

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858-3000*

*Brian R. Bousley - County Administrator
Sherry Smith - Administrative Assistant
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MENOMINEE COUNTY PERSONNEL COMMITTEE MEETING

~A QUORUM OF THE BOARD WILL BE PRESENT~

DATE: Friday ~ March 25, 2011
TIME: 4:45 PM (following the Special County Board Meeting)
PLACE: Courtroom B ~ County Courthouse

*******AGENDA*******

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Previous Meeting Minutes
4. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
5. Business
 - a. Job Classification/Salary Feasibility Study (DMG) ~ Discussion of having a new study done for all County Employees
 - b. Previous Job Classification/Salary Study, September 28, 2010. (County Clerk, County Treasurer, & E-9-1-1 Departments)
6. Correspondence
7. Any Other Items Members May Wish to Present
8. Public Comment
9. Adjournment

James Furlong - Chairperson

Bernie Lang - Vice Chairperson

Charlie Meintz

Mark Jasper

Jim Pearson

Personnel Committee
February 25, 2010
Minutes

~~~~~DRAFT~~~~~

The Personnel Committee of the Menominee County Board met on February 25, 2010 at 10:00 AM in the Jury Room. Present at the meeting were Com. James Furlong, Com. Garry Anderson, Brain Bousley, Administrator & Sherry Smith, Admin. Assistant.

**Others Present:** Diane Lesperance; Marc Kleiman; Kim Kewley;

**Call Meeting to order:** 10:05 AM

**Agenda:** The agenda was approved by Com. Anderson supported by Com. Furlong

**Previous Minutes:** Minutes of Oct. 20, 2009 - Approved by Com. Anderson supported by Com. Furlong

**Public Comment:** None

**Business:** Discussion of Vacancy in Clerk's office / Accts. Payable/Financial Systems Administrator – Diane Lesperance: Biggest concern is that we keep everything running as smooth as possible in whatever transition that happens. We have spent the last year reconciling the accounts and everything is currently up to date. I just don't want to go backwards. The part time person did that job (reconciling) the problem was the position being a part time person. When that person got trained, they left for other employment; so we had to start training someone new over again. The Auditor was asked if there would be a problem with the same person in the treasurer's office reconciling and handling the general ledger he said no, as long as that person is not handling cash at the counter. I want to be sure Kim is getting paid for the additional duties she'll take on. Kewley: Because I've been here so long, I'll talk about the history of this position. When the GL was taken from the treasurer's office, there was a lot of arguing going on. Jodie and I agreed on specific things the clerks office would do and Kim agreed on specific things the treasurer's office will do. It's been going fine since then. I'm afraid someone else will come in and not work together as we have in the past. That's our fear. Lesperance: There have been times when Jodie gets busy with other responsibilities and we have to wait on something coming from Jodie. Marc Kleiman- I found a letter from the Department of Treasury from 2002, which states the statutes that put the general ledger into the County Clerks office. I wanted to give you a layout of projected possible costs if this was moved out of my office. Right now we have what Jodie's current pay rate is, I would be posting that new person to come in at the same grade, but at step one. A six months savings of the county would be \$3,525.60 and an annual savings of \$7,051.20. If this was moved over to the treasurer's office it would cost the county \$873 over the next six months \$1,747. Kim: When the GL was moved from our office six years ago, we had three full time people and a part time person was cut. Anderson- Marc is it a problem if we move it back into the Treasuries office? Kleiman- I think it should stay in my office and we are doing a good job with it. Jodie is going to be in the building, and she would be doing any training of the new person. My large concern of taking this from my office is, we had another 30 hour part time person and that person left to take a job in the Deeds office in 2006. That position was never filled and that work load was put on the rest of the staff. If the General Ledger is taken away, one of my fears is the County will want to take 20 hours out

of my office. If that happens we will not be able to keep up with our work loads. Anderson- My question is would you be doing a better job if this was moved into another office and you didn't have any cut in hours. Kleiman- Possibly. Anderson- Diane, if it goes into your office, do have any idea how much it will cost the county? Lesperance- I would definitely need to move my 20 up to a 30 and Kim would have to get her pay hiked for taking that. Anderson- I think for you to do a better job, it should be moved out of your office. I would be in favor of not cutting your hours. Furlong- I don't like the lack of a check and balance. If Jodie goes to Friend of the Court, yes we are going to have to hire someone. If the Ledger goes through the Treasurers office, Kim is going to have to be trained. Moving it from the Clerks office to the Treasurers office, I am opposed to it for the simple reason of checks and balances. Anderson: I think this should be handled between you two (Treasurer & Clerk) and I think there's a way we can help Marc by taking it out of that office, not cutting his time and that gives him a lot better situation to do his thing. Jodie's been doing overtime quite a bit through the years. If you put a new person in there it's even going to get harder. Marc and Diane should talk this over. Does this make the situation better for you Diane? Diane: It'll be more work, but she won't do it without getting compensated. Anderson: As a commissioner, I would not be in favor of cutting your hours Marc. Bousley: Let's say it moves to the treasurer office. Where would that leave the accts. payable person in the pay scale? Kleiman: I would put that with the rest of my deputies at a seven. It would offset the change. Furlong: I think the department heads should get together and find out where the GL best works or best fits. Anderson: Marc and Diane, get together and come back and give us a recommendation. Marc: are we going to have to come back to the personnel committee or can we just present it to you? We're on a time crunch. Furlong: Bring the recommendation to the committee of the whole, which would save a step. Diane: Is Kim going to be compensated for the extra work then? Anderson: We're putting it in your hands you're going to have to work it out. The benefit in the end, Marc will be less loaded. I'm not in favor of cutting any hours. I can't guarantee if budget cuts will change that. Furlong: Bottom line is the work has to get done, if it cost the county more money, then it does. At least you'll have an explanation.

**Correspondence:** None

**Any Other Items Members May wish to Present:** None

**Public Comment:** None

**Adjourned:** Moved by Garry Anderson to adjourn at 10:45 AM , supported by James Furlong

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
PERSONNEL COMMITTEE AGENDA ITEM**

|                           |                                                                                                                                          |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SUBJECT:</b>           | Job Classification/Salary Feasibility Study (DMG)                                                                                        |
| <b>DEPARTMENT:</b>        | Administration                                                                                                                           |
| <b>ATTACHMENTS:</b>       | Yes                                                                                                                                      |
| <b>SUMMARY:</b>           | Commissioner Pearson would like to discuss the possibility of having a new job classification-salary study done for all county employees |
| <b>RECOMMENDED MOTION</b> |                                                                                                                                          |

Submitted by:     **Brian Bousley**    

    **03/24/2011**      
Date

**WORKSHOP ACTION**

|                          |                                                       |
|--------------------------|-------------------------------------------------------|
| <input type="checkbox"/> | Forwarded to County Board for Approval as Recommended |
| <input type="checkbox"/> | Reviewed with no motion to carry forward              |
| <input type="checkbox"/> | Continue after additional review/research is obtained |
| <input type="checkbox"/> | Recommended with the following change(s):             |

**COUNTY BOARD ACTION**

**DATE:**

|                          |                                        |
|--------------------------|----------------------------------------|
| <input type="checkbox"/> | Approved                               |
| <input type="checkbox"/> | Disapproved                            |
| <input type="checkbox"/> | Approved with the following change(s): |
| <input type="checkbox"/> |                                        |

## SECTION 7

### OVERTIME

A. Overtime. Employees working more than 80 hours a pay cycle shall receive time plus one-half (1/2) of their hourly rates. This provision will exclude bargaining units and exempt employees of the county.

B. Compensatory Time. Time will be earned on an equal hour for hour basis. This will be allowed for exempt employees at the discretion of their Department Heads.

C. Exempt Employees. "Exempt" employees, as used in this Article, shall refer to employees exempt from the overtime provisions of the Federal Fair Labor Standards Act, being 29 USC 201, et seq. These employees shall be compensated on a salary basis. These employees include, by way of example and not limitation:

1. Officers elected by popular vote and persons appointed to fill vacancies in such offices.
2. Officers and employees for whom the Constitution specifically directs the manner of appointment.
3. Members of the boards and commissions specifically required by law to be appointees of the Board of Commissioners, the Governor or other non-County officials or official bodies.
4. Persons appointed by elected official to policy making positions (generally the one chief deputy or assistant to each of the elective officers.)
5. Bona fide Executive, Administrative and Professional employees as defined by the Fair Labor Standards Act legislation and in its implementing rules and regulations.
6. Non-Exempt Employees. "Non-exempt" employees, as used in this Article, shall be employees that are not exempt from the overtime provisions of the Federal Fair Labor Standards Act, being 29 USC 201, et seq.

## SECTION 8

### CLASSIFICATION PLAN

A. The County has adopted a classification plan provided by its consultant, DMG - Maximus, which is labeled Exhibit B, and is a part of this Personnel policy. All of the positions in the County are grouped into classifications so that all positions doing the same general type of work or with the same general level duties and responsibilities shall have the same classification. The classification of each position has been determined by the Study adopted by the Board of Commissioners on September 24, 2001. The Study will be effective starting October 1, 2001.

Requests for reclassification due to the assignment of significant additional duties will require the completion of a new compensation questionnaire by the Department Head and be approved by the Board of Commissioners. It will then be submitted to DMG who will provide a new job description and pay classification for the position. The

request for new positions will follow the same process. The Board of Commissioners may, at its discretion, initiate the reclassification process.

B. **Establishment and Classification of New Positions.** New positions shall be established only by the Board of Commissioners on the recommendation of the Personnel Committee. A Department Head wanting a new position established and classified shall make such a request to the Personnel Committee, through the County Administrator. A DMG Position Questionnaire must be completed by the Department Head and forwarded to DMG for a job description and classification, if approved by the Board

C. **Reclassification Determination of Existing Positions.** A Department Head wishing to recommend the reclassification of a position within their department shall make such a request to the Personnel Committee through the County Administrator, only if there has been a substantial addition or deletion of requirements to the position. The same position questionnaire as mentioned in B. must be completed by the Department Head. This process, if approved by the Board, will begin during the budget construction process for the next fiscal year. Implementation action will begin at the start of the next fiscal year, if funded.

## SECTION 9

### COMPENSATION

A. All County wages and salaries shall be set by the Board of Commissioners. All employees covered by these policies will be classified and placed on the approved Wage Schedule for each year. This wage rate shall not include longevity, shift differential, or other bonuses.

B. **Starting Wage Rates.** The starting wage rates for an employee in a given classification will normally be the base rate of the wage range, except:

1. When the employee enters the new classification by way of promotion from another County classification with a lower maximum wage rate, the employee shall be started at the lowest rate in the new classification which is at least three percent (3%) higher than the employee's current rate of pay.
2. When the employee brings recent directly comparable work qualifications to the classification, the Department Head may petition the Board of Commissioners to start the employee at a rate up to the two (2) year level, provided this rate will be within the Department's budget and the Department Head notifies the County Board of the starting rate.
3. Menominee County utilizes a six (6) year wage progression range.

C. **Longevity Bonus.** As of this contract those employees who have not received longevity will receive it effective on their 3<sup>rd</sup> anniversary date. Employees currently receiving longevity pay will continue receiving it on December 1<sup>st</sup> of each year, one hundred dollars (\$100) plus twenty-five dollars (\$25) for each additional year above three (3) years, up to a maximum of six hundred and fifty dollars (\$650).

## COMPREHENSIVE POSITION QUESTIONNAIRE OVERVIEW

In order to successfully conduct job evaluations, the consultant needs accurate information regarding job duties and responsibilities. Therefore, we are asking employees to complete a Comprehensive Position Questionnaire, which is referred to as the "CPQ". The CPQ is a fairly detailed questionnaire, which prompts questions and information regarding the essential functions and qualifications of each position. The CPQ is the best way for your organization to communicate to us about your position. Once completed, we will have important information about the nature and responsibilities of each position.

### JOB EVALUATION

The Archer Company uses the *Archer Point-Factor Job Evaluation System* to determine the relative worth of jobs within organizations for the purpose of establishing and maintaining an equitable, comparable, and non-discriminatory classification and compensation plan and structure.

The *Archer System* consists of the following criteria:

#### Work Requirements

- Data Utilization
- Human Interaction
- Equipment, Machines, Tools and Materials Utilization

#### Aptitude Requirements

- Verbal Requirements
- Mathematical Requirements
- Functional Reasoning Requirements
- Situational Reasoning Requirements
- Experience-Related Requirements
- Education-Related Requirements

#### Responsibility Requirements

- Span of Control
- Discretion and Planning
- Budgetary/Financial Accountability

Evaluations based on these job-related criteria will yield a quantitative score for each position. Internal equity will be established by grouping jobs of similar difficulty (thus, similar quantitative values) in the same grade.

### QUESTIONNAIRE (CPQ) CONTENT

Generally employees are encouraged to complete the CPQ's within a two-week timeframe. We recommend that employees keep a notepad by their desk or workstation during this period, to assist them in listing their job functions. It is important to pace oneself in completing the CPQ. In other words, an employee may want to fill out part of the CPQ each day. We urge employees to take the time to complete the CPQ's correctly. Most employees tell us it takes between 2 to 4 hours to complete the questionnaire.

We prefer CPQ's be completed with a pen. It is important for us to be able to read the employees' handwriting. If personal computers are used, the numbered responses should correspond to the questions on the CPQ.

Listed below are instructions to complete the CPQ.

## COVER PAGE

First, on the front cover we ask you to identify the name/names for the position, the division name, the department name, and the job title (position or classification).

## POSITION PURPOSE

Here we ask you to summarize the purpose of your position/classification in one to two sentences. In these sentences, state why your position exists. This is not the place to list specific tasks. You will do that next.

## POSITION RESPONSIBILITIES AND TASKS

Next we focus on the prioritized list of Essential Position tasks. We generally find that 80% of a position is described in 8-10 task statements. The remaining 20% could be described in 20-30 tasks. We are concerned with the 8-10 key tasks in this section. An essential task is one, which is directly related to the purpose of your position and cannot easily be delegated to someone else.

If you have a current job description or class specification, and you agree with it, you can attach that in lieu of writing each task. You will probably still want to edit the tasks, and provide the detail we will discuss next.

For each essential position task, we ask you to estimate the percentage of time spent on each task. *The percentage of time should total 100%*. Next, we ask that you state the frequency - or how often you perform the task: daily, weekly, monthly (etc.). And finally, we ask you to identify the five most important position tasks, in your opinion.

### Data/Information Used

As one completes the CPQ, you will note that the questions relate to the factors we measure in the job evaluation process. The next section of the CPQ is the data work requirement. We ask about the data you receive and the data you produce. In question 3a, you will list the types of documents, reports, charts, records etc. that are RECEIVED by you. For each item you list, tell us the purpose for which you are receiving the data for, and what you do with it. For example, you might be receiving timesheets. The purpose is to check for accuracy and completeness. What do you do with it? You may sign it and send on to the payroll department.

In question 3b, we ask you to list each document, report, chart or other piece of data and information you PREPARE. For each item you list, tell us why you are preparing it and what you do with it when you are done. For example, if you prepare a newsletter article, the purpose is to inform people, and when you are done writing it, you may send it to an editor.

Finally, in question 3c, we ask for the reference manuals, texts, drawings, diagrams etc. that you refer to in performing your job. For example, an attorney will reference statutes.

### Human Interaction/Communication

In question 4, we focus on the next work requirement, which is human interaction and communication. In 4a, we ask you to list the individuals and groups with whom you interact, in person, phone, fax, or in any other way, in order to perform your job. We ask you to list people within the organization with whom you communicate as well as those outside the organization. For example, you might talk to the public, state agencies, clients or vendors. Inside, you might communicate with co-workers, supervisors, and directors.

Questions 4b, 4c, and 4d, asks for details about employees you may supervise and the level of supervision.

## **Machinery, Equipment Tools Supplies And Materials Used**

The third work requirement is the use of machinery, equipment, tools and supplies. We ask specifically about each. As you review these questions recall that this questionnaire is used for all types of jobs. In this section or some other, there may be a question that does not apply to you. If so, put "NA" in the space, or strike a line through it.

### **Software**

In 5b, we ask you to state what you do with software and computers. For example, do you use computers for word processing, or for data entry into a mainframe system? Do you utilize desktop publishing? Do you design spreadsheets or databases? We ask that you itemize the type of computer software, and the specific purpose for which you use the software.

Now we have finished the three work requirements. The next sections of the questionnaire focus on the human aptitudes, which are measured in the Archer job evaluation system.

## **APTITUDE FACTORS**

### **Language**

The first aptitude factor we question is language requirements. In 6a, we ask you to check boxes, which identify areas of technical or professional language you must use in performing your job. We also ask you to identify the specific area of language you must use. For example if you check engineering you may indicate that your job requires knowledge of civil or structural engineering. If you check legal, in what areas of the law do you have to be knowledgeable? Again please list examples for each box you check.

### **Mathematical**

Question 7 focuses on mathematical requirements. Under 7b, for each item checked under 7a, provide at least one example of how you use the type of math in performing your job.

### **Situational**

The next requirement, question 8, concerns situational reasoning requirements. In question 8a, we ask you to list up to three examples of the types of decisions required in your work which are likely to have the MOST impact on the work of your unit, department or organization.

In 8b, we ask you to describe what types of errors or problems could result if your work were not performed correctly. The impact could be on your unit, the department, or the whole organization. This question is asked hypothetically. We are not checking up on your job performance. We are studying the potential impact of potential errors.

### **Experience**

The next human aptitude we measure is experience requirements. In 9a, we ask you to state the minimum number of years of experience, which you believe, would be required to perform your job, after a reasonable orientation period. Think about this in terms of what you would require if you were hiring your replacement. This is not the section to indicate your own experience. You do that next. Current job descriptions may be reference to identify minimum required experience. You also need to identify the kind of previous experience, such as accounting, supervisory.

In question 9b, list the previous three jobs you held prior to your current job. If you held more than one job in this organization, list them separately. We ask this information to validate the number of years of experience required to be qualified for your position. We have no intention of contacting your previous employers to verify this information.

In 9c, please indicate the number of months, or years and months in which you have held your current position.

### **Education**

Question 10 focuses on the educational requirement. When we evaluate positions, we often find that experience may be substituted for certain education. For example, a paralegal may not have formal training, but has learned the duties of a paralegal on the job. In this section though, we ask you to identify the amount of formal classroom training that is required to perform the tasks and responsibilities of your current position. Once you identify the amount of education, indicate the type of training, such as the major, or the concentration. For example if you list a bachelor's degree, indicate what field or fields would be appropriate.

In part 10b, we ask you to list the educational degrees, certificates or diplomas you may have, and the school or college which awarded them.

In part 10c, list any professional, paraprofessional or technical certificates or licenses that you currently hold. Beside each, state if it is required for the position you now hold.

### **RESPONSIBILITY REQUIREMENTS**

The last few questions relate to the scope of responsibility. In question 11, we ask you to describe the planning in your job. To answer this question, ask yourself when you come to work on a Monday morning do you ask yourself what has to be completed that day? Or do you think about what needs to get done by the end of the week? Or do you make plans toward a month or more? In some jobs, long term planning over months and even over a year may be required. Check each box, which represents a timeframe in which you plan your work activities, and for each box you check, make sure you give an example.

Question 12, focuses on the financial responsibilities of your position. We ask you to describe your responsibilities related to the budget process, accountability and authority of expenditures, and purchasing authority.

### **ADDITIONAL INFORMATION**

In this section, you may add anything else about your position, which you would like us to know. If you add additional pages, make sure they are securely attached, and that your name is on the top of the page.

### **SUPERVISOR'S REVIEW**

As part of this process, we request that supervisors review the CPQ's. If a supervisor disagrees with anything in the CPQ, any comments must be in writing in the Supervisor's Review Section. Supervisors are not allowed to change the CPQ contents, alter responses, or ask employees to alter their responses.

We find that in most cases, supervisors expand upon responsibilities employees may have forgotten. The supervisors must sign off on the CPQ's; and, the CPQ's must be reviewed and authorized by the department/agency directors.

# MENOMINEE COUNTY BOARD OF COMMISSIONERS PERSONNEL COMMITTEE AGENDA ITEM

|                           |                                                                                                                  |
|---------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>SUBJECT:</b>           | Archer Company study, September 28, 2010                                                                         |
| <b>DEPARTMENT:</b>        | Administration                                                                                                   |
| <b>ATTACHMENTS:</b>       | Yes                                                                                                              |
| <b>SUMMARY:</b>           | Findings of the Archer Company analysis for the County Clerk, Treasurer & 9-1-1 Departments; September 28, 2010. |
| <b>RECOMMENDED MOTION</b> |                                                                                                                  |
|                           |                                                                                                                  |

Submitted by:     **Brian Bousley**    

    **03/24/2011**      
Date

**WORKSHOP ACTION**

|  |                                                       |
|--|-------------------------------------------------------|
|  | Forwarded to County Board for Approval as Recommended |
|  | Reviewed with no motion to carry forward              |
|  | Continue after additional review/research is obtained |
|  | Recommended with the following change(s):             |

**COUNTY BOARD ACTION**

**DATE:**

|  |                                        |
|--|----------------------------------------|
|  | Approved                               |
|  | Disapproved                            |
|  | Approved with the following change(s): |
|  |                                        |



September 28, 2010

Mr. Brian Bousley, County Administrator  
Menominee County  
839 10<sup>th</sup> Ave.  
Menominee, MI 49858

Dear Mr. Bousley:

The Archer Company received several Comprehensive Position Questionnaires (CPQ's) from the County for review and analysis. As in the past, we used the Archer Job Evaluation System to analyze the content of these jobs and assign them to pay grades within your classification plan. The classification plan ranks all positions within the County for purposes of pay equity and establishes pay grades. Listed below are our recommendations.

**Chief Deputy County Clerk/Register of Deeds**

According to the CPQ, the position's purpose is to perform supervisory, administrative and clerical support functions for the County Clerk/Register of Deed. Examples of the essential functions include the following:

- Supervise and oversee clerical activities in the offices of County Clerk/Register of Deeds.
- Perform duties of County Clerk/Register of Deeds in absence of the same.
- Clerk for the 41<sup>st</sup> Circuit Clerk.
- Assist the public in obtaining Person Protection Orders.
- Issue certified copies of vital records.
- Maintain the Passport Manual.
- Respond to a variety of requests.
- Administer the jury selection process.
- Process voter registration for County voters.

Based on the above functions and the CPQ, we recommend upgrading the position to pay grade 11.

### **Deputy Clerk/AP & GL**

According to the CPQ, the position's purpose is to perform the duties pertaining to Accounts Payable and General Ledger maintenance. The position also is responsible for organizing elections. Examples of the essential functions include the following:

- Process A/P's, print checks, match invoices and maintain files.
- Produce and maintain accounts payable reports.
- Enter and post journal entries for department heads.
- Enter and post general journal entries for County payroll.
- Summarize health insurance premium invoice.
- Print all month end reports for Department Heads.
- Prepare miscellaneous bills listing for Board of Commissioners.
- Prepare and enter Budget Amendments and Line Item Transfers.
- Organize elections including candidate filings, ballots and notices.
- Work at all special elections.

Based on the above functions and the CPQ, we recommend the position remain assigned to pay grade 9.

### **Deputy Clerk/Circuit/Family Court**

According to the CPQ, the position's purpose is to receive and process legal documents for the Circuit/Family Court. The position also prepares court reports, forms and documents. Examples of the essential functions include the following:

- Serve as Court Clerk for Circuit Court.
- Enter Court filings/cases in Judicial Information System.
- Assist general public, attorneys, and other County employees.
- Prepare and transit reports required for Court and CCW Board.
- Maintain and organize CPL licensee packets, prepare licenses, correspondence and reports.
- Maintain JIS AS400 computer.
- Maintain, organize and maintain PPO forms, PPO packets and receive petitions.
- Prepare necessary forms, judgments, orders and vouchers for Court proceedings.
- Receive in-Court filings/monies.
- Pull case files for hearings and entered filings.
- Balance restitution and bond accounts.
- Maintain Court files.
- Assist general public.
- 

Based on the above functions and the CPQ, we recommend the position remain assigned to pay grade 7.

## **Deputy Clerk**

According to the CPQ, the position's purpose is to prepare and process payroll, human resource documents and benefits administration. Examples of the essential functions include the following:

- Prepares payroll for more than 100 employees.
- Performs bookkeeping and accounting functions.
- Administers and manages the Workers Compensation program.
- Maintains confidential Workers Compensation employee files.
- Maintains OSHA reports and logs of injuries.
- Administers and manages employee health insurance program.
- Maintains employee medical files.
- Executes and maintains County vital statistical records.
- Administers payroll/human resources computer software for the County.
- Assists in administering municipal retirement programs.
- Prepares quarterly and year-end Form 941 and Schedule B.
- Maintains personnel files.
- Maintains employee attendance data.
- Maintains Life insurance census/billing.

Based on the above functions and the CPQ, we recommend the position remain assigned to pay grade 7.

## **Telecommunications Specialist**

According to the CPQ, the position's purpose is to receive, assess and process calls from the public, law enforcement, fire and EMS and to dispatch response personnel or relay call to appropriate agency. Examples of the essential functions include the following:

- Answers E9-1-1 and administrative telephone lines.
- Prioritizes incoming calls and determines the need for and appropriate response personnel.
- Enters and records data into Positron Power 911 from emergency and administrative telephone calls.
- Dispatches response personnel from different agencies and provides emergency information and instructions.
- Maintains and updates Premise information data in Power 911.
- Maintains TAC certification for LEIN.
- Certifies new LIEN operators and re-certifies existing LEIN operators.
- Maintains knowledge of policies, procedures, reference sources, etc.
- Oversees shift dispatchers.

Based on the above functions and the CPQ, we recommend upgrading the position to pay grade 9.

## **Telecommunicator**

According to the CPQ, the position's purpose is to provide the public a source to report any emergency, non-emergency and/or complaint or concern they may have with expectation that the proper resources will be used to address their concerns. Examples of the essential functions include the following:

- Answers E9-1-1 and administrative telephone lines.
- Questions callers to determine location and nature of problem and accurately classifies each as an emergency or non-emergency call.
- Identifies the jurisdictional responding agency and the priority of the call. Locate and dispatch the closest appropriate resource.
- Performs various tasks while answering calls including managing the process of simultaneous telephone and radio traffic from field personnel.
- Processes and prioritizes various police officer traffic and other information requests using LEIN and other state, federal and international databases.
- Enters and records data into Positron Power 911 from emergency and administrative telephone calls.
- Dispatches response personnel from different agencies and provides emergency information and instructions.
- Operates TDD and TTY equipment.
- Monitors equipment alarms.

Based on the above functions and the CPQ, we recommend upgrading the position to pay grade 7.

## **Deputy Treasurer - Taxes**

According to the CPQ, the position's purpose is to coordinate the processing of delinquent taxes from settlement with the local units through the forfeiture and foreclosure process. Examples of the essential functions include the following:

- Responsible for the delinquent taxes from original delinquency through forfeiture and foreclosure.
- Establishes original delinquent taxes each year and calculates the delinquent tax receivable for each year.
- Processes tax payments received daily in mail.
- Processes all Presidential Residence Exemption Denials.
- Reviews current tax bills and millage rates before local units send out tax bills.
- Enters all address changes received into delinquent tax database.
- Updates current tax system with information for DS4410 report.
- Insures installation and implementation of all computer updates pertaining to tax law changes.
- Answers phones, direct calls, answers questions and waits on counter.

Based on the above functions and the CPQ, we recommend the position remain assigned to pay grade 8.

### **Deputy Treasurer - Accounting**

According to the CPQ, the position's purpose is to perform accounting/reconciliation functions for the County including balancing bank accounts and investments and reconciling to the County's General Ledger. Examples of the essential functions include the following:

- Balance all bank statements and CD investments.
- Code, track and receipt in incoming revenue including electronic fund transfers, grant payments, department deposits and other revenues.
- Assist with delinquent tax settlement process.
- Provides tax information to taxpayers, attorneys, title companies and others.
- Prepares information for and assists auditors during annual and preliminary audit.
- Clears accounts payable checks from bank statements, reconciles outstanding checks, and communicates with persons with stale dated checks to void and reissue.
- Calculate interest accrual at end of year.
- Prepare and track revenue accruals.
- Reviews Board of Review adjustments from cities, townships and villages.
- Balances daily cash collections.
- Creates invoices and vouchers.
- Logs all incoming mail and distributes.

Based on the above functions and the CPQ, we recommend assigning this position to pay grade 8.

### **Deputy Treasurer - Accounting**

According to the CPQ, the position's purpose is to assist and provide information to taxpayers, receipt delinquent taxes and department deposits, and balance daily collections. Examples of the essential functions include the following:

- Provides tax information to taxpayers, attorneys, title companies and others.
- Processes property tax payments and explains forfeiture and foreclosure process and timelines.
- Ensures tax payments are posted to correct taxes due.
- Transfers daily cash receipts to General Ledger.
- Handles and tracks NSF collections for Departments.
- Certifies property deeds.
- Balances daily cash collections.
- Operates postage machine.
- Answers phones and emails.
- Reviews receipting and notifies Deputy Treasurer – Accounting of errors.
- Creates and maintains files.

Based on the above functions and the CPQ, we recommend the position remain assigned to pay grade 7.

As usual, the Archer Company appreciates this opportunity to provide services to the County. If you need additional information, please contact me at 614-891-7034.

Sincerely,

A handwritten signature in cursive script that reads "Jim Battigaglia".

Jim Battigaglia, Regional Director