

# PERSONNEL COMMITTEE REVISED AGENDA

October 17, 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  
Minutes of Meeting Dated: September 19, 2018
5. TABLED ITEMS FROM PREVIOUS MEETINGS
6. REPORTS
7. RESOLUTIONS FOR CONSIDERATION
  - 7.1 ADMINISTRATION 4  
RESOLUTION RESTRUCTURING THE DEPUTY COUNTY ADMINISTRATOR  
ROLE – COUNTY ADMINISTRATION
  - 7.2 *VETERANS SERVICES* 5  
RESOLUTION TO APPROVE THE JOB EVALUATION FOR VETERANS  
BENEFIT COUNSELOR
8. CLOSED SESSION
  - Labor Relations Update
9. ADJOURNMENT

**PERSONNEL COMMITTEE  
MEETING MINUTES  
Livingston County**

September 19, 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:

Ken Hinton, Jennifer Palmbo, Kevin Wilkinson, Elizabeth Hundley,  
Richard Malewicz, Jennifer Slater, Amy Hill

**1. CALL MEETING TO ORDER**

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

**2. APPROVAL OF AGENDA**

Motion to Approve the Agenda as presented.

**Moved By:** Carol S. Griffith

**Seconded By:** William Green

**Motion: Carried (3-0)**

**3. CALL TO THE PUBLIC**

None.

**4. APPROVAL OF MINUTES**

- Meeting Minutes Dated: August 15, 2018

Motion to Approve the Minutes as presented.

**Moved By:** William Green

**Seconded By:** Robert J. Bezotte

**Motion: Carried (3-0)**

**5. TABLED ITEMS FROM PREVIOUS MEETINGS**

None.

**6. REPORTS**

Ken Hinton gave a brief update on the Animal Shelter Director position. Ken stated that he would be scheduling interviews by the end of that week.

Ken informed us there are some local counties that will not be signing the proposed contract for the Indigent Defense position claiming it does not follow the law. Ken said we have 12 applicants for the position but would like to wait on interviewing for the time being.

## **7. RESOLUTIONS FOR CONSIDERATION**

### **7.1 INFORMATION TECHNOLOGY**

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE COMMUNICATION AND ADMINISTRATIVE SPECIALIST TO THE COMMUNICATION SPECIALIST AND CHANGING THE PAY FROM GRADE 7 TO GRADE 8

Motion to Approve the Above Resolution.

**Moved By:** Carol S. Griffith

**Seconded By:** William Green

**Motion: Carried (3-0)**

### **7.2 HUMAN RESOURCES**

RESOLUTION TO MODIFY THE NON-UNION EMPLOYEES, ELECTED OFFICIALS, COMMISSIONERS, AND JUDGES BENEFIT PLANS FOR 2019 FISCAL YEAR

Motion to Approve the Above Resolution and Move Forward to Finance Committee.

**Moved By:** Carol S. Griffith

**Seconded By:** William Green

**Motion: Carried (3-0)**

## **8. CLOSED SESSION**

- Labor Relations Update

Motion to go into Closed Session at 8:11 a.m.

**Moved By:** Carol S. Griffith

**Seconded By:** William Green

**Motion: Carried (3-0)**

Motion to Return to Open Session at 8:18 a.m.

**Moved By:** William Green

**Seconded By:** Carol S. Griffith

**Motion: Carried (3-0)**

## **9. ADJOURNMENT**

Motion to adjourn the meeting at 8:19 a.m.

**Moved By:** Carol S. Griffith

**Seconded By:** William Green

**Motion: Carried (3-0)**

Respectfully submitted by:

Amy Hill

Recording Secretary

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

---

---

**RESOLUTION RESTRUCTURING THE DEPUTY COUNTY ADMINISTRATOR ROLE  
– COUNTY ADMINISTRATION**

**WHEREAS,** Livingston County currently splits the role of Deputy County Administrator between three (3) individuals, that structure was established under the prior County Administrator; and

**WHEREAS,** the current County Administrator has evaluated this structure and wishes to designate one (1) individual, the County Finance Officer, as the Deputy County Administrator making clear this position is authorized to execute the County Administrator's authorization under the County Purchasing Policy.

**THEREFORE BE IT RESOLVED** that Livingston County Board of Commissioners hereby accepts the recommendation of the County Administrator to appoint the Finance Officer as the sole Deputy County Administrator and to hereby amend the County's Purchasing Policy to designate the Deputy County Administrator/Finance Officer with the authority to execute the County Administrator's responsibilities under said policy in the absence of the County Administrator.

#

#

#

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

---

---

**RESOLUTION TO APPROVE THE JOB EVALUATION FOR VETERANS BENEFIT COUNSELOR**

**WHEREAS,** the Veterans Services Committee has evaluated the organizational structure of the Veterans Services Department and wishes to combine the Veterans Benefit Counselor and the Veterans Relief Fund Counselor positions; and

**WHEREAS,** the vacancies in the positions allow the opportunity to restructure the position to serve as a dual role, this new position will be titled the Veterans Benefit Counselor; and

**WHEREAS,** this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Veterans Benefit Counselor remain classified at Grade 6.

**THEREFORE BE IT RESOLVED** that the Personnel Committee hereby concurs with the Veterans Services Committee that the Veterans Benefits Counselor position be combined with the Veterans Relief Fund Counselor position, be titled the Veterans Benefits Counselor, and remain classified at Grade 6.

***NOTE: This job analysis need only Personnel Subcommittee approval and does not need to move forward to any other committee.***

#

#

#

**MOVED:**

**SECONDED:**

**CARRIED:**

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **VETERANS BENEFITS COUNSELOR**

**Supervised By:** Director of Veterans Affairs

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

#### **Position Summary:**

Under the supervision of the Director of Veterans Affairs is responsible for assisting veterans, dependents, and survivors with preparing claims for services and programs to obtain federal, state, and local benefits. Assists with administration of the Veterans Relief Fund and assists indigent veterans in securing benefits as warranted.

#### **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 clients with reviewing and understanding veterans' programs and benefits. Assists veterans, dependents, and survivors with preparing and completing claims for benefits, services, and programs. Provides assistance to those who cannot come into the office by conducting visits where the client resides.
2. Performs case management by following up with clients, tracking circumstances and conditions, responding to questions and complaints, and preparing related documents.
3. Researches military and medical history, obtains medical and military records, and reviews other documentation to assist veterans in applying for assistance and programs. Corresponds with appropriate agencies to secure affidavits, certificates, and other required papers to properly submit necessary documentation for clients to the U.S. Department of Veterans Affairs and other agencies.
4. Interviews clients, families, and medical personnel, and prepares and files claims for veterans and their families.
5. Recommends and prepares applications for county burial and marker foundations for posting and submits payments.
6. Follows up on denied claims by reviewing decisions and assisting with appeals to the U.S. Department of Veterans Affairs. Represents clients at hearings, and assists

supervisor(s) of other agencies with appeals to military boards and courts.

7. Assists the Director in administering the Veterans Relief Fund. Initiates or investigates benefit requests and maintains all related case files. Develops service plans for successful applicants.
8. Works with the court system to assist the courts in handling indigent veterans and post-sentencing treatment. Serves as liaison to the Veterans Court and assists in program development.
9. Assists in coordinating mentors and veterans. Recruits new veteran mentors by advertising need and screening applicants.
10. Researches changes in veteran laws, regulations, court decisions and U.S. Department of Veterans Affairs procedures, and implements appropriate changes and operations. Assists state and local governments in implementing and understanding changes in the law.
11. Assists clients in obtaining emergency medical treatment and provides related referrals.
12. Attends annual training conferences needed to earn continuing education credits to maintain accreditation through the U.S. Department of Veterans Affairs.
13. Assists the Director at committee meetings by attending and providing the more specific information regarding benefit provision.
14. Attends community functions to inform the public of services and programs available.
15. Interacts with other human service providing agencies to provide expanded services for clients.
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 sociology, psychology or a related field and one year of experience in benefits counseling.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.

- Certification in Training, Responsibility, Involvement and Preparation of Claims (T.R.I.P.) from the U.S. Department of Veterans Affairs.
- Certified as a Notary Public.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of veterans affairs, social work, counseling, and advocacy for veterans, dependents, and survivors.
- Considerable knowledge of local, state, and federal laws, rules and regulations as they relate to veteran benefits, services and programs, interpreting and applying veterans benefit programs, screening and assessment, conducting investigations, and researching veterans benefit operations.
- Knowledge and a basic understanding of medical terminology and principles of legal research.
- 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, County applications and federal databases.
- Ability to attend meetings scheduled at times other than normal business hours.

**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 but the employee must also periodically travel to other sites. The employee may be exposed to home situations in which unsanitary or unhygienic materials, individuals and situations are encountered in the course of performing required duties.

# MUNICIPAL CONSULTING SERVICES LLC

September 26, 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 a classification analysis for the redefined position of Veterans Benefits Counselor in the Livingston County organization. In completing the classification analysis for this position I have performed the following tasks:

- Reviewed job-related information including the two job descriptions that were submitted that included the new, proposed, combined 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 revised 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 VETERANS BENEFITS COUNSELOR**

At the present time, the Veterans Benefits Counselor and the Veterans Relief Fund Counselor are two separate classifications. The former position is responsible for counseling and assisting veterans and their dependents and survivors with understanding veterans' programs as well as preparing claims for services and benefits. For Livingston County, this is a professional, accredited classification that advocates for veterans from an informed position.

The Veterans Relief Fund Counselor is responsible for administering the Veterans Relief Fund (PA 214 of 1899) from the annual property tax levy under the oversight of the Director. The duties of the position are very similar to that of a Veterans Benefits Counselor, with a primary focus on indigent veterans. The incumbent accepts applications and referrals, determines

eligibility, develops service plans, performs case management, coordinates with other agencies and the courts, and performs other duties to support indigent veterans in obtaining proper relief.

As noted above, the duties of the two positions are very similar. The Veterans Relief Fund Counselor may have a greater focus on targeted, indigent case management but the objectives and scope of responsibilities of the two positions, as well as educational and experience requirements are very similar. Both positions are currently in grade 6 of the County's pay grade structure.

At the present time, the Veterans Services department is contemplating combining the two positions to create a more generic and cross-trained Veterans Benefits Counselor classification. Related to this, a reclassification analysis has been requested to determine if the combined duties support changes in point factor values and possibly a higher grade classification.

Due to past reclassification requests, I am familiar with both jobs. In reviewing the present reclassification request, I have studied both job descriptions as well as past notes regarding respective duties and responsibilities. For a combined position, I have concluded that the positions are of similar job complexity. Specific duties differ somewhat but the procedural approaches and job objectives are very similar. In point factoring for a combined, generic Veterans Benefits Counselor classification, I have not increased any point values. Combining the two positions may create the requirement to learn new procedures and assume additional workload but I do not see an increase in job complexity.

### **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 1,572 for the Veterans Benefits Counselor. This would retain the combined position in grade 6 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 SEPTEMBER 26, 2018**

<b>Classification Reviewed:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>Recommended Total Points:</b>	<b>Recommended Grade:</b>
<b>Veterans Benefits Counselor</b>	<b>267</b>	<b>270</b>	<b>260</b>	<b>0</b>	<b>270</b>	<b>90</b>	<b>80</b>	<b>275</b>	<b>40</b>	<b>20</b>	<b>1572</b>	<b>6</b>