

PERSONNEL COMMITTEE REVISED AGENDA

March 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** 2
 - Meeting Minutes Dated: February 21, 2018
 - Closed Session Meeting Minutes Dated: February 21, 2018
5. **TABLED ITEMS FROM PREVIOUS MEETINGS**
6. **REPORTS**
7. **RESOLUTIONS FOR CONSIDERATION**
 - 7.1 **Information Technology** 5

Resolution To Approve The Pay Grade For The Newly Created Enterprise Resource Planning Administrator Position At Grade 12
 - 7.2 **Animal Shelter** 13

Resolution To Approve The Job Evaluation For An Animal Shelter Director Position
8. **CLOSED SESSION**

Collective Bargaining Update
9. **ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

FEBRUARY 21, 2018 – 8:00 A.M.

ADMINISTRATION BUILDING – CONFERENCE ROOM 4A
304 E. Grand River Avenue, Howell, MI 48843

PERSONNEL SUBCOMMITTEE MEETING

COMM. BEZOTTE COMM. GREEN COMM. GRIFFITH COMM. PARKER (EX OFFICIO)

JENNIFER PALMBOS, KEN HINTON, JENNIFER SLATER, CINDY CATANACH, JEFF BOYD, KRISTI COX,
BETSY HUNDLEY, STACY BONO

1. **CALL TO ORDER:** Meeting called to order by: Comm. Bezotte at 8:00 a.m.
2. **APPROVAL OF AGENDA:**

APPROVE THE AGENDA
MOVED BY: GRIFFITH / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

3. **CALL TO THE PUBLIC:** None
4. **APPROVAL OF MEETING MINUTES of January 17, 2018**

MOTION TO APPROVE THE MINUTES OF JANUARY 17, 2018
MOVED BY: GREEN / SECONDED BY: GRIFFITH
ALL IN FAVOR – MOTION PASSED

APPROVAL OF CLOSED MEETING MINUTES of January 17, 2018

MOTION TO APPROVE THE CLOSED MINUTES OF DECEMBER 20, 2017
MOVED BY: GRIFFITH / SECONDED BY: GREEN
ALL IN FAVOR – MOTION PASSED

5. **TABLED ITEMS FROM PREVIOUS MEETING: None.**
6. **REPORTS: None.**
7. **RESOLUTIONS FOR CONSIDERATION:**
8. **COUNTY CLERK: Resolution to approve the job evaluations for three positions within the County Clerk's Legal Division.**

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY GREEN / SECONDED BY GRIFFITH
ALL IN FAVOR – MOTION PASSED**

9. **HUMAN RESOURCES: Resolution to approve the job evaluations for four positions within the Human Resources Department.**

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY GRIFFITH / SECONDED BY GREEN
ALL IN FAVOR – MOTION PASSED**

10. **HUMAN RESOURCES: Resolution approving a three year extension of the employment agreement with Kenneth Hinton for County Administrator.**

**MOTION TO APPROVE THE ABOVE RESOLUTION AND MOVE FORWARD TO FINANCE COMMITTEE
MOVED BY GRIFFITH / SECONDED BY GREEN

ALL IN FAVOR – MOTION PASSED**

11. **HUMAN RESOURCES: Resolution authorizing the signing of a business associate agreement between Livingston County and St. John Providence Ascension in compliance with HIPPA as amended by the Hitech Act.**

**MOTION TO APPROVE THE ABOVE RESOLUTION AND MOVE FORWARD TO FINANCE COMMITTEE
MOVED BY GREEN / SECONDED BY GRIFFITH
ALL IN FAVOR – MOTION PASSED**

12. CLOSED SESSION: COLLECTIVE BARGAINING UPDATE

<p>MOTION TO GO INTO CLOSED SESSION AT 8:25 AM MOVED BY: GREEN / SECONDED BY: GRIFFITH</p> <p>ROLL CALL TO GO INTO CLOSED SESSION AT COMM. BEZOTTE– YES; COMM. GREEN – YES; COMM. GRIFFITH – YES</p>
<p>RETURN TO OPEN SESSION AT: 8:29 AM MOVED BY: GREEN / SECONDED BY: GRIFFITH</p>

13. ADJOURNMENT

<p>MOTIONED BY GREEN / SECONDED BY GRIFFITH TO ADJOURN AT 8:30 AM ALL IN FAVOR – MOTION PASSED</p>

Respectfully Submitted,
STACY BONO
ADMINISTRATIVE SPECIALIST

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution To Approve The Pay Grade For The Newly Created Enterprise Resource Planning Administrator Position At Grade 12

WHEREAS, the Information Technology Department has a need for a position that is responsible for providing complete system management for the Enterprise Resource Planning (ERP) system. The position will administer, monitor and maintain the ERP system and serve as liaison between module leads, Information Technology, and the ERP vendor support teams for implementation, maintenance and upgrades; and

WHEREAS, the ERP Administrator position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 12; and

WHEREAS, the increased costs for this position will be funded by vacancy savings in the 2018 budget and this position is in lieu of an existing position with no increase in personnel numbers.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the newly created ERP Administrator position at Grade 12, effective with the approval of this resolution.

NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee. The resolution to create the new position of ERP Administrator will need Board approval under separate resolution.

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MOVED:

SECONDED:

CARRIED:

**LIVINGSTON COUNTY
JOB DESCRIPTION**

ENTERPRISE RESOURCE PLANNING (ERP) ADMINISTRATOR

Supervised By: Deputy County Administrator - Chief Information Officer

Supervises: Subordinate departmental employees as assigned

FLSA Status: Exempt

Position Summary:

Under the supervision of the Chief Information Officer, is responsible for providing complete system management for the Enterprise Resource Planning (ERP) system. Administers the ERP system and serves as liaison between module leads, Information Technology, and the ERP vendor support teams. Serves as project manager for all ERP projects and manages integrations with other county systems.

Essential Job Functions:

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

1. Administers and configures the ERP system which includes working with module leads to set up system access requests (roles and permissions) using role-based security, workflow and other configuration, while employing security best practices.
2. Serves as liaison between module leads, Information Technology, and the ERP vendor support teams.
3. Plans and documents test scripts, executes test plans, and tracks results of testing programs in support of application processes and quality control.
4. Monitors ERP vendor incident reporting portal while maintaining proper documentation in the county's ticket tracking system.
5. Responds to module lead requests for information, support, and issue resolution.
6. Collaborates with county offices, departments, and module leads to facilitate resolution of issues and introduction of new features and capabilities.
7. Accountable to develop, implement, and support software tools that allow for the monitoring of the ERP system to include configuration changes, role and permission changes, timely response to alerts, and system tuning to maintain/improve performance.

8. Monitors ERP system and server environment and takes corrective action to prevent or minimize system down time.
9. Works with the County Security Administrator and Infrastructure Team to ensure the confidentiality, integrity, and availability of the ERP system and that data are maintained and secure.
10. Responsible for the Change Control process as established by the ERP team used to identify, document, and authorize changes to the ERP system while coordinating all changes with the appropriate stakeholders.
11. Creates user and system documentation for the ERP administrative function and may train personnel.
12. Assists the ERP team to develop system usage processes, procedures, and business continuity and disaster recovery plans.
13. Grants, revokes, or changes system administration access as requested by the module leads in accordance with established workflow processes in order to minimize the likelihood of disruptions, unauthorized alterations and errors.
14. Serves as program manager in concert with the ERP team for all ERP projects and initiatives utilizing the Project Management Institutes (PMI) project management methodology and tools.
15. Coordinates and manages periodic release upgrades to the ERP system.
16. Monitors, evaluates, and schedules frequent patches to the ERP system.
17. Collaborates with stakeholders to develop various financial and operating reports, including maintenance of report library.
18. Researches and recommends system and software options to satisfy the county's business requirements.
19. Manages integrations between ERP system and other county applications.
20. Leads continual improvement and innovation of the ERP system and identifies and assists with business process reengineering and operational efficiency improvements.
21. 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.
22. 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 information technology or related field and four to six years of progressively more responsible experience in information technology application systems as described below.
- Four to six years supporting an ERP or equivalent modular based business system preferably in the government, healthcare, or financial sector with four to six years of business analyst experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to effectively communicate with various levels within all departments of the organization and facilitate meetings with a business and a technical audience.
- Business process and technical writing experience.
- Experience with report writing and designing software tools utilizing high-level programming languages.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and the County's enterprise software system and the ability to master database software and computer programming languages.
- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable 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 40 lbs. without assistance. Accommodation will be made, as needed, for IT employees required to lift or move objects that exceed this weight.

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

MUNICIPAL CONSULTING SERVICES LLC

February 27, 2018

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

Dear Ms. Palmbo,

This letter is in regard to your request for our firm to conduct a classification analysis for the new position of Enterprise Resource Planning (ERP) Administrator in the Livingston County organization. In completing the classification analysis for this new position I have performed the following tasks:

- Reviewed job-related information including the job description information submitted by the Deputy County Administrator - Chief Information Officer.
- Spoken with the Deputy County Administrator - Chief Information Officer concerning the particular duties of the position.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the classification utilizing the accumulated understanding of the position, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the classification.

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

BACKGROUND FOR THE POSITION OF ENTERPRISE RESOURCE PLANNING (ERP) ADMINISTRATOR

The Enterprise Resource Planning (ERP) Administrator will be responsible for providing complete system management for the Enterprise Resource Planning (ERP) system. The position will administer, monitor and maintain the ERP system and serves as liaison between module leads, Information Technology, and the ERP vendor support teams for implementation, maintenance and upgrades. The Enterprise Resource Planning (ERP) Administrator will work closely with the ERP team, serve as project manager for all ERP projects and manage integration with other county systems. Essentially it is envisioned that the incumbent will play a key and

central role in providing management, technological input, coordination and oversight of new and existing technologies and applications for the ERP system.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 2,408 for the Enterprise Resource Planning (ERP) Administrator. This would place the new position in grade 12 of the County's pay grade structure.

* * * * *

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

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF FEBRUARY 27, 2018

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Enterprise Resource Planning (ERP) Administrator	383	420	320	40	450	120	190	425	60	0	2408	12

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION TO APPROVE THE JOB EVALUATION FOR AN ANIMAL SHELTER DIRECTOR POSITION – ANIMAL CONTROL DEPARTMENT

WHEREAS, Resolution 2018-03-049 adopted the Animal Control Ordinance to, among other changes, realign the Animal Control function under the authority of the Sheriff Department and correspondingly created the Animal Shelter Director; and

WHEREAS, the current Animal Control Director shall be reclassified to the Animal Shelter Director; and

WHEREAS, the revised position description including Animal Shelter and removing the Animal Control function has been evaluated by Municipal Consulting Services, LLC., who is recommending the Animal Shelter Director position be classified at Grade 9, a one (1) grade reduction from the prior job evaluation which included the Animal Control function.

THEREFORE BE IT RESOLVED that the Personnel Committee hereby concurs that the Animal Shelter Director position be classified at Grade 9, effective with the approval of this resolution of the effective date of the revised Animal Control ordinance, whichever is later.

NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee. The resolution amending the Animal Control Ordinance, Resolution 2018-03-049, effectively approves the change in classification from Animal Control Director to Animal Shelter Director.

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MOVED:

SECONDED:

CARRIED:

LIVINGSTON COUNTY JOB DESCRIPTION

ANIMAL SHELTER DIRECTOR

Supervised By: County Administrator

Supervises: All employees of the Animal Shelter

FLSA Status: Exempt

Position Summary:

Under the direction of the County Administrator, is responsible for the overall management of the County's animal shelter and related services, and compliance with the State of Michigan's and Livingston County's animal laws and ordinances.

Essential Job Functions:

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

1. Plans, organizes, and directs all aspects of animal shelter operations including personnel, budgeting, planning, and general administration. Develops and implements departmental policies, procedures, and regulations.
2. Assesses department operations, staffing levels, facilities, and equipment. Analyzes budgetary and resource needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
3. Prepares and presents annual budget requests, administers the animal shelter budget, and ensures that the authorized budgetary and purchasing procedures are properly used.
4. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees and assures necessary training and professional development. Takes disciplinary action according to established procedures.
5. Oversees the administration and operation of the animal shelter, which includes the adoption of animals, placement of confiscated animals, the sanitation and cleanliness of facilities, and the safety of staff and customers. Ensures compliance with applicable State of Michigan and local laws, rules, and regulations.
6. Oversees and monitors programs such as the low income spay/neuter program.

7. Determines if animals should be euthanized based on department policies and guidelines.
8. Oversees the grant writing process for the department.
9. Participates in community organizations to promote the department's image and programs and performs related public relations concerning the promotion and public awareness of the shelter. Serves as the media contact for the shelter.
10. 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.
11. 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 business, animal husbandry, biological sciences or a related field and five years of progressively more responsible experience in animal facility administration.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management, and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of shelter administration, shelter animal care, kennel cleanliness, and the Michigan criminal and civil court system as it relates to animal abuse, cruelty, and neglect.
- Considerable knowledge of observing and assessing animal behavior, animal control ordinances in the State and County, identifying animals that are victims of abuse, cruelty, and neglect, and maintaining good public relations.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.

- 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, animal owners 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 software utilized in animal sheltering.
- Skill in the use of a variety of animal handling equipment, including, but not limited to restraining devices, tranquilization methods, nets, traps, photographic equipment and other equipment as necessary.
- Ability to attend meetings or events scheduled at times other than normal business hours.
- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee regularly works both in an office and in the shelter. While in the office, 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.

While working in the shelter, the employee is frequently required to talk or hear, use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms. The employee is required to sit, stand, walk and move freely at any time. The employee must frequently lift and/or move objects of up to 40 pounds without assistance and restrain and/or control aggressive animals. The noise level in the work environment may be quiet to very loud. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, animals and situations in the course of performing required duties.

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF AUGUST 28, 2017

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Animal Shelter Director	360	360	260	90	360	90	80	350	40	40	2030	9

MUNICIPAL CONSULTING SERVICES LLC

August 28, 2017

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

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct a classification analysis for the position of Animal Shelter Director in the Livingston County organization. In completing the classification analysis for this new position I have performed the following tasks:

- Reviewed job-related information including the job description information submitted by the Department of Human Resources.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the classification utilizing the accumulated understanding of the position, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the classification.

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

BACKGROUND FOR THE POSITION OF ANIMAL SHELTER DIRECTOR

Livingston County is reorganizing animal services. Responsibility for the field portion of animal control will shift to the Sheriff's Department and the Animal Shelter will become a separate operation with responsibility for animal housing and care, inflow and adoptions, public relations and other duties associated with the humane treatment and processing of animals.

Animal Shelter operations will be overseen by a new Animal Shelter Director position. This new position will have a professional background in animal care and have responsibility for all shelter operations and personnel. Our evaluation of the position for grade placement has considered all of the administrative and line responsibilities of the new position. The results of our evaluation are presented below.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 2,030 for the Animal Shelter Director. This would place the new position in grade 9 of the County's pay grade structure.

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

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC