hybrid Pension Program. It's a combination of a Defined Contribution (DC) and a Defined Benefit (DB). The Defined Benefit side has a 6 year vesting and a multiplier of 1.25%. The Defined Contribution side has an option of an employee deferral of 1, 2 or 3% (*Which is a one-time election, and can never be changed*). We will match on the 2 and 3% even (if you put in 2% we will match 2%, 3% we will match 3%) This also has a 6 year vesting on the employer side. For more information about the Hybrid plan visit www.mersofmich.com.

457 Retirement Plans

We also have voluntary 457 accounts available as well; there is no employer match on those plans. A 457 is a way to save more in your retirement account on a tax free basis. These plans follow all of the regular IRS regulations as far as limits etc. For 2018 the plan limit is \$18,000. Both plans also have an after tax Roth option associated with the plans.

Wellness

We offer a wellness reimbursement program through the County. Our goal for our wellness program is to be able to provide our employees a program that will work with the Michigan Health and Wellness 4X4 plan which advocates preventing and managing chronic disease through healthy behaviors and knowing the four key health measures:

- Body Mass Index (BMI)
- Blood Pressure
- Blood Glucose Level
- Cholesterol Level

These items can be addressed through prevention activities, promoting healthy behaviors and activities and have everyone become aware of their four key health measures.

With this we do offer annually a \$500 (Pro-rated based on Date of hire) wellness reimbursement (which is taxable) to go towards things that will get you out, active and moving.

January 1st through May 31st you can also be eligible for \$100 (*which is taxable*) for going and getting your annual physical and completing an online assessment through BCBS. (*Only applicable January through May 31st each year*)

For more information about this program, please click on this link to our website! *Click here for our [Wellness Reimbursement Program](#)*

Vacation/Sick Time

We offer both sick and vacation banks; Vacation is accrued at 3.70 hours per paycheck and available after 6 months of services. 6 days of sick time is dropped into your sick bank January 1st of each year (*this is amount is pro-rated based on date of hire*).

Holidays

We have 13 paid Holidays throughout the year. *Please see employee handbook for specific days.*

Payroll

We are paid on a Bi-weekly basis, and paid on Thursdays of each pay week (*unless the scheduled day falls on a holiday*). We do require that all of our employee's sign up for Direct Deposit, your first check will be a paper check, then once approved by your bank will be direct deposited.

Employee Handbook

We also encourage you to look at our Employee Handbook which is located online at our Livgov.com website. *Click here for our [Employee Handbook](#)*

For more information about our benefits, please contact our Benefits Specialist, Barb Ritchie at (517) 540-8793 or by email at britchie@livgov.com

1/1/2018 County Administrator Salary Scale

1	2	3	4	5	6	7	8	9
\$ 118,909	\$ 123,367	\$ 127,827	\$ 132,286	\$ 136,745	\$ 141,204	\$ 145,663	\$ 150,122	\$ 154,582