

PERSONNEL COMMITTEE REVISED AGENDA

November 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
 - Minutes of Meeting Dated: October 17, 2018
 - Closed Session Meeting Minutes Dated: October 17, 2018
5. TABLED ITEMS FROM PREVIOUS MEETINGS
6. REPORTS
7. RESOLUTIONS FOR CONSIDERATION
 - 7.1 Administration 4

RESOLUTION TO APPROVE THE CHANGE OF POSITION TITLE FOR THE PURCHASING COORDINATOR
 - 7.2 Court Central Services 5

RESOLUTION TO APPROVE THE JOB EVALUATIONS FOR FOUR POSITIONS WITHIN THE LIVINGSTON COUNTY COURTS
8. ADJOURNMENT

PERSONNEL COMMITTEE

MEETING MINUTES

Livingston County

October 17, 2018, 8:00 a.m.
304 E. Grand River, Conference Room 4, Howell, MI 48843

Members Present:

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

Staff Present:

Ken Hinton, Cindy Catanach, Jennifer Palmbo, Jennifer Slater, Amy Hill

1. CALL MEETING TO ORDER

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

2. APPROVAL OF AGENDA

Motion to Approve the Agenda as presented with the addition of 7.2 Resolution to Approve the Job Evaluation for Veterans Benefit Counselor.

Moved By: William Green

Seconded By: Carol S. Griffith

Motion: Carried (3-0)

3. CALL TO THE PUBLIC

None.

4. APPROVAL OF MINUTES

- Minutes of Meeting Dated: September 19, 2018
- Closed Session Meeting Minutes Dated: September 19, 2018

Motion to Approve the Minutes as presented.

Moved By: Carol S. Griffith

Seconded By: William Green

Motion: Carried (3-0)

5. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

6. REPORTS

None.

7. RESOLUTIONS FOR CONSIDERATION

7.1 ADMINISTRATION

RESOLUTION RESTRUCTURING THE DEPUTY COUNTY ADMINISTRATOR
ROLE – COUNTY ADMINISTRATION

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

Moved By: William Green

Seconded By: Carol S. Griffith

Motion: Carried (3-0)

7.2 VETERANS SERVICES

RESOLUTION TO APPROVE THE JOB EVALUATION FOR VETERANS
BENEFIT COUNSELOR

Motion to Approve the Above Resolution.

Moved By: William Green

Seconded By: Carol S. Griffith

Motion: Carried (3-0)

8. CLOSED SESSION

- Labor Relations Update

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

Moved By: Carol S. Griffith

Seconded By: William Green

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

Motion: Carried (3-0)

Motion to Return to Open Session at 8:25 a.m.

Moved By: William Green

Seconded By: Carol S. Griffith

Motion: Carried (3-0)

9. ADJOURNMENT

Motion to adjourn the meeting at 8:26 a.m.

Moved By: William Green

Seconded By: Carol S. Griffith

Motion: Carried (3-0)

Respectfully submitted by:

Amy Hill
Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION TO APPROVE THE CHANGE OF POSITION TITLE FOR THE PURCHASING COORDINATOR TO PROCUREMENT COORDINATOR – Fiscal Services

WHEREAS, Livingston County has entered into contract with CoPro to provide procurement education, recommendations, and workload assistance to County Fiscal Services after the retirement of our long time Purchasing Officer; and

WHEREAS, CoPro+ has strongly advised the County to consider referring to the process as procurement rather than simply purchasing, as procurement is a process that controls the quantity, quality, sourcing and timing of purchases to ensure the best value for the County; and

WHEREAS, also in line with that change in thought process CoPro+ also recommends a position name change from Purchasing Coordinator (PC# 23300102) to Procurement Coordinator to more accurately describe the position’s responsibilities; and

WHEREAS, this would be a change in title only and job description and duties will not change; and

WHEREAS, this position will remain classified as a non, union Grade 8 position: and

WHEREAS, there will be no change in the number of personnel as a result of this resolution.

THEREFORE, BE IT RESOLVED that the Personnel Committee hereby concurs with the change in position title from Purchasing Coordinator to Procurement Coordinator in the Fiscal Services Division to more accurately reflect the responsibilities of the position.

Current:

# Emps	CY FTE	▲ Position #	Description	Stat
1	1.000	23300102	PURCHASING COORD	A

Proposed:

# Emps	CY FTE	▲ Position #	Description	Stat
1	1.000	23300102	PROCUREMENT COORD	A

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION TO APPROVE THE JOB EVALUATIONS FOR FOUR POSITIONS WITHIN THE LIVINGSTON COUNTY COURTS

WHEREAS, the Chief Judge of the Livingston County Courts has evaluated the leadership structure of the courts and wishes to make changes to that structure; and

WHEREAS, Livingston County Courts currently has an administrative structure with three director-level positions managing operations for the District, Circuit, Juvenile and Probate Courts; as well as Friend of the Court. As a result of retirement or separation, two of these three positions were recently vacated. One of the two has been filled by the former Probate Register. This latter position is also now vacant; and

WHEREAS, the new position title of Trial Court Administrator will responsible for the overall supervision of all administrative and operational activities of the unified trial courts; and

WHEREAS, the position of Juvenile and Probate Administrator is responsible for managing and coordinating the administrative functions of the Circuit and Probate Courts and the Juvenile Division of the Circuit Court, including fiscal and personnel management; and

WHEREAS, the position of District Court Administrator is responsible for managing and coordinating the administrative functions of the District Court, including fiscal and personnel management; and

WHEREAS, the position of Probate Register is responsible for supervising and assisting in the daily operations of the Probate Court; and

WHEREAS, these positions have been evaluated by Municipal Consulting Services, LLC., who is recommending the Trial Court Administrator be classified at Grade 15, the Juvenile and Probate Administrator be classified at Grade 12, the District Court Administrator be classified at Grade 12, and the Probate Register be classified at Grade 8; and

WHEREAS, funding for these position reclassifications may require a budget amendment.

THEREFORE BE IT RESOLVED that the Personnel Committee hereby concurs with the evaluations by Municipal Consulting Services, LLC., who is recommending that the Trial Court Administrator be classified at Grade 15, the Juvenile and Probate Administrator be classified at Grade 12, the District Court Administrator be classified at Grade 12, and the Probate Register be classified at Grade 8.

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 Trial Court Administrator and to otherwise effectuate the Chief Judge's recommended department reorganization will need Board approval under separate resolution.

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**MOVED:
SECONDED:
CARRIED:**

**LIVINGSTON COUNTY
JOB DESCRIPTION**

JUVENILE AND PROBATE COURT ADMINISTRATOR

Supervised By: Trial Court Administrator

Supervises: All employees of the Circuit and Probate Courts, either directly or indirectly

FLSA Status: Exempt

Position Summary:

Under the direction of the Trial Court Administrator, is responsible for managing and coordinating the administrative functions of the Circuit and Probate Courts and the Juvenile Division of the Circuit Court, including fiscal and personnel management. Responsibilities include implementing and monitoring budgets for the Circuit and Probate Courts and the Juvenile Division of the Circuit Court, and developing and implementing programs and policies to improve court services and maintain compliance with statutes and court rules.

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 the Trial Court Administrator in organizing and directing the operations of the Circuit and Probate Court and the Juvenile Division of the Circuit Court. Manages the day-to-day operations to ensure that all functions comply with statutory 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. 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 in accordance with established procedures.
4. Investigates and resolves problems and complaints that are referred by judges, staff, clients, attorneys, commissioners, other county departments, or the general public.
5. Collects, compiles, analyzes statistical and other data as directed to evaluate and assess current processes, to ensure efficient and effective case flow management, to monitor performance of the Circuit and Probate Court and the Juvenile Division of the Circuit

Court, and to prepare reports for internal and external audiences, including the judges of the court and the State Court Administrator's Office.

6. Ensures the efficient and effective processing of cases. Collaborates with the County Clerk and Chief Deputy Clerk of the Court to ensure proper maintenance of all court records. Estimates future caseloads to project possible changes in staffing or case processing procedures.
7. Supervises the quality and quantity of casework services administered to families and children who are under the jurisdiction of the Juvenile Division of the Circuit Court. This includes overseeing the work of court staff as well as monitoring services provided by state and private agencies. Oversees and participates in the development and implementation of programs designed to prevent, intervene, divert, and control delinquent behavior and meet the changing needs of juveniles referred to the court. Drafts plans, seeks funding, prepares program goals, and makes presentations as appropriate.
8. Serves as the Alternative Dispute Resolution Coordinator.
9. Coordinates assignments of appellate attorneys.
10. Requests assignments and coordinates with visiting judges for Circuit and Probate Court.
11. Responsible for records retention schedules and prepares records for destruction.
12. 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.
13. 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 administration, public administration, or related field, with Master's Degree preferred, and five years of progressively more responsible experience in court administration, including supervisory and management experience, including two years of supervisory experience working with juvenile court staff or related human services field, or otherwise meet the requirements of AO No. 1985-5- Juvenile Court Standards and Administrative Guidelines for the Care of Children, as may be amended.
- Livingston County Courts, 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 the State of Michigan Circuit and Probate Court system, procedures and statutes, and judicial administration.

- Considerable knowledge of Circuit and Probate Court rules, policies and procedures, case flow management, basic accounting principles and applicable local, state, and federal laws, rules, and regulations.

- 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, and the public.

- Skill in the use of office equipment and technology, including Microsoft Suite applications, the County's financial software and County, court and state software 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.

MUNICIPAL CONSULTING SERVICES LLC

October 20, 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 four new or modified positions for the Livingston County Courts. These positions include:

- Trial Court Administrator
- Deputy Circuit and Probate Court Administrator
- Deputy District Court Administrator
- Probate Register.

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

- Reviewed job-related information including the draft job descriptions that were submitted specifying the new, proposed, duties of each position.
- Spoken with the Circuit and Probate Court Administrator regarding the anticipated duties of each of the new positions.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the new and revised classifications utilizing the accumulated understanding of the four 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 pay grade structure.

BACKGROUND FOR THE PROPOSED REORGANIZATION OF LIVINGSTON COUNTY COURTS ADMINISTRATIVE STRUCTURE

Livingston County Courts currently has an administrative structure with three director-level positions managing operations for the District, Circuit, Juvenile and Probate Courts; as well as Friend of the Court. As a result of retirement or separation, two of these three positions were recently vacated. One of the two has been filled by the former Probate Register. This latter position is also now vacant.

The turnover in court administrators provides a “window” to create a more streamlined reporting system as well as a more cost effective administrative structure. Recognizing this, the judiciary is supporting organizational realignment. This will include the following changes:

- The creation of a Trial Court Administrator position that will oversee all courts and report to the Chief Judge.
- Eliminating the District Court Administrator and Circuit and Probate Court Administrator positions and replacing each one with a less autonomous deputy position that would act in an administrative capacity and report to the Trial Court Administrator (i.e. Deputy District Court Administrator and Deputy Circuit and Probate Court Administrator).
- Modifying the managerial responsibility and workload of the Probate Register to create a working supervisor position that would report through the Deputy Circuit and Probate Court Administrator while removing the requirement for a Juris Doctorate.

The end result will be a more streamlined and accountable administrative organization, with roles and responsibilities clearly articulated.

In evaluating the four positions for grade placement, I have studying the new, proposed job descriptions and court organization charts to gaining an understanding of reporting relationships, functional and supervisory responsibilities and changes from the existing system. These were all considered in conducting point factor analyses.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, I have evaluated the four positions 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 the following:

- A point total of 2,932 for the Trial Court Administrator. This would place the position in grade 15 of the County’s pay grade structure.
- A point total of 2,425 for the Deputy Circuit and Probate Court Administrator. This would place the position in grade 12 of the County’s pay grade structure.

- A point total of 2,415 for the Deputy District Court Administrator. This would place the position in grade 12 of the County's pay grade structure.
- A point total of 1,862 for the Probate Register. This would place the position in grade 8 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

**LIVINGSTON COUNTY
JOB DESCRIPTION**

DISTRICT COURT ADMINISTRATOR

Supervised By: Trial Court Administrator

Supervises: All employees of the District Court, either directly or indirectly

FLSA Status: Exempt

Position Summary:

Under the direction of the Trial Court Administrator, is responsible for managing and coordinating the administrative functions of the District Court, including fiscal and personnel management. Responsibilities include implementing and monitoring budgets for the District Court and developing and implementing programs and policies to improve court services and maintain compliance with statutes and court rules.

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 the Trial Court Administrator in organizing and directing operations of the District Court. Manages the day-to-day operations to ensure that all functions comply with statutory 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. 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.
4. Investigates and resolves problems and complaints that are referred by judges, staff, clients, attorneys, Board of Commissioners, other county departments, or the general public.
5. Collects, compiles, analyzes statistical and other data as directed to analyze and assess current processes, to ensure efficient and effective case flow management, to monitor

performance of the District Court, and to prepare reports for internal and external audiences, including the judges of the court and the State Court Administrator's Office.

6. Ensures the efficient and effective processing of cases. Oversees the processing and review of case filings, overall case flow, fees and costs, and develops alternative methods when required. Oversees the processing and maintenance of all records of the District Court and estimates future caseloads to project possible changes in staffing or case processing procedures.
7. Manages the collection and receipting of all assessed court costs, supervision fees, traffic fines and all payments ordered by the court in criminal cases, including fines, restitution and attorneys' fees. Ensures proper fiscal accountability for all monies collected and facilitates legislative and State Court Administrator's Office audits.
8. Supervises the quality and quantity of casework services of the probation staff. This includes overseeing the work of court staff as well as monitoring services provided by state and private agencies.
9. Maintains the on-call list of Magistrates.
10. Requests assignments and coordinates with visiting judges for District Court.
11. Responsible for records retention schedules and prepares records for destruction.
12. 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.
13. 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 public administration, judicial administration, or related field, with Master's Degree preferred, and five years of progressively more responsible experience in a District Court, including supervisory and management experience.
- Livingston County Courts, at its discretion, may consider an alternative combination of formal education and work experience.
- LEIN certification.

- 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 the State of Michigan District Court system, procedures and statutes, and judicial administration.
- Knowledge of District Court rules, policies and procedures, case flow management, basic accounting and cash handling policies, scheduling jury pools, and applicable local, state and federal laws, rules, and regulations.
- 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, and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and county, court and state software 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.

**TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSES PROCESS OF OCTOBER, 2018**

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Trial Court Administrator	477	570	380	150	540	170	80	525	40	0	2932	15
Deputy Circuit and Probate Court Administrator	360	450	360	110	450	140	90	425	40	0	2425	12
Deputy District Court Administrator	360	450	340	120	450	140	90	425	40	0	2415	12
Probate Register	337	330	260	50	330	100	90	325	40	0	1862	8

LIVINGSTON COUNTY
JOB DESCRIPTION
PROBATE REGISTER

Supervised by: Probate Judge and Deputy Circuit and Probate Court Administer

Supervises: All employees assigned to Probate Court operations

FLSA Status: Exempt

Position Summary:

Under the direction of the Probate Judge and the Deputy Circuit and Probate Court Administer, is responsible for supervising and assisting in the daily operations of the Probate Court. Supervises and participates in the intake, review, and administration of guardianships, conservatorships and other probate matters. Responsible for processing all informal probate proceedings.

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 the Deputy Circuit and Probate Court Administer in managing the day-to-day operations of the Probate Court. Oversees all assigned staff, assigns work, evaluates performance and makes recommendations regarding discipline if required.
2. Functions as a lead worker. Performs all tasks in the Probate Court operation, instructs staff in procedures, trains staff and assists with more difficult issues and situations.
3. Directs case file management which includes monitoring court files to ensure readiness for court proceedings, overseeing files through opening, closing, and destruction, and processing all informal probate estates, wills, guardianships, conservatorships, and mental commitments in accordance with court rules, applicable laws, and statutes.
4. Investigates and resolves problems and complaints that are referred by judges, staff, attorneys and the general public.
5. Conducts status conferences and deficiency hearings in accordance with the applicable statutes and court rules in matters under the jurisdiction of the Probate Court as directed by the Probate Judge.

6. Monitors qualifications and appointment of professional guardians.
7. Advises and answers questions for attorneys and the general public on Probate Court procedures. Oversees appointment and payment of guardians' ad litem, court-appointed attorneys, and guardianship reviewer.
8. Keeps abreast of legislative and regulatory developments. Attends conferences, workshops, and seminars as appropriate.
9. 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 and two years of progressively more responsible court experience including supervisory experience.
- Livingston County Courts, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the principles and practices of probate law, conducting legal research, and applicable local, state and federal laws, rules and regulations.
- Considerable knowledge of the State of Michigan Probate Court system, court procedures and practices, analyzing and researching statutes and case law, preparing and interpreting legal documents, and maintaining case files.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, the county's financial software and county, court and state software 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.

**LIVINGSTON COUNTY
JOB DESCRIPTION**

TRIAL COURT ADMINISTRATOR

Supervised By: Chief Judge

Supervises: All employees of the District Court, Circuit Court, Probate Court, and Central Services Division, either directly or indirectly

FLSA Status: Exempt

Position Summary:

Under the direction of the Chief Judge, is responsible for the overall supervision of all administrative and operational activities of the unified trial courts. This includes but is not limited to planning, organizing, and directing quasi-judicial and non-judicial functions of the court to improve court services and maintain compliance with statutes and court rules. Coordinates the implementation of goals and objectives for the court through policy and program development. Responsible for personnel management, fiscal management, oversight of court facilities, court security, labor negotiations and management, and all other administrative functions of the court.

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. Organizes and directs all aspects of Circuit, District, and Probate Court operations to ensure that all functions of the courts comply with State Court Administrator's Office rules, regulations and requirements.
2. Represents the courts to County Commissioners, elected officials, County Executives, local units of government, the State Court Administrative Office, the Michigan Supreme Court, other trial courts, community organizations, law enforcement agencies, schools, the Prosecuting Attorney's Office, the Michigan Department of Health and Human Services and others as appropriate. Facilitates communication and collaboration with above to promote efficient and effective administration of justice and delivery of services. Coordinates and attends meetings with above on any matter relating to court functions.
3. Identifies goals and objectives for the court and establishes, implements, updates and modifies operating policies and procedures as necessary and appropriate. Implements new statutes, court rules, and procedures as enacted or promulgated by the legislature, Michigan Supreme Court, or the State Court Administrator's Office.

4. Directly supervises the court security unit and serves as chair of the Standing Committee on Court Security. Responsible for the development and implementation of policies and procedures to ensure the safety and security of all court facilities and staff. Works closely with the Sheriff's Department and lead security officer to identify, install, and replace necessary security equipment, establish protocol for emergency response procedures and provide staff access to security training and awareness.
5. Collaborates with the judiciary and Court personnel to identify and address concerns with respect to court processes, practices, programs, services and other issues to maintain consistency between the Circuit, District and Probate Courts. Establishes and implements policies and procedures to ensure effective and cost efficient delivery of services to plaintiffs, defendants, prosecutors, attorneys, jurors and other parties to matters before the courts.
6. Responsible for overall fiscal management of the courts. Plans, develops and administers operating, capital and personnel budgets to ensure the financial integrity of the courts. Identifies funding opportunities for innovative court programs, including, but not limited to, services and dispositional alternatives for targeted classes of offenders; and manages the development and submission of funding proposals.
7. Collects, compiles, analyzes and prepares reports and presentations from statistical and other data to analyze and assess current and developing trends in court administration and criminal and juvenile justice issues, to ensure efficient and effective case flow management, to monitor performance of each court, and to prepare reports for internal and external audiences, including the judges of the courts and the State Court Administrator's Office.
8. Collaborates with Facilities Management to ensure proper maintenance and operation of all court facilities.
9. Represents the courts' interests in the design, development, implementation, operation and maintenance of information management systems for the courts; construction of new and/or remodeling, renovation and alteration of existing court facilities; as well as changes in court technology.
10. Provides direct supervision for subordinate supervisors and staff in accordance with established county policies and procedures with current collective bargaining agreements and with all applicable statutes and regulations governing the employment relationship. Identifies goals and objectives for subordinate staff and provides staff access to training and development opportunities to facilitate professional and personal growth. Acts as chief negotiator along with the Friend of the Court for collective bargaining agreements where the court is the employer.
11. Hires, terminates, provides training and work assignments for, administers policy and procedure for, reviews and evaluates the work performance of, and administers disciplinary actions for subordinate staff.

12. Negotiates or oversees the negotiation and administration of all contracts of the court in accordance with court and county policies and procedures.
13. Responsible for all purchasing activities of the courts to ensure best practices are upheld and objective, competitive bidding is maintained for the procurement of all goods and services.
14. Establishes, implements, evaluates, modifies and monitors policies, procedures and protocols for jury utilization, ensuring diverse community representation in compliance with national standards and state statutes.
15. Serves as the ADA Coordinator and LEIN Terminal Agency Coordinator (TAC) for the courts.
16. Reviews, analyzes, and coordinates the operation of Community Corrections. Supervises programing and project management.
17. Issues news release and other publications for the court to the media and the public; responds to media questions and inquiries
18. 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.
19. 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:

- Juris Doctorate or Master's Degree in business or public administration (or related field), and seven years of progressively more responsible experience in court administration, including supervisory and management experience.
- Livingston County Courts, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- LEIN and LEIN TAC certification.

- Thorough working knowledge of court operations, policies and practices and courtroom procedures.
- Thorough working knowledge of criminal, civil, family and domestic relations statutes, case law, rules and regulations.
- Thorough working knowledge of State Court Administrator's Office rules, regulations and requirements.
- Thorough working knowledge of the principles and practices of public administration and public finance.
- Thorough working knowledge of budget management principles and practices.
- Thorough working knowledge of records retention practices; confidentiality and security of records; and accessibility of records under the Freedom of Information Act.
- Thorough working knowledge of county policies and procedures.
- Knowledge of human resources administration principles and practices.
- Excellent interpersonal and oral and written communication skills in order to maintain good working relationships with all parties involved in the operation of the judicial system.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, the county's financial software and county, court and state software databases.

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.