MENOMINEE COUNTY
PERSONNEL COMMITTEE
MEETING

~A QUORUM OF THE BOARD MAY BE PRESENT~

DATE: **Tuesday ~ February 6, 2018 (Rescheduled from 1/31/18)**
TIME: 9**:30 AM**
PLACE: **Menominee County Courthouse ~ Administrator's Office**

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

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Meeting Minutes
   October 18, 2017
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*

7. Business

   a) Library ~ Staffing Requests

   b) Equalization Director ~ Retirement

   c) PA/FOC Investigator ~ Investigator Retirement

   d) Sheriff Department ~ Personnel Retention Issues

8. Public Comment
9. Commissioner Comment *(limited to 5 minutes)*
10. Adjournment

Menominee County Personnel Committee
Minutes of Meeting
October 18, 2017

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

The Personnel Committee met on October 18, 2017 at 10:00 AM at the Menominee County Courthouse, Administrative Office.

Others present at the meeting were Sherry DuPont, Marc Kleiman, Diane Lesperance, Peggy Schroud and Sharon Klumpp – via conference call.

Call Meeting to order: Commissioner Piche called the meeting to order at 10:00 PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken; Coms. Piche, Lang and Phelps present, Com. Cech - excused.

Agenda was approved by Com. Phelps and supported by Com. Lang to approve the agenda as written. Motion approved 3/0.

Previous Meeting minutes: None

Public Comment: None

Business:

a. **Sharon Klumpp – Springsted Waters Recruitment – Sherry:** Well, I guess we can start by asking the commissioners if they have anything to change or add to the brochure. I know there were a couple of spelling corrections. **Sharon**: I have made those changes and plan to send a final copy of the brochure after the meeting to get any other final changes. **Sherry**: Does anyone have anything to add or change in the brochure? **Com. Phelps**: I read through the brochure and I think you did an excellent job – there's no vagueness in it. Under "Economic Development" and "building relationships"- I'm hoping to get more involvement with our sister city across the river. **Com. Piche**: Any word or anyone showing any interest so far? **Sharon**: We haven't sent out the advertisement yet. We are waiting for approval of the brochure – which is the basis for the ad. I have set up a timeline as follows:

TASK	DATE
Personnel Committee reviews/modifies recruitment brochure	**October 18**
County Board approves brochure	**October 24**
Advertising and outreach	**October 26 – November 28**
Initial screening; request and review additional information from most promising applicants	**November 29 – December 22**
County Board reviews candidate materials and selects finalists (consultant onsite)	**December 26 – January 9**
Interviews (consultant on-site)	**Week of January 22**

Once the CB approves the brochure, advertising and outreach will start October 25/26 through the end of November (we will keep it open after that date in case any other qualified individuals wish to apply). We will start by posting it on websites-both Michigan and Wisconsin, Government Financial Office Association, generate a list of names of people who may not be looking for a new job, but might be interested in this opportunity plus be a good fit and making phone calls to see if there is any interest. From there, we will do initial screening of most promising applicants. This will take approx. 3 weeks to request and review any/all additional information and decide if there is anything that could pose a potential issue. After Christmas, the CB will review promising candidate packets and select finalists. We will then schedule interviews for the week of January 22, 2018, after background and reference checks are completed. **Com. Phelps**: Sherry will any of these timeframes interfere with any CB member vacations? Will they be giving you an idea of who and when they would be on vacation? **Sherry:** I would assume that they would all let me know. **Sharon**: These dates are a period of time – for instance: the week of December 26 through January 9th – these are the dates to choose from for the tasks to be reviewed. Remember, the CB will only have to worry about review of promising candidates to push forward to the interview process. If those dates don't work, we can change them to say: January 2 to January 9th instead of the week after Christmas. **Marc**: I just want to mention that there are 2 other school districts that service our area – Norway/Vulcan – Dickenson County and Bark River. **Com. Phelps**: I think we should also mention the fact that we have UW and NWTC across the river in Marinette. **Sharon**: All good suggestions, however, we have to remember word count and I'm going to have to condense somewhere. **Peggy**: Maybe we can say "Both public and private schools are available in the area." **Sharon**: Yes, that was my thought – getting back to my comment of needing to consolidate in some areas. There are three main areas we need to concentrate on – Job Description, Capabilities and Leadership opportunities. Then we need to look at minimum qualifications. If a candidate comes in with a Master's Degree and 4 year experience, I'll push the application forward. If someone comes in without a degree, but has excellent experience – I'll get that information. If someone comes in with a degree in French and 10 years' experience – I'm not going to reject the application because the degree is in French. We will be flexible and looking at all scenarios. **Com. Piche**: I'm glad you're willing to be flexible with the amount of education/degrees the person has. I've worked with Michigan State University (MSU) in the past and they were really strong on the fact that it had to be a Bachelor's degree and set qualifications – until recently, they bent on the rules a bit. Did you come across any negatives as far as candidates looking at Menominee County when you talked to us one on one? **Sharon**: Nothing negative. Depends on the individual whether they like sports, cold weather, doesn't mind a less populated area, etc. **Com. Phelps**: I think having experience working with a governing body. Those fundamentals are crucial for this position. **Sharon**: This person needs to understand that they will be working with the board. They will need to gather and compile information to present the best recommendations to the board - by working with department heads and other staff members. **Diane**: Does the duties include managing the Airport and Building & Grounds? **Sherry:** No, not the Airport not listed on the job description. **Sharon**: Correct, the Airport is not included as part of the Administrator's responsibilities, but will (looking at the last bullet under responsibilities) oversee issues pertaining to Building and Grounds. **Sherry**: Sharon, is there anything else you need from us? **Sharon**: Well, I'll need to get any other changes you wish to include in the brochure. I will get more specific on the timelines in order to make revisions. **Sherry**: I've just sent an email to the department heads for their input, letting them know any suggestions need to be done before tomorrow afternoon in order for the brochure to be available for the CB meeting Tuesday. **Com. Piche**: Any thoughts, Bernie? **Com. Lang**: I think everything has been covered quite thoroughly. **Sharon**: I'll make a note to get you a final copy of the brochure in time for the board meeting Tuesday. **Com. Piche**: A motion to move brochure to the board for approval was

made by Com Phelps supported by Com. Lang. Motion carried 3/0.

Public Comment: None

Commissioner Comment: Com. Phelps: I want to thank everyone for coming. **Com. Piche:** I am glad we had department heads take part in this process.

Adjournment: Com. Lang made a motion to adjourn, Com. Phelps seconds. Motion carried 3/0. Meeting adjourned at 10:50am.

Menominee County, Michigan
Position Description

Title: Library Assistant

Department: Library

Date: Draft

Purpose of Position

The purpose of this position is to assist with circulation and back room Library operations. The work is performed under the direction of the Library Director.

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.

- Performs Library circulation and reference duties ~~desk tasks~~; assisting patrons; checks materials ~~books~~ in and out; answers phones and assists callers; assists patrons with internet access and reference searches; requests and receives interlibrary loans; and recommends authors and books. ~~in finding references and information in books and on the computer~~.
- Assists in technical services by ~~back room tasks in~~ preparing books and materials for circulation; repairs and covers books~~; files new book cards~~.
- Prepares ~~for~~ and conducts programs for all ages and ~~storytime readings and fingerplays; prepares crafts for children and~~ decorates the library seasonally ~~children's section~~.
- Prepares publicity and public relations items for print and electronic posting. Prepares a variety of lists, correspondence and materials: collates statistics.
- Shelves,~~ and~~ shelf-reads and files materials ~~books and materials~~ in library and on bookmobile. Selects materials for specific purposes.
- 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 Library Science or a related field 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 process~~, calculate, compute, summate, and/or tabulate data and/or~~ complex information. Includ~~es~~ing the ability to perform subsequent action ~~in relation to~~ based on established standards and to recognize effects and relationships ~~these computational operations~~.

- ~~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 and descriptive data and information ~~such as requests, attendance records, childrens' books, references materials and databases, correspondence and general operating manuals~~.

- Requires the ability to communicate orally and in writing with the Library Director and all library staff, patrons 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 35-40 ~~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

Menominee County, Michigan
Position Description

Title: Bookmobile Assistant

Department: Library

Date: Draft

Purpose of Position

The purpose of this position is to assist with the operation of the Bookmobile and Library. The work is performed under the direction of the Library Director and the Outreach Coordinator.

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.

- Performs Bookmobile and Library circulation and reference duties; assist~~s~~ing students and patrons; checks materials in and out; assists patron with internet access and reference searches; requests and receives interlibrary loans; and recommends authors and books. Prepares and delivers classroom loans.
- Prepares publicity and public relations items for print and electronic posting. Prepares a variety of lists, correspondence and materials; collates statistics. ~~Prepares web page information, new book lists, station books, overdue lists.~~
- Prepares and ~~C~~conducts programs for all ages ~~including summer reading and storytime~~.
- Assists with building, collection and supply inventories.
- Shelves, shelf-reads and files materials and books in library and on bookmobile. Selects materials for specific purposes.
- Assists in maintaining and cleaning the bookmobile.
- Performs other related functions as assigned or required.
- Operate bookmobile in absence of outreach cordinator.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training in Library Science or a related field with one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires possession of a valid Michigan driver's license and chauffer's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to process complex information. Including the ability to perform subsequent action based on ~~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 and 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 variety of reference, descriptive ~~and/or advisory data~~ and information ~~such as class and reading lists, requests, schedules, logs, reference materials, policies, manuals, procedures, guidelines and non-routine correspondence~~.

- Requires the ability to communicate orally and in writing with the Library Director and all library staff ~~personnel~~, teachers, students, ~~the media,~~ patrons 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, bookmobile, hand truck, 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 35-40 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.

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

State Tax Commission
Requirements of the Equalization Director

The Equalization process is vital to guaranteeing that properties are assessed at 50% of market value as is required by Article IX, Section 3 of the Michigan Constitution of 1963. County Equalization serves as a check on assessments determined at the local level, ensuring they are fair and equitable across the County.

The responsibilities of County Equalization rest primarily with each County's Board of Commissioners. Recognizing the technical and difficult nature of equalization duties, the State, through the General Property Tax Act, requires each County to employ a certified Equalization Director to assist and advise the Board in fulfilling their duties.

In addition to the general purpose of ensuring fair and equitable assessments, statutory requirements of County Equalization include the collection and analysis of sales data, providing assessment assistance to local units, and providing the State Tax Commission with annual reports.

The purpose of this document is to provide County officials with information regarding the statutory and State Tax Commission guidelines for County Equalization. The policies can be found in the General Property Tax Act of 1893, as amended and State Tax Commission rules and publications.

BASIC REQUIREMENTS

Each County must establish a Department of Equalization and appoint a Director of that department. R 209.41 (1), MCL 211.34 (3)

The Director of the Equalization Department is to be appointed by and serve the County Board of Commissioners. MCL 211.10d (11)

The Director of the Equalization Department must be certified by the State Tax Commission at the level required by the State Tax Commission. MCL 211.10d (11)

Two or more Counties may jointly establish a shared Equalization Department. Any joint Equalization Department must assist the Boards of Commissioners of each County in meeting the requirements of the General Property Tax Act and State Tax Commission rules and policy. MCL 211.34b

ANNUAL DEADLINES

By **the third Monday in February,** the Equalization Director must publish a statement showing the tentative recommended equalization ratios and estimated multipliers necessary to compute individual state equalized value of real and personal property for each classification in each local unit. MCL 211.34a (1)

By **the Wednesday following first Monday in April** or the tenth day after adjournment of the March Board of Review which ever occurs first the Equalization Director must receive the completed assessment roll from each local unit of government. MCL 211.30 (6)

By **the second Monday in April**, the Equalization Director must prepare a report that recommends the equalized value of each class of real and personal property for each local unit and present it to the County board of Commissioners. R 209.41 (6)

By **the third Monday in April**, the Equalization Director must file form L-4023, reporting the final recommended state equalized values for each class, with the State Tax Commission for each local unit. R 209.41 (6), MCL 211.150(4)

By **the first Monday in May**, Deadline to file official County Board of Commissioners report of County Equalization (L-4024) with the STC. R 209.52(5)

By **the first Monday in May**, the Equalization Director must compute these amounts and the current and immediately preceding year's taxable values for each classification of property that is for each unit of local government in the County. This must be filed with the State Tax Commission. R 209.5(2) MCL 211.34d (2)

By **the first Monday in June,** the Equalization Director must deliver the statement of the computations to the county treasurer. The county equalization director must also calculate the millage reduction fraction for each unit of local government in the county for the current year. MCL 211.34d (3)

By the **fourth Monday in June,** the Equalization Director must report all of the following to the State Tax Commission: MCL 211.27d

(a) Total taxable value of all property in the county as of the fourth Monday in May.

(b) Total taxable value for each classification of real and personal property.

(c) Total taxable value of all property in the county that receives a principal residence exemption or qualified agricultural property exemption.

(d) Total taxable value of all property in the county for which a principal residence exemption or a qualified agricultural property exemption has not been granted.

By **June 30**, the Equalization Director shall file an interim status report with the State Tax Commission. R 209.41 (4)

By **November 1**, the Equalization Director must deliver the year's sales studies to the State Tax Commission.

By **October 31st**, the Equalization Director submits apportionment (L-4402) to the STC. MCL 211.37 and 207.12

By **December 1,** the Equalization Director must report equalization studies to the assessors in each township and city.

By **December 31,** the Equalization Director shall prepare and submit one copy of the equalization study to the County Board of Commissions and another to the State Tax Commission. R 209.41 (5)

Menominee County, Michigan
Position Description

Title: Equalization Director

Department: Equalization

Date: August 2003

Purpose of Position

The purpose of this position is to oversee department operations and communicate with local government units, the State Tax Commission and the public. The position is responsible for supervising the annual equalization study and apportionment study for real and personal property taxes.

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.

- Oversees and monitors all department operations involving taxes of real and personal property. Supervises department staff.
- Reviews and tracks a variety of documents and correspondence; tracks deed transfers and splits; verifies descriptions on deeds with tax rolls; reviews rolls and building permits.
- Responds to requests for information regarding taxes; provides technical support to customers and other departments.
- Conducts field appraisals for values of real properties, personal properties and audits.
- Calculates sales studies and makes appraisals in all classes of real and personal property throughout the County.
- Calculates taxable values and state equalized and capped values throughout the County.
- Review millage request from units on an annual basis for accuracy.
- Prepares, submits and maintains records and reports for County units and the State Tax Commission; oversees the printing of assessment rolls and notices of assessment changes and taxable value changes.
- Attends a variety of meetings and classes pertaining to state tax methods.
- Assist the local unit assessors in conducting appraisals, completing forms and complex properties for value.
- Teach assessor renewal courses and new assessors courses as required.

- Supervise staff of Equalization department, including conducting performance evaluations, planning, assigning and reviewing work, maintain standards, employee hire, discipline and discharge. Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate's degree in Assessment, Real Estate or a related field, CMAE III completion is required with three years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires possession of a valid Michigan driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

- Requires the ability to provide staff supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as assessment rolls, tax rolls, reports state manuals, policies, procedures and non-routine correspondence.

- Requires the ability to communicate orally and in writing with the Director and all department staff, local government units, State personnel and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; requires the ability to perform mathematical operations with fractions, geometry, algebra and statistics.

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, vehicles 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 a combination ofsafe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury and ability to work under conditions of some hazard and risk to physical 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

Menominee County, Michigan
Position Description

Title: Equalization Director

Department: Equalization

Date: January 22, 2018

Purpose of Position

Develops and carries out policies for conducting surveys of assessments and assists the Board of Commissioners in the Equalization of assessments as required by State statute and regulation. Directs and conducts studies and analysis for the appraisal of real and personal property in order to ensure fairness in assessing units required by Michigan property tax laws. Director ensures that accurate assessment records are maintained. Person in this position will report to the Menominee County Board of Commissioners with respect to administrative matters.

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.

- Develops and implements the necessary procedures in order to assure the orderly and equitable survey of assessments to determine the true cash or market value of real estate and personal property.
- Manages the department staff which is engaged in obtaining the necessary data for use in the equalization process.
- Prepares appraisal guidelines to supplement and aid staff in the performance of assignments.
- Directs the computations and calculations which result in the millage reduction fraction for each taxing jurisdiction in the County (county, township, school district, village, etc.)
- Review millage request from units on an annual basis for accuracy.
- Confers with and coordinates activities with local assessors, County officials and other governmental unit representatives as required.

- Keeps abreast of Michigan Tax Tribunal cases, recent court rulings, industrial and commercial facilities exemptions, and other matters relating to property tax administration.
- Appears at meetings with the general public dealing with taxation.
- Evaluates applicants for positions within the department and makes final selection of new employees.

Recommendations

- Furnishes assistance to local assessing officers in the performance of duties imposed upon those officers by the General Property Tax Act, including the development and maintenance of accurate property descriptions, the discovery, listing, and valuation of properties for tax purposes, and the development and use of uniform valuation standards and techniques for the assessment of property.
- Represents the County before the State Tax Commission.
- Keeps informed of the real estate market, proposed legislation, and economic conditions affecting the County and real property values within the County.
- Responsible for the valuation of property throughout the County destroyed in whole or part by acts of nature (damage assessment).
- Meets all State Tax Commission requirements and deadlines.
- Any other duties as assigned.

Required knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Michigan Advanced Assessing Officer (MAAO) certification Level (III) from the State Tax Commission.
- Valid Michigan Driver's License.
- Approximately 3 years of progressively more responsible experience in appraising all types of property with some supervisory/administrative experience.
- Working knowledge of computers and experience with BSA Software, Apex, and GIS.
- County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, bend, stoop, kneel, climb stairs and to use hands to finger, handle, or feel objects, tools or controls. The employee must be able to walk over uneven terrain to conduct appraisals of property and structures. The employee is often required to verbally communicate and read documents. The employee must occasionally lift and/or move objects of light weight.

Environmental Adaptability

- Ability to work under a combination of safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury and ability to work under conditions of some hazard and risk to physical 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**

Jeffrey T. Rogg
Chief Assistant Prosecuting Attorney

Gail M. Svinicki
Investigator

Dana L. Cole
Legal Staff

Molly A. McRae
Legal Staff

WILLIAM G. MERKEL
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January 25, 2018

Dear Sherry,

As you know, this June the Prosecuting Attorney's (PA) Office will say goodbye to Gail Svinicki as she retires after 34 years of service. During the past 23 years that Ms. Svinicki has worked as the PA investigator, both the caseload and foundational requirements to establish paternity and child support orders has increased significantly. Stated simply, the PA investigator position has evolved into more than a single person job. After preliminary discussions with Jodie Barrette of the Friend of Court (FOC), we believe it would be in the best interest of the county and the public to transfer supervision of the PA investigator position to the FOC. It is our belief that some of the investigator's workload could be streamlined by this arrangement which would mean a more efficient process for establishing paternity and child support orders. A more efficient process not only benefits the public and the court, it also ensures that the grant money the county receives for establishing orders in these cases is not decreased. The PA's Office will continue to represent the FOC in all court hearings as is the accepted practice in the other counties that have this arrangement.

We would like to post the attached investigator job description so that it can be filled as soon as possible. It is our plan to have Ms. Svinicki's replacement working with her for as long as possible before she retires.

Jodie Barrette 1/25/2018

FOC: Jodie Barrette

Wm Merkel 1-25-18

PA: William Merkel

Menominee County, Michigan
Position Description

Title: PA/FOC Investigator

Department: Friend of the Court

Date: January 2018

Purpose of Position

The purpose of this position is to investigate civil matters under the jurisdiction of the Friend of the Court, to prepare legal pleadings, and to prepare for and attend court hearings. The work is performed under the direction of the Friend of the Court as defined by the Management Agreement between the Friend of the Court and the Prosecuting Attorney.

Possible Changes -

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.

- Reviews Department of Health and Human Services (DHHS) referrals requesting paternity, support action or Foster Care; enters data, determines course of action and prepares legal documents.
- Interviews plaintiffs and defendents; obtains and verifies financial and other information; investigates location of and contacts and negotiates cooperation and/or support agreements with absent parents; explains legal procedures and constitutional rights and prepares relevant documents and correspondence.
- Provides technical assistance to plaintiffs, defendants, attorneys and others regarding paternity, support, family law, custody and parenting rights. Researches domestic relations laws and court decisions to assist the Friend of the Court, Prosecuting Attorney and Judges. Informs DHHS of potential welfare fraud.
- Performs paternity buccal swab tests; furnishes results to involved parties; attempts to obtain voluntary acknowledgments of paternity to file with the Central Paternity Registry.
- Processes electronic payments through Govpay.net and receipts monies.
- Prepares a variety of legal documents, subpoenas, court hearing memorandums for the 41st Circuit Court Judges, legal notices by publication, etc.
- Appears in court with the Prosecuting Attorney or the Friend of the Court and provides testimony.
- Prepares child support recommendations, determines if imputing income is appropriate after considering the potential income factors, and determines if it is appropriate to seek birth expense reimbursement in accordance with IV-D Policy.

- Takes required training and is granted access to applications such MiCSES, Business Objects, CPR/BRS, the Department of Defense, QUICK and LMS to perform investigative duties. Monitors and takes required annual trainings. Required to be trained in the use of EGrAMS application used to enter and submit all Cooperative Reimbursement Program monthly billings, reports, line item transfers, budget amendments and contract applications.

- Prepares timesheets and summaries, keeps a visitors log, tracks FTI, takes annual security training and is required to pass annual security tests.

- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Investigation Procedures or a related field with 3-5 years of investigation experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires Notary Public certification and the possession of a valid Michigan driver's license.

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 variety of reference, descriptive and/or advisory data and information such as legal documents, court orders, complaints, summons, warrants, reports, test results, laws, manuals, policies, procedures, guidelines and non-routine correspondence.

- Requires the ability to communicate orally and in writing with the Friend of the Court and Prosecuting Attorney and all department personnel, other departments, military personnel, post office, employers, agencies, banks, law enforcement agencies, victims, witnesses, the media and the public, attorneys, judges, and clients.

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 generally safe and comfortable conditions where exposure to environmental factors such as disease or violence 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