



LIVINGSTON COUNTY, MICHIGAN
OFFICE OF THE LIVINGSTON COUNTY DRAIN COMMISSIONER

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Memorandum

To: Livingston County Board of Commissioners
From: Michelle LaRose, Deputy Drain Commissioner
Date: 11/4/2020
Re: Reorganization of the Drain Department

Honorable Commissioners:

On September 18, 2019, at the request of the Drain Commissioner, the Board of Commissioners approved a reorganization of the Drain office (Resolution 2019-09-145) that changed a Sanitary Facilities Operator position (Grade 7) to Assistant Sanitary Facilities Operator (Grade 6). The intent of that request was to create a tiered structure offering opportunity for advancement. The potential for a promotion provides incentive for the less experienced Assistant Sanitary Facilities Operator to learn the job efficiently and effectively. The more quickly an operator can get up to speed in understanding the sewer system operations, the sooner that person can share in other responsibilities such as becoming the lead responder to emergency calls outside of normal working hours. Consequently, it also offers incentive for the more experienced operators to help train the Assistant since it ultimately alleviates additional burden on them once the person is promoted. This helps to foster a stronger team environment.

The Sanitary Operators provide essential services through the operation and maintenance of County-owned sanitary sewer systems and the Septage Receiving Station and are deemed critical and essential in protecting the health, safety, and welfare of the citizens of Livingston County as our systems service thousands of customers. Our office strives to retain qualified and experienced staff in order to effectively operate and maintain these sewer systems.

On October 28, 2019, the Drain office hired an Assistant Sanitary Facilities Operator. Goals were established with the new operator with the understanding that accomplishing these goals would lead to career advancement. The operator has learned the job exceptionally well, has exceeded the original goals, and was deserving of a promotion to Sanitary Facilities Operator within the first several months of employment. The more experienced sanitary operations team members attest to his performance and are eager to see their teammate promoted.

The process to promote this individual was initiated on March 31, 2020, with the intent to have the promotion in place by May 1, 2020. At that time, the promotion was delayed at the request of County Administration, understandably due to the unknown impacts of COVID-19. Shortly thereafter, the County instituted a moratorium on hiring and promotions, which has since been lifted. Since the original intent was to promote this individual by May 1, 2020, this request includes setting the effective date of the promotion to reflect this.

The 2020 budget was developed based on a structure that included four Sanitary Facilities Operators and one Sanitary Facilities Superintendent. Therefore, this would not adversely impact the budget for 2020. Additionally, this position is 100% reimbursed to the County through the DPW's enterprise funds and various drain funds.

We respectfully request passage of the attached resolution for reorganization of the Drain Department.