"Menominee County – Where the Best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858
www.menomineecounty.com

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Personnel Committee

Tuesday, December 17, 2019 – 9:00 AM
Menominee County Courthouse – Department of Administration
839 10th Avenue Menominee, MI 49858
(906) 863-7779

(A Quorum of the Menominee County Board of Commissioners may be Present)

A. Call to Order

B. Pledge of Allegiance

C. Roll Call (Commissioners: Phelps, Lang, Johnson, & Cech)

D. Approval of the Agenda

E. Approval of the Previous Minutes (March 13, 2019)

F. Public Comment *(Statements, not debate, limited to 5 minutes on agenda items only)*

G. Business

- Part-Time Custodian Position
- Part-Time Jail Cook Position
- Part-Time Dispatcher Position
- Full-Time IT Position/UES Contract
- Vacation Payout Request – L. Menacher

H. Public Comment (*Limited to 5 Minutes*)

I. Commissioner Comment

J. Adjourn

Menominee County Personnel Committee
Minutes of Meeting
March 13, 2019

**********Draft**********

The Personnel Committee met on March 13, 2019 at 10:03 AM at the Menominee County Courthouse, Administrator's office.

Call Meeting to order: Com. Phelps called the meeting to order at 10:03 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken; Lang, Phelps, Johnson & Cech are present. (All present)

Others present at the meeting were Marc Kleiman, Jeffrey Rogg,

Agenda was approved by Com. Cech, seconded by Com. Lang. Motion carried 4/0.

Previous Meeting minutes: Motion to approve minutes from December 7, 2018 meeting was made by Com. Cech, seconded by Com. Johnson. Motion carried 4/0.

Public Comment: None

Business:

a) **Prosecuting Attorney – Restructure/Add an Additional Attorney:** **Jason:** You've heard now from law enforcement agencies about the backlog of cases currently in the Prosecuting Attorney's office. A recommendation from the Prosecuting Attorney, Judge Barglind as well as Judge Hass is that this office does need an additional full time Assistant Attorney. This is due to the increased caseload, a lot of it has to do with the drug issues in Menominee County. They are also seeing more felony cases that take up more time to get through the system. They feel it justifies that this position is going to be a long term need, not something just to fix the current backload of cases. What I put together based on those recommendations is adding an assistant PA in that office, restructuring the organizational chart slightly where you'll have the PA as the elected official (Dept. Head); then create a new position (actually the current Asst.PA) just to rename the position as Chief Asst. PA. This person would remain at the same salary scale the current position is in which is a grade 17. That person would then have supervisory duties over the Asst. PA, investigator and Legal Secretaries in that Dept. The Chief Asst. would also fill in for the Prosecuting Attorney if they were not there. The Asst. PA would be an entry level position coming in. We do have updated job descriptions within. We are recommending that the county does add another full time position. I did hand out info. from other openings for similar positions in MI to get an idea of what the salary range is for those positions. Based on that and after talking to the PA's office we believe that this position should start at a grade 12. (Grades 12-16 are shown with costs to the county) Adding an Asst. PA at Grade 12 step 1, with benefits and a starting salary of $48,794.73 total cost to the County would be $75,941.11. The Asst. PA and Judges are confident they can find an attorney to fill the position at that wage. I'd like the current Asst. PA to add anything he would like to say. **Jeff Rogg:** The MI PA's association has a very detailed website and one of the components of it is a place where jobs can be posted. That's what the printouts are that Jason has provided. He and I worked on the

job descriptions together and he and I talked about the salary ranges together. When he first approached me about it, he had a number in mind and I said "I think that's a little rich, so let me check into it". That's when I went onto the PA's website and found some current openings and salary ranges paid throughout the state. I think we need to look a comparable counties. I think the salary grade of a level 12 would work just fine. I envision that job as an entry level position. We believe (and I believe) that we currently don't have enough manpower resources to handle the workload. Atty. Rogg explains the process of each case which takes time depending on the severity of each. **Phelps:** Do you feel that in the field out there, you will find someone. Would they have a desire to stick it out with this heavy backlog? **Rogg:** Yes, I feel if we get someone directly out of college, they'd be happy to have a job; able to pay their student loans. We may not retain for a long period, a few years perhaps, but they get the experience they need and we get the help we need. **Carviou:** We have explored other options Reality is that the need is probably greater than one attorney, right now I think we can find a way to afford one attorney and get them the resources they need. We're told to operate like a business but there's reason for business administration and public administration are two different things. In a business if you don't have the money you cut services or product to make things balance. In public administration you have a double bottom line. Yes we have to make our finances balance, but we also have another bottom line, to provide a service that the public expects us to provide. **Rogg**: Another thing that I would envision with the addition of another Prosecutor would be to allow our office to be more proactive. We're currently running the office like a "MASH" unit; running triage. Stop the bleeding and move on to the next person and stop his bleeding. That's frustrating because the way I like to approach my job professionally, is to do everything that I can, that I think needs to be done to do the very best job that I can, and right now that's not possible. **Johnson**: Is the backlog going to be a continuing trend, is it going to just keep increasing, is it a sudden influx over a number of years, or…**Rogg**: well my understanding is that there was a backlog of cases when Dan Hass was appointed probate judge. During that interval, he took the bench in September, I showed up on Nov. 30th, so there was about a eight week gap there when bill was running around like "more than a chicken with his head cut off". Nothing was being done except the bare bones minimum. So we got even further behind there. Then we got the murder case and that takes precedence over almost every other case and all time is spent on that. So we got further behind then. That case was rescheduled like five times. So you spend weeks preparing for the trial and then, rescheduled. **Johnson**: The backlog, are we maintaining that level now, are we still increasing? **Rogg**: I don't believe it is, I think we're holding even right now. Jason: You've heard the recommendations from everyone. We would be recommending to make a motion to add an additional attorney to the Prosecuting attorney's office. If the board does that, they will also need to address the job descriptions, since they've been updated. Com. Phelps moves to add an additional attorney to the Prosecuting Attorney's office. Supported by Com. Lang. 4/0

b) **Prosecuting Attorney – Chief Assistant Prosecuting Attorney & Assistant Prosecuting Attorney Job Descriptions –** Discussed above. Com. Cech moves to approve the job descriptions of the Chief Assistant PA and the Assistant PA. Com. Phelps supports. 4/0

c) **Prosecuting Attorney – Legal Secretaries Job Descriptions, Investigator Job Descriptions, and DMG Studies - Jason:** The previous PA decided to change the job duties within his office. I supported the staff in that office in their desire to receive updated job descriptions. I asked the legal secretaries to provide me with updated job descriptions as well as the DMG study survey. We got the job descriptions back, which were quite lengthy and I asked Sherry to cut them down a bit. There was a lot of repetitive things in there. We'll need approval to send this to the DMG for a pay grade evaluation. **Phelps**: Speaking of the DMG, Do you foresee a situation that is going to be way out of line here? Is this going to cause a lot of animosity?

Once we do the DMG Study, there's no turning back. **Jason:** When job descriptions change, it's good to do a wage study on them. I don't think the changes here are going to be enough to make a change in their pay grade, personally, based on the responsibilities of those positions. Ultimately it's up to the board if the DMG comes back with a change in pay, to make a change or not. The PA's office understands that, it's not just about the money, it's about getting the job descriptions updated. Teamster's Business Agent **Tony LaPlant**: Asks that the board consider doing this. You're hiring an additional prosecutor, the ladies will be getting the work of three people now instead of two. At least consider getting the job descriptions updated. **Jason:** With all the other changes within that office, now may be the right time to get all of the positions done and then it'll be taken care of for that office. There is a cost of $150 for each description. **Dana Cole:** I just want to reiterate, what we submitted for our job descriptions to the admin office. They asked us to list everything. That's why they're so lengthy. **Bernie**: DMG, The Deters' study in the beginning. Every department has the right to request a study within departments. Because circumstances in a department change, they should be requesting studies. **Cech:** Our County has many quality people in all departments. You could say that not everything is cut and dry as far as duties in the office. In the offices, you have to do to get the job done. I think we all agree we need to get some help in the office. Then worry until a later time to get the DMG done. **Sarah Maus** – My main goal to having my job description updated (Investigator) is because in the current job description, it has "NSF checks", which the PA has determined we are no longer doing. I personally have not been trained to do that job. I'm not saying I'm not willing to do so. Also my job description has "crime victim rights reporting" which when I was hired on, Mr. Merkel told me I would not be doing that. Since I was hired, I have taken some training to accomplish that duty, because it effects funding for the crime victim rights program. I am an IV-D worker, meaning I investigate child support cases and establishment of maturity. Other than that, I don't handle any criminal aspect of the PA's office. I am funded 66% federally. By doing the criminal work, it takes away from the 66% funding of my IV-D work. Jason thought it would be best to do both the changes in the job description and the DMG study. **Jason**: I can give the committee your options. 1. Approve DMG Studies on the new job descriptions. 2. Forgo the DMG studies and just update the job descriptions. **Phelps**: I would not agree with that. I have no idea what would justify a change within their job descriptions. 3. Option of doing nothing and keep the job descriptions in place as they are. Phelps: My opinion is we do the DMG Study. **Molly McRae:** the job description that we submitted to Jason and Sherry has been changed. I feel they were drastic changes, better fit for the DMG Study to be done. We were not aware of those changes until last minute. You can see the changes that have been made in the job description. We are extremely short staffed. I think is unfortunate, we're doing a disservice to the community. We have victims that are not being properly served. We're not able to communicate with them the way we're supposed to because we are short staffed. Yes, I strongly believe that an assistant will go a long way, but I do think the additional job duties (since I've been here) have added tremendous duties to the secretaries. **Jason:** Quite frankly, after reviewing the job descriptions after being broken down, I think they need to be cut down more. Job descriptions are supposed to be bullet point aspects of what you're doing. At this time I think I need to re-evaluate this with the staff in the PA's office. I would not recommend sending the job descriptions forward for a DMG evaluation. We're not ready for that. We'll send this back to the administrator for the next personnel meeting.

d) **Request to Convert 3 PT Positions to 2 FT Positions – Jason:** This came about when the undersheriff came to me with a report of the current overtime at about 70% at this time. The proposal that we came up with for the board to consider is…they currently have three part time positions that we pay out approx.. $52,000/year. What the sheriff dept. has been noticing is, a lot of times we hire a part time position and send them off for training (which we pay for);

Then they move to a full time position somewhere else. We haven't filled a part time position (that stayed) for quite some time. Part time positions are no longer efficient. One full time position will cost the county about $70,000, so two positions (FT) will be approx.. $140,000. When you look at the overtime costs, we should save money by going with two full time employees and getting rid of the part time positions. The Undersheriff says that we'd get much better performance from our employees if a full time employee vs. paying OT to the ones we already have; and it'll be much safer. The trend for overtime in the past three years has been 16/17 – $120,000; 17/18 - $145,000; year to date 18/19 – we've already spent $50,000 in the budget. I would like to see the board try this for one year (19/20) and see what it does to the overtime account. The unknown here is "how much will we save in overtime". **Sheriff Marks:** I'd prefer to have part time employees, they are resilient. But we can't get part timers to apply. Right now we're on mandatory overtime. That has an effect on the employee and their families. **Lang:** I think it's time we took the advice of our Sheriff who we trust very much and try this out. **Jason:** I agree. Worst case scenario, we try this out for a year, if it doesn't work out, then we go back to the part time positions. **Com. Phelps** moves to send this to the full board for a vote. **Com. Cech** supported the motion.

e) **Airport – Restructure of Organizational Chart and Personnel – Jason:** This is a plan that came from me while working with Jeff at the airport. (we'll cover e, f, & g) Right now the structure at the airport is, every year we budget for an airport manager that we never hire. It wasn't in my job description when I was hired. What I'm proposing is to eliminate the airport manager position altogether, saving $80,000. Eliminate the part time airport lineman position as well that would save about $30,000. Hire a full time lineman. Basically have two positions at the airport as Jeff is doing now (and has been). I'd like to change the organizational structure. The County Administrator oversees the airport; Jeff's position to become the Lead Operations Technician and he'd have a full time operations technician (working under Jeff). This change would have a savings of $42,000. Add the job description of the Airport manager to the County Administrator. **Lang:** would this new employee be trained to take over all of the duties that Jeff does? **Jason:** Yes absolutely. **Phelps**: If we take an individual on, if he can't operate a grader, he doesn't belong working at the facility. We need to have a backup. **Jason**: Yes, that person will also need to be qualified to take the certifications that Jeff currently has.

f) **Airport – Lead Operations Technician Job Description & Operations Technician Job Description – Jason:** I'd like this committee to allow me to get the DMG done on the Lead Operations Tech. position. Since we're adding supervisory duties to Jeff's position, I'd prefer to send it to the DMG for the salary recommendation.

g) **Administration – County Administrator Job Description: Jason:** The way I did these job descriptions is: I took the original lineman position and I took the airport manager's position. I took the high level stuff from the airport manager and put it into my own job description. Basically I'm setting myself up to be the airport director to oversee the high level management of the airport. I'm taking some of the everyday operations out of the job description and adding it to the Lead Operations tech. I've been doing the job already and would like to continue to do that until we have the airport issues resolved. **Com.Cech**, I move we have the board approve Jeff's Job description and pay one grade; to approve the new full time person in at the current grade (9) and allow the county administrator to add the airport manager duties to his job description. **Com Lang** supports the motion, to bring to the full board for discussion. What we just discussed would explode the DMG. 4/0

h) **Administration – County Administrator Evaluation Form – Jason:** I will be here in April for one year. There have been some suggestions to change the evaluation form. I really don't

have any issues with it the way it is. I did add one from another county for you to look at. My performance is tied to the raise in my contract. The commissioners can make changes if suggested. Sherry would take care of sending out the evaluation form and have you give her the scores to tally. The day of the meeting of the evaluation is the day I was hired one year ago. Jason will send out the evaluation and have the committee suggest any changes before we send it out for the board's evaluations.

i) **Drug-Free Workplace Policy** – We've approved the Drug-Free workplace policy in Dec./Jan. due to the Marijuana law. One of the unions said they had an issue because we didn't have an exemption for law enforcement and correction officer that have to handle control substances as part of their job duties. We added one paragraph that they agreed to. I'd like to move it forward to the board for employees to sign the updated version. The judges and their staff are employees of the Judicial Branch of the state of MI. The other employees fall under the Legislative Branch. We would like them to sign it, but we can't force them to. They will have to enforce this themselves. Elected officials are co-employers but sort of independent. I don't have any issues with them signing, so we should be good with that. It's a good policy and it protects the county. I would like to send this to the full board for consideration. Com. Phelps moves to recommend to the policy to the full board for approval, Com. Johnson supports. 4/0

Public Comment: None

Commissioner Comment: None

Adjournment: **Com. Phelps** made a motion to adjourn at 12:39 PM, **Com. Cech** seconded. Motion carried. 4/0

Menominee County, Michigan
Position Description

Title: Custodian (Part-Time)

Department: Buildings & Grounds

Date: April 2019

Purpose of Position

The purpose of this position is to clean and maintain Menominee County buildings and facilities. The work is performed under the direction of the Assistant Building & Grounds Maintenance Superintendent.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Cleans offices and restrooms; maintains supplies. Cleans windows. Sweeps, mops, dusts and vacuums floors. Collects and empties trash.
- Clean and scrub carpets.
- Removes snow and ice from parking lots and sidewalks when necessary.
- Locks and unlocks building.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as time sheets, material safety data sheets, and general operating manuals.

- Requires the ability to communicate orally and in writing with the Assistant Buildings & Grounds Maintenance Superintendent, all department staff and building occupants.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as vacuums, hand and power tools, and/or related materials used in performing essential functions.

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as cleaning.

- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

_____	_____
Employee's Signature	Supervisor's Signature
_____	_____
Date	Date

BUILDING & GROUNDS	Employee Name	Grade/Ste	Current Hourly	PROJECTED % INCREASE	PROJECTED SALARIES	LONGEVITY	HOSP PLAN	HOSPITAL INS	LIFE INS	FICA	FICA-MED	WORK COMP	RETIREMENT	Uniform Allowance	TOTAL
Custodian extension & Annex Courthouse complex 29/wk		PT	$12.00		$18,096	0	n/a	$0.00	$0.00	$1,121.95	$262.39	$1,429.58	n/a	200	$21,110

Hi-Tec (Contract)	Courthouse/Health/9th Street	$23,040.00 - $24,180.00	27.5 Hours/Week
Janitor's Closest	Courthouse	$22,800	17.5 Hours/Week
	Health	$11,520	

Menominee County, Michigan
Position Description

Title: Cook

Department: Sheriff

Date: October 2000

Purpose of Position

The purpose of this position is to Plan and prepare meals for inmate of the Jail. The work is performed under the direction of the Lieutenant/Jail Administrator.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans menus in accordance with state specifications; ensures proper nutritive content. Plans and prepares meals for inmates with special diets or medical restrictions.
- Prepares three meals daily for inmates; prepares bag lunches and special diets.
- Orders all groceries and kitchen supplies; shops for special needs; picks up, delivers and stocks groceries and other supplies and materials.
- Oversees the work of kitchen workers; reviews timesheets; oversees the kitchen cleaning schedule; washes dishes, pots and pans; cleans and maintains kitchen working area.
- Enforces and oversees food service health policy and food service inspections. Enforces kitchen sanitation standards; ensures sanitation and proper food handling procedures; enforces food rotation.
- Maintains kitchen equipment and controls inventory of knives and other materials and equipment.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training in Food Service or a related field with one year of food service experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.

- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

- Requires the ability to utilize a wide variety of reference and descriptive data and information such as order forms invoices, time sheets, medical diet requests, menus, logs, orders, schedules, charts, recipes and cookbooks, and general operating manuals.

- Requires the ability to communicate orally and in writing with the Lieutenant/Jail Administrator and all Jail staff, inmates, trustees, vendors, and the Jail Nurse.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, stoves, ovens, mixers, slicers, fryers, toasters, microwaves, dishwashers, knives and kitchen utensils, and/or related materials used in performing essential functions.

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as preparing food

- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature extremes, chemicals, machinery or disease may cause discomfort and poses a limited risk of injury.

- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

- Requires the ability to utilize a wide variety of reference and descriptive data and information such as order forms invoices, time sheets, medical diet requests, menus, logs, orders, schedules, charts, recipes and cookbooks, and general operating manuals.

- Requires the ability to communicate orally and in writing with the Lieutenant/Jail Administrator and all Jail staff, inmates, trustees, vendors, and the Jail Nurse.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

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Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature extremes, chemicals, machinery or disease may cause discomfort and poses a limited risk of injury.

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Employee's Signature	Supervisor's Signature
Date	Date

Menominee County Sheriff Department

Kenny Marks, Sheriff
Mike Holmes, Undersheriff

831 Tenth Avenue • Menominee, MI 49858
Phone: (906) 863-4441 • Toll Free: 1-800-236-0242 • Fax: (906) 863-2239

JOB DESCRIPTION
PART-TIME COOK

The position for part-time cook is varied hours per week schedule including weekends.

Part-time cook duties included but not limited to:

- Execute daily menu and special diet menu
- Assist in ordering and maintaining inventory
- Prepare meals and tray assembly for 75 – 100 meals per day
- Procedures for left over food – employee meals
- Prepare bag lunches for work release, work van, work van beverage cart
- Utilize proper food handling and production
- Maintain kitchen sanitation and hygiene standards
- Lift 20 – 50 pounds
- Maintain kitchen cleaning schedule
- Maintain proper rotation and storage of food items
- Operate and maintain kitchen equipment
- Log temperatures, meal count and cleaning duties
- Oversee kitchen personnel (trustees)
- Open communication with co-workers
- Compliance with all department procedures and regulations
- Knowledge of emergency procedures

Menominee County is an equal opportunity provider and employer

7/13/2016

SHERIFF DEPARTMENT	Employee Name	Grade/Step	SALARIES	PROJECTED % INCREASE	PROJECTED SALARIES	PROJECTED SALARIES	HOLIDAY PAY	LONGEVITY	HOSP PLAN	HOSPITAL INS	LIFE INS	FICA	FICA-MED	WORK COMP	RETIREMENT	
Corrections - Cook PT		pt	25 hrs/wk		$12.00	$15,600.00						$967.20	$226.20	$583.44		$17,377
Corrections - Cook PT		pt	25 hrs/wk		$11.00	$14,300.00						$886.60	$207.35	$534.82		$15,929
Corrections - Cook PT		pt	25 hrs/wk		$11.00	$14,300.00						$886.60	$207.35	$534.82		$15,929
																$49,235.00
Corrections/cook		DMG Gr8 Stp 6	$44,802.00		$21.92	$45,594	$5,216.96	1000	Single	$20,138.70	$30.00	$3,212.25	$751.25	$3,471.31	$3,647.49	$83,062

Menominee County, Michigan
Position Description

Title: E-911 Telecommunicator

Department: E-911

Date: May 2017

Purpose of Position

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.The work is performed under the direction of the E-911 Director or his designee.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

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 CAD (Computer Aided Dispatch) from emergency and administrative telephone calls.
- Dispatches response personnel from different agencies and provides emergency information and instructions.
- Operates TDD, TTY and TEXTTY equipment.
- Monitors equipment alarms.
- Performs other related functions as assigned or required.

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

Minimum Training and Experience Required to Perform Essential Job Functions

High School grad or equivalent certification in LEIN operation and Emergency Medical Dispatch and one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as calls, tapes, forms, logs, reports, training materials, policy and operational manuals, reference materials and books, policies, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Director and all dispatch personnel, all responding agencies and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

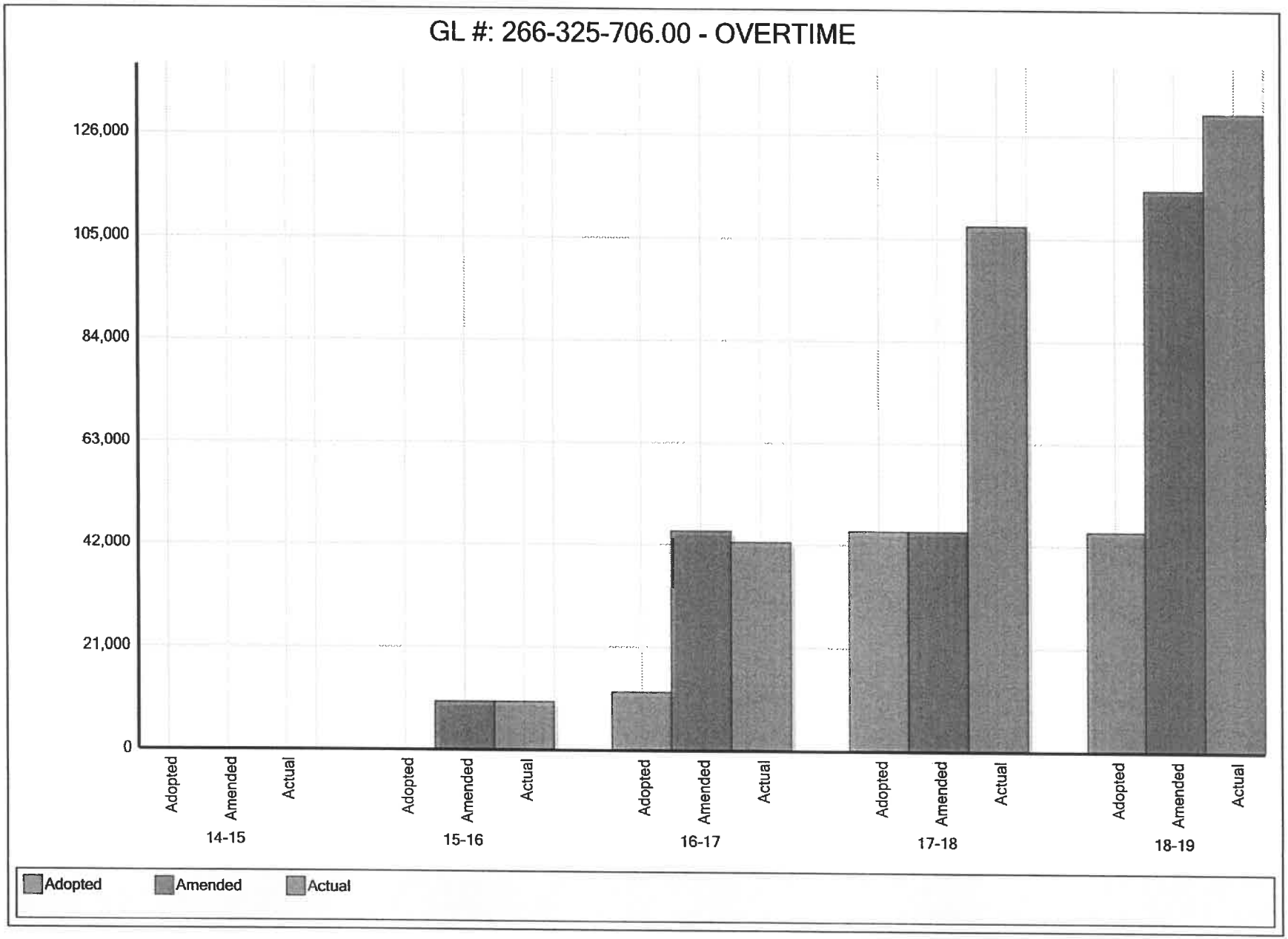
- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

_____	_____
Employee's Signature	Supervisor's Signature
_____	_____
Date	Date


GL #: 266-325-706.00 - OVERTIME
126,000
105,000
84,000
63,000
42,000
21,000
0
Adopted
Amended
Actual
14-15
15-16
16-17
17-18
18-19
Adopted
Amended
Actual

GL Period Details For 266-325-706.00

Fund: 266 EMERGENCY 911
Department: 325 EMERGENCY 911
Account: 706.00 OVERTIME
Category/Type: Expenditures - Expenditure

Period	DR Activity	CR Activity	Net Activity	Balance DR (CR)	Available Balance
10/01/2017	0.00	0.00	0.00	0.00	0.00
10/31/2017	8,225.26	1,793.73	6,431.53	6,431.53	38,568.47
11/30/2017	9,974.42	0.00	9,974.42	16,405.95	28,594.05
12/31/2017	6,461.15	0.00	6,461.15	22,867.10	22,132.90
01/31/2018	7,008.01	0.00	7,008.01	29,875.11	15,124.89
02/28/2018	8,407.94	0.00	8,407.94	38,283.05	6,716.95
03/31/2018	12,618.30	0.00	12,618.30	50,901.35	(5,901.35)
04/30/2018	6,543.17	0.00	6,543.17	57,444.52	(12,444.52)
05/31/2018	7,812.60	0.00	7,812.60	65,257.12	(20,257.12)
06/30/2018	6,671.49	0.00	6,671.49	71,928.61	(26,928.61)
07/31/2018	10,028.76	0.00	10,028.76	81,957.37	(36,957.37)
08/31/2018	18,162.24	0.00	18,162.24	100,119.61	(55,119.61)
09/30/2018	7,433.78	0.00	7,433.78	107,553.39	(62,553.39)
10/01/2018	0.00	0.00	0.00	0.00	0.00
10/31/2018	8,296.07	1,515.18	6,780.89	6,780.89	38,219.11
11/30/2018	15,878.10	0.00	15,878.10	22,658.99	22,341.01
12/31/2018	10,580.89	0.00	10,580.89	33,239.88	11,760.12
01/31/2019	11,791.25	0.00	11,791.25	45,031.13	(31.13)
02/28/2019	10,908.44	0.00	10,908.44	55,939.57	(10,939.57)
03/31/2019	13,537.68	0.00	13,537.68	69,477.25	(24,477.25)
04/30/2019	6,244.44	0.00	6,244.44	75,721.69	(30,721.69)
05/31/2019	9,206.44	0.00	9,206.44	84,928.13	(39,928.13)
06/30/2019	11,495.54	0.00	11,495.54	96,423.67	(51,423.67)
07/31/2019	9,655.21	0.00	9,655.21	106,078.88	(61,078.88)
08/31/2019	12,321.22	0.00	12,321.22	118,400.10	(3,400.10)
09/30/2019	12,141.01	0.00	12,141.01	130,541.11	(15,541.11)
10/31/2019	8,424.79	2,743.50	5,681.29	5,681.29	44,318.71
11/30/2019	11,488.69	0.00	11,488.69	17,169.98	32,830.02
12/31/2019	5,359.51	0.00	5,359.51	22,529.49	27,470.51
01/31/2020	0.00	0.00	0.00	22,529.49	27,470.51
02/29/2020	0.00	0.00	0.00	22,529.49	27,470.51
03/31/2020	0.00	0.00	0.00	22,529.49	27,470.51

Menominee County
Position Description

Position Title:	Information Technology Director	Creation Date:	2/2017
Department:	Information Technology	Affiliation:	
Reports To:	County Administrator	Grade:	

Purpose of Position

The Technology Director is responsible for the County's physical and virtual infrastructure and security administration activities with the objective of maintaining a high level of system availability and security. This position relies on extensive experience and professional discretion to provide recommendations and expertise for the entire systems environment including project management, analysis, design, implementation, support, maintenance, and monitoring. Researches, recommends and executes the server/security-related portions of the annual budget for completeness, accuracy, and conformance to the IT vision and strategy.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plan, design, procure, implement, support, maintain, monitor, and troubleshoot
    - Server operating systems, server applications, databases, disaster recovery technologies and system management tools including upgrades and patches
    - Server and computer backup systems
    - Virtualization technologies
    - Network Storage (SAN, NAS, etc.)
    - Department specific applications and interfaces including upgrades and patches
- Administer Windows Active Directory, Microsoft Group Policy, Domains, Domain Schemas, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Security policy configuration.
- Observes, interprets, and monitors installed systems. Checks application performance for potential bottlenecks, identifies solutions, and works with developers to implement fixes.
- Responsible for system and file security - secure/harden/patch/monitor all system environments within this position's jurisdiction. Administrate client and server security applications.
- Create, change, delete/audit user accounts per request. Controls access privileges and restrictions ensuring that policies and practices allow for specified account management controls.
- Serves as project leader of internal and external resources for installations and upgrades of complex technology systems.
    - Define system scope, integration, security, and reporting needs.
    - Create technical specs for RFPs, ensuring technical feasibility.
    - Coordinate purchase, installation, implementation, and training.
    - Manage project budgets, internal staff resources, third party vendors

- Provides highest level technical support including mentoring of other employees to assist and direct them to resolve technical issues and configuration problems.

- Maintain highest level of system security by researching/recommending/implementing new technologies and industry best practices. Administer client and server security applications (Secure email, Antivirus, Malware, Phishing, Spam, Application Firewalls, etc.)
- Analyze, respond to, and lead security incidents, including Application and Systems attempted and realized breaches. Prepare detailed written analyses of incidents with remediation and prevention documentation. Prepare risk assessments.
- Research, recommend, justify and prepare annual 3 year and Capital IT plans including presentation to committee. Assist other departments in preparation of their plans. Perform budget analysis to determine cost-benefits.
- Extracts digital evidence and performs examinations, preserving it for later use as evidence, analyzes the data, and prepares clear reports for Management, Legal, or Public review.
- Consults with internal and external users to determine their needs - recommend new products, presenting procedures, and methods of operation to improve business goals in a cost efficient manner.
- Establishes and maintains relations with hardware and software vendors. Engages with vendors and other IT personnel for problem resolution.
- Verifies all County systems follow established IT standards by approving or adjusting department recommendations.
- Documents network systems, applications and procedures with flowcharts, diagrams, manuals, detailed instructions, and other documentation.
- Administrate hardware (Servers, Appliances, etc.) inventory/warranty and software licensing (O/S, Applications)
- Prepares/Updates training materials and documentation for departmental and internal IT systems. Conducts training of end users regarding the operation of computer hardware and software.
- On-call as necessary for maintaining operating function
- Performs other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in Computer Science or related field with five years network experience, OR any combination of education and experience that provides equivalent knowledge, skills, and abilities.

- Ability to provide briefings to both technical and non-technical audiences.
- Excellent communication skills and exceptional customer facing skills with a high degree of professionalism. Logical, clear, and concise written and verbal communication skills.
- Strong ability to take ownership of assigned tasks and responsibilities.
- Must be able to use extensive independent judgment.
- Must display initiative, ability to work independently and within a team. Ability to react quickly to a fast paced, rapidly changing environment.
- Strong project management and organizational skills with ability to prioritize effectively.
- Strong knowledge of Microsoft Group Policy and Security policy configuration and administration. Experience with File Security, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Domain and LAN administration
- Understanding of virtualization technologies and configurations using HyperV. Experience with administration of virtual machine creation and maintenance.
- Working knowledge of Microsoft SQL Server 2005/2008/2012/2014.
- Working knowledge of Microsoft Exchange
- Working knowledge of network storage (SAN, NAS, Backup, etc.)
- Must have strong technical ability and outstanding troubleshooting skills. Ability to properly utilize logging information to diagnose issues and troubleshoot problems reported by users.
- Knowledge of networks, data processing, data communications, best practices, and current

evolving technology.

- Experience and discretion in handling confidential information.
- Ability to learn new software with or without formal training
- Considerable ability to adapt and learn new technical concepts
- Ability to troubleshoot in unfamiliar environments
- Ability to manage project scope and schedule.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, printer, copier, calculator, telephone, smart phones, tablets, teleconferencing equip. etc.
- Regularly required to sit; use hands to finger, handle, or feel objects, tools, keyboards, or controls; reach with hands and arms; and talk or hear.
- Frequently required bend, stoop, lift, and move computer equipment.
- Occasionally required to stand, kneel and crouch.
- Specific vision abilities required include close vision, color vision, depth perception, and ability to adjust focus.
- Ability to lift, carry, push, pull or otherwise move up to 25 pounds regularly and up to 50 pounds occasionally, understanding and utilizing proper body mechanics.
- Ability to work in all locations where computer equipment is located (inside squad cars, wiring closets, etc.).

Mathematical Ability

- Ability to add, subtract, multiply, divide, in all units of measure, using whole numbers, common fractions and decimals.

Language Ability and Interpersonal Communication

- Ability to read, comprehend and interpret a variety of documents including computer documents and graphics, log sheets, policies and procedures, inventory reports, product literature, hardware and software manuals, trade publications, and general correspondence.
- Ability to analyze and design information flow
- Ability to analyze software/hardware and make recommendations
- Ability to understand and interpret departmental user needs.
- Ability to problem solve issues between department and IT and to resolve conflicts.
- Ability to prepare a variety of documents including equipment placement and requirement reports, purchase requests, hardware/software documentation, and general correspondence.
- Ability to use and interpret computer related terminology.
- Ability to maintain confidentiality.
- Ability to work independently making sound decisions using good judgment.

- Ability to communicate effectively with County department personnel, computer users, consultants, sales representatives, outside agencies, and the general public verbally and in writing.
- Ability to apply common sense understanding to carry out instructions and make decisions

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Jason Carviou

From: Robert Jamo
Sent: Saturday, December 07, 2019 6:21 PM
To: Jason Carviou
Cc: Linda Menacher
Subject: District Court Employee Vacation Pay Out Request

Follow Up Flag: Follow up
Flag Status: Flagged

Jason,

Linda Menacher has requested to be paid out for 14 days (112 hours) of her vacation for 2019. Linda has not been able to use all her vacation this year because of her work load and circumstances beyond her control. I support Linda's request and ask that it be considered by the Menominee County Board of Commissioners this month.

I believe the County Board should grant this request because of these factors:

- Judge Barstow's retirement at the end of March, the next four months with Probate Court Judge Hass filling in, and my starting as a new judge at the end of July, created additional work for Linda and limited her opportunities to take vacation.
- The absence of other District Court employees because of illness or vacation limited Linda's ability to take vacation this year. As you know, the District Court has four employees: District Court Clerk, Deputy Clerk, Probation Officer and Linda who serves as Judicial Assistant/Court Recorder/Magistrate.
- The increased case activity and staffing in the Prosecutor's office has increased the volume of work for the entire District Court staff. All the civil infractions and adult criminal cases initiated by the Prosecutor's office are handled in the District Court.

Thank you for your assistance with this request Jason. I plan to attend the County Board meeting when the request is considered. If you need additional information, or have questions, please let me know.

Judge Robert J. Jamo
95A District Court
839 10th Avenue
Menominee, MI 49858
(906) 863-9408
rjamo@menomineeco.com

Employee Leave History Report For County Of Menominee
01/01/2019 - 12/06/2019

Check Date	Check No.	Leave Bank ID	Prior Balance	Leave Accrued		Leave Used	Leave Lost	Leave Adjusted	Leave Bought Out	Ending Balance
516 - Menacher, Linda										
01/04/2019	DD21709									
		CRT Annual	120.00	0.00		0.00	0.00	0.00	0.00	120.00
01/18/2019	DD21823									
		CRT Annual	120.00	0.00	Pre-Roll	0.00	120.00	0.00	0.00	240.00
				240.00	Post-Roll	0.00			0.00	
02/01/2019	DD21936									
		CRT Annual	240.00	0.00		0.00	0.00	0.00	0.00	240.00
02/15/2019	DD22048									
		CRT Annual	240.00	0.00		0.00	0.00	0.00	0.00	240.00
03/01/2019	DD22163									
		CRT Annual	240.00	0.00		0.00	0.00	0.00	0.00	240.00
03/15/2019	DD22276									
		CRT Annual	240.00	0.00		0.00	0.00	0.00	0.00	240.00
03/29/2019	DD22392									
		CRT Annual	240.00	0.00		0.00	0.00	0.00	0.00	240.00
04/12/2019	DD22506									
		CRT Annual	240.00	0.00		0.00	0.00	0.00	0.00	240.00
04/26/2019	DD22620									
		CRT Annual	240.00	0.00		0.00	0.00	0.00	0.00	240.00
05/10/2019	DD22732									
		CRT Annual	240.00	0.00		48.00	0.00	0.00	0.00	192.00
05/24/2019	DD22843									
		CRT Annual	192.00	0.00		0.00	0.00	0.00	0.00	192.00
06/07/2019	DD22956									
		CRT Annual	192.00	0.00		0.00	0.00	0.00	0.00	192.00
06/21/2019	DD23073									
		CRT Annual	192.00	0.00		0.00	0.00	0.00	0.00	192.00
07/05/2019	DD23189									
		CRT Annual	192.00	0.00		0.00	0.00	0.00	0.00	192.00
07/19/2019	DD23306									
		CRT Annual	192.00	0.00		0.00	0.00	0.00	0.00	192.00
08/02/2019	DD23425									
		CRT Annual	192.00	0.00		0.00	0.00	0.00	0.00	192.00
08/16/2019	DD23543									
		CRT Annual	192.00	0.00		0.00	0.00	0.00	0.00	192.00
08/30/2019	DD23663									
		CRT Annual	192.00	0.00		0.00	0.00	0.00	0.00	192.00
09/13/2019	DD23782									
		CRT Annual	192.00	0.00		0.00	0.00	0.00	0.00	192.00
09/27/2019	DD23903									
		CRT Annual	192.00	0.00		0.00	0.00	0.00	0.00	192.00
10/11/2019	DD24020									

Employee Leave History Report For County Of Menominee
01/01/2019 - 12/06/2019

Check Date	Check No.	Leave Bank ID	Prior Balance	Leave Accrued	Leave Used	Leave Lost	Leave Adjusted	Leave Bought Out	Ending Balance
		CRT Annual	192.00	0.00	16.00	0.00	0.00	0.00	176.00
10/25/2019	DD24139								
		CRT Annual	176.00	0.00	8.00	0.00	0.00	0.00	168.00
11/08/2019	DD24255								
		CRT Annual	168.00	0.00	8.00	0.00	0.00	0.00	160.00
11/22/2019	DD24371								
		CRT Annual	160.00	0.00	0.00	0.00	0.00	0.00	160.00
12/06/2019	DD24487								
		CRT Annual	160.00	0.00	32.00	0.00	0.00	0.00	128.00
Employee Totals:									
		CRT Annual	120.00	240.00	112.00	120.00	0.00	0.00	128.00
				240.00	112.00	120.00	0.00	0.00	
Grand Totals:									
		CRT Annual	120.00	240.00	112.00	120.00	0.00	0.00	128.00
				240.00	112.00	120.00	0.00	0.00	