

*"Menominee – Where the best of Michigan Begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858*

*Brian R. Bousley – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

### MENOMINEE COUNTY PERSONNEL COMMITTEE

~A QUORUM OF THE BOARD MAYBE PRESENT~

**DATE:** August 21, 2014  
**TIME:** 9:00 AM  
**PLACE:** Menominee County Administration Office

**\*\*\*\*\*AGENDA\*\*\*\*\***

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes
6. Public Comment (limited to 5 minutes on agenda items only)
7. Business
  - a. Equalization Department DMG Study
  - b. Personnel Manual Updates
8. Public Comment
9. Commissioner Comment (limited to 5 minutes)
10. Adjournment

*Charlie Meintz – Chairperson*

*Larry Schei – Vice Chairperson*

*Doug Krienke James Furlong Chris Plutchak Bernie Lang Gerald Piche Jan Hafeman John Nelson*

Personnel Committee  
April 17, 2014  
Minutes

~~~~~**Draft**~~~~~

The Personnel Committee of the Menominee County Board met on April 17, 2014 at 10:30 AM at the County Courthouse, Administrator's Office.

**Call Meeting to order:** Com. Plutchak called the meeting to order at 10:30 AM

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Roll Call:** Coms. Plutchak, Piche, & Furlong are present; Com. Krienke is absent.

**Agenda:** Com. Furlong approved the agenda and Com. Piche supported. Motion carried 3/0

**Previous Minutes:** Previous minutes 3/3/2014; Moved by Com. Furlong supported by Com. Piche to approve the minutes from 3/3/2014. Motion carried 3/0.

**Public Comment:** None

**Business:**

**A: Register of Deeds ~ Deputy Register of Deeds position, From P.T. to F.T.:** Bousley: Since he's been here, we've been through at least 6 people in that office and we're on our second temp already. We decided to go with temps because of the hiring freeze there's been some barking from the union. They said unless we get a complaint, it's ok...now their starting to claim a little bit, no grievance as of yet, but to put some continuity and consistency in that office, moving from part time to full time is what I would recommend. Also, that will be an opportunity for other employees in the county for a lateral move from other departments as well. As of right now we have one temp. and one full timer in there and at times they get overloaded. Kleiman: We went to a part time position years back for a financial reason. I explained to the board if it didn't work, I would come back to the board and ask for it to go back to full time. With only having the two people in that office, it's so hard with vacation/sick leave or other issues to cover that office. For stability of the office for better coverage, I would like the board to reinstate that to a full time position. Plutchak: Basically we have a part time person in there that can just slide into the full time position. Kleiman: No, we currently have a temp through manpower in there. Bousley: that was the biggest gripe that the union had, because there is not a union person in that union seat. So we would have to post that position internally (within the union). The rumblings around, there would be a few people interested in that spot. Furlong: I don't have a problem moving it to a full time position, but we have a hiring freeze on. If we move it to a full time position and no one applies for that job internally, now we hire the temp for a fulltime position, that person goes on the MERS defined benefit. Bousley/Kleiman: No, the only thing that we could do because of the hiring freeze is hire within the county. If nobody posts for it, then we have to leave it the way it is. If the union grieves, then they do. Plutchak: It will not go out to the public, only internally. Piche: I had the same concern that James had. Kleiman: There's a

third position in that office that is a temporary position that is funded solely by funds received for documents that are filed. It's called the Automation position. It's something the state set up about ten years ago. That position is vacant at this time. I'd like to fill that temporary position. It does not fall under MERS or the union. I'd like to hire for both at the same time. That position is only about 25 hrs. per week. It's called a temporary position because at any time the state can change the funding for that position and we'd have to let that person go. The reason behind it is to get our land records on line. That position has been open since December. Furlong: I would make a motion to make the part time position to full time and to hire for the temporary position...move it to the full board, Com. Piche seconds. Vote 3/0

**B: Equalization Department ~ Cartographer/Tax Bill Coordinator position description update 4/2014.** – Bousley: Peggy has been asking for a certified person in that position. Basically all we did with the Cartographer/Tax Bill position is, on page two under “Minimum training and experience required to perform essential job functions,” We removed “with vocational/technical training in Assessment or a related field with one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities” and added “currently hold State of Michigan Assessing Officer License”. Plutchak: Peggy, I'm assuming you were involved in all this. Schroud: The reason I'm asking for an updated certification is because some of the duties on the job description cannot be completed by someone other than a certified person. It would make it more accurate if there was a certified person in there. Furlong: We already have a person in that office, what is her job title? Bousley: same title Furlong: If we're changing the job title, what happens to her? You can't just change the job title in mid-stream without giving her an opportunity to go and get her certification. Bousley: Those are changes that are being discussed and can be put in place, if that person leaves that spot. Furlong: I don't have a problem with the change in job description, have someone that holds a MI license, my concern is the person already in that office, and what'll we do with her? We can't change the job description and say you don't fit the job description, now you're fired. Bousley: this would something that would be proposed coming up. If that job ever vacated. We're already looking to go to the staff appraiser, so this job would more than likely be eliminated anyhow, but we still want to keep it on the books in case we need it down the road. Piche: basically this all goes back to the discussion we had last time. Plutchak: Peggy and Brian worked this out together, if they think that this is the best thing, our administrator he's supposed to be directing us, he gives us advice, if he feels this is the best way to run the operations, that's the way I think we should be heading. Furlong: Has there been a change in the law or change in the requirements for this job through the state. Schroud: It's up to the individual unit (Board of County Commissioners) to determine what level they want of their personnel in the Equalization Dept. and I'm asking, as the Equalization Director, for this. That was directly from the Assessment certification division, which it is up to the individual unit to make that determination. Furlong: How long has the office not had a certified MI level 2, how long has that person been in the office and hasn't had an assessing license? Schroud: Eight and one half years. Furlong: Where's the push to have this now? Is there some change in procedure or is this something we want to do because it feels good. Schroud: No the state has become more strict in their requirements. They're making people jump through hoops to get certifications, it's taking longer. They revised their requirements a few years ago. When Annette started here, she said she would get her certification, but nothing was in writing on the job description. I think it should have been. When I started, I got my certification within three years. She did not pursue that and has not pursued education. It's just helpful to assist the public, lawyers, or title companies if you have more education. It's getting harder and harder to be an assessor and harder and harder to get people who are qualified to perform these positions. A couple of years ago,

they revised their requirements because they were having issues with people who have been assessors that could not perform. They instituted that 14 point review, which Menominee County had to participate in. The Equalization Dept. is a little different than the assessors and the local units because we do different reporting in our office. We assimilate all the numbers from the assessors and we perform different duties. Furlong: If these requirements came out a couple of years ago, why are we having this conversation now? Why didn't we have this conversation a few years ago? Schroud: I went to Brian a couple of years ago when the issue came up and it didn't go any further, as far as I could tell. Bousley: Because nothing was required from the state at that time. Furlong: Nothing is really required from the state now, it just should be...kinda sorta... Plutchak: I think what Peggy is trying to get at here, she'd like to make sure someone is in that office, should something happen, because it's not something that we can replace somebody quick with, because of the training. With this being the job description, the second or third person in that office will have or be obtaining this training. My understanding is that there are not a lot of individuals with this requirement out there, and it takes a long time to get. With this being the job description, we have an individual that is already employed that can perform the task, say the other individual is not around. Furlong: What type of certificate of MI assessing officer license are we holding? Schroud: The state did away with level one and combined level 1 and 2 and call it the MCAO (Michigan Certified Assessing Officer) I am the (MAAO) Michigan Advanced Assessing Officer. Furlong: Shouldn't the job description state the level of license needed? If you have the combined level 1 & 2 then they can be an assessor. Schroud: Up to a certain level of state equalized value. Each grade has a certain level that they can assess up to. Furlong: then we're looking at a minimum level? Schroud: Yes, MCAO. You have a certified assessing number. Piche: Peggy is telling us that things are missing in her office, she wants to get everything up to speed so when she retires, she wants to have someone ready. Schroud: It's not necessarily to have someone ready...it's so you have someone there that's familiar with how the office is run and how the various reports are filed and the computer system. I don't have that right now. I would have preferred this be done back in 2005, but it wasn't. Furlong: I don't have a problem changing the job description, but it can't effect the employee that is in there right now. It has to be done when it's vacated by the current employee. Piche: I don't want to create more problems...I want to continue to progress. When we met with the heads and the union we were a long way on the road to getting this resolved. Bousley: The union won't have a problem with this one. This is stuff that we can do within the contract, as management. Move to the county board for approval with the words added "effective upon vacancy of the current position".

**Public Comment**: None

**Commissioner Comment**: Piche: I think we should keep going on this. Peggy has a lot of concerns with her department. Marc also does. I think we have to get something going so it doesn't get slid away and forgotten about again. We have to continue to find ways to get this resolved. Plutchak: Thanks everyone for coming.

**Adjournment**: Moved by Com. Furlong supported by Com. Piche to adjourn at 11:00 AM

Dear Personnel Committee Commissioners;

I am forwarding you some emails that were transmitted to members of the Finance Committee. I am somewhat confused about which committee I was to submit a request to in order to upgrade Kandace Curran's position. So, I am submitting the request to the Personnel Committee, also.

I feel that the education and certification that Kandace obtained before transferring into the Equalization Department warrants merit. I am not sure that the DMG Study results reflect the importance of State Certification within the department. I am requesting that the Personnel Committee ask the company who evaluated the position description why this position was graded lower than what I requested. The position in the Administrative office is a Grade 11 and requires no education or certification. With the County relying on the Equalization Department to assist with obtaining 70% of the County's budget through property taxes, I feel that this position is extremely important.

Any assistance you can provide to me with this matter is greatly appreciated.

Thank you.

*Peggy Schroud*

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June 6, 2014

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

**Subject: CLASSIFICATION REQUEST – UNDEFINED JOB TITLE IN THE  
EQUALIZATION DEPARTMENT**

**Dear Mr. Bousley:**

MGT of America, Inc. (MGT) has completed its analysis of the single position in the County Equalization Department that the County requested we evaluate. This letter serves as the summary of our findings and recommendations. We evaluated the *Undefined Job Title* position as defined in the Comprehensive Position Questionnaire provided to MGT in May 2014.

Our methodology included reviewing the documentation on proposed job duties, minimum qualifications, and required job knowledge, skills and abilities provided by the employee in the position questionnaire. We compared the essential duties, minimum qualifications (training and experience), and the physical and mental abilities required to perform the job to two other positions: the *Staff Appraiser* position identified and classified in the County's last major job classification study, and the *Deputy Equalization Director*, a position found in the County's current classification structure. We also reviewed the job evaluation point totals of these two jobs in the Archer Matrix Point Factor Job Evaluation System. Given the newly created position's additional training and certifications (new job requires certification as an MCAO) compared to the *Staff Appraiser* position (originally placed in Pay Grade 9), the new job should score slightly higher than the *Staff Appraiser* classification. However, the duties and responsibilities do not closely match to the Deputy Equalization Director job description (currently placed at a Pay Grade 12). In our professional opinion, the new proposed job would score comparably to positions in Pay Grade 10 based upon all of the job elements identified in the documentation provided by the County.

The findings and classification recommendation for this position is:

**DEPARTMENT: EQUALIZATION DEPARTMENT**

**POSITION: UNDEFINED TITLE – Potential New Title “Staff Appraiser” or “Senior Appraiser”**

MGT analyzed the new position, *UNDEFINED TITLE*, in the Equalization Department and determined the proper pay grade placement. The duties, responsibilities, minimum qualifications, and physical and mental requirements assigned to this position have resulted in a recommended Pay Grade 10 based upon our objective comparative analysis. The information received from the County did not specify a

title for the position, but two potential titles are shown above. These titles exist in one or more other Michigan counties of similar size.

**CLASSIFICATION RECOMMENDATION:**

| <b>Title</b>                               | <b>Pay Grade</b> |
|--------------------------------------------|------------------|
| <b>Staff Appraiser or Senior Appraiser</b> | <b>10</b>        |

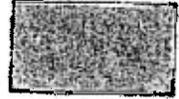
Please let me know if you have any questions or concerns about this recommendation. You can contact me at (214) 770-7153. Thank you again for letting MGT assist you in maintaining your pay plan.

Sincerely,



J. Mark Carpenter,  
Senior Associate  
MGT of America, Inc.

To be filled out  
by employee or  
Department head.  
Will be sent to MGT  
for a paygrade determination.



**ORGANIZATION:** Menominee County  
**NAME:** \_\_\_\_\_  
**DEPARTMENT:** Equalization  
**DIVISION:** \_\_\_\_\_  
**JOB TITLE:** \_\_\_\_\_



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1/13/14

## **INTRODUCTION TO THE COMPREHENSIVE POSITION QUESTIONNAIRE (CPQ)**

This questionnaire is called the "Comprehensive Position Questionnaire" (CPQ). The purpose of the CPQ is to identify the compensable factors associated with the work of your position. The factors contained in the CPQ are universal in scope. They address the important compensation factors that exist in any type of position. In completing the CPQ, you should respond to every section that pertains to your position.

Your responses will not be used to evaluate your job performance. Rather, your responses will be used to develop a classification or job description and/or to determine the relative ranking of your position to other positions in the organization.

After you complete the CPQ, your immediate supervisor will review your responses for completeness and accuracy, using the Supervisor's Review section at the end of the CPQ.

The accuracy of job analysis, job evaluation, and classification/job description preparation will be dependent upon the accuracy of the information you provide when you complete this questionnaire. Errors in job analysis, job evaluation, and classification description preparation could result from inaccurate or incomplete information.

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The Archer Company  
COMPREHENSIVE POSITION QUESTIONNAIRE

GENERAL INSTRUCTIONS:

- 1. Before beginning, please review the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to your position, please indicate by writing "N/A."
- 2. To complete the questionnaire, please write legibly in ink, or if you prefer, type your responses.
- 3. If you wish to make additional comments regarding your position, please use the space available in the Additional Information section on page 13 of this questionnaire. If you need more space, you may attach additional pages.

IDENTIFICATION INFORMATION:

Department: Equalization

Employee:

Name: to be determined Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ ext. \_\_\_\_\_ Email: \_\_\_\_\_

Your Immediate Supervisor:

Name: Margaret Schroud Title: Equalization Director

Phone: (906) 863-2683 ext. Email: pschroud@menomineeeco.com

PLEASE CHECK (☐) THE APPROPRIATE BOX FOR THE STATEMENTS BELOW:

I am a:

- Regular full-time employee
- Regular part-time employee
- Temporary full-time employee
- Temporary part-time employee

I typically work the following shift:

- Day
- Evening
- Night
- Other: \_\_\_\_\_

The full-time standard work week for my position is:

- 40 hours
- 37 1/2 hours
- 35 hours
- Other: \_\_\_\_\_

**POSITION RESPONSIBILITIES AND TASKS****1. Position Purpose:**

Summarize in one or two sentences the essential purpose of your position.

Assist in performing administrative and technical work in reviewing assessments and equalizing property values throughout the County. Advise local assessors regarding property appraisal and perform related work as required.

*It is important to carefully read the following directions.*

**2. Listing of Essential Position Tasks:**

In the space provided on page 4, please list the **ESSENTIAL** tasks and duties involved in the performance of your current job. An essential task is one that is directly related to the purpose of the position and generally cannot be delegated to someone else. Describe each task in a clear, concise statement. **BEGIN EACH STATEMENT WITH AN ACTION VERB** (For example: drives, conducts, repairs, files, types, answers, summarizes, prepares). Avoid ambiguous words like: handles, participates, deals with. You may continue and attach additional sheets, if necessary. Where possible, please group tasks according to major functions.

In the first column, list all of the essential tasks you perform in your job, beginning with the most critical duties. Once your essential tasks are listed, carefully review each one and mark each column based on the following guidelines:

- **Frequency:** How often do you perform the task? Mark the column:  
D=Daily      W=Weekly      M=Monthly      Q=Quarterly      S=Semi-annually      A=Annually
- **Most Important:** Place a check mark (☑) in this column for the **FIVE** tasks you consider the most important.
- **Percentage of Time:** It is important to estimate the percentage of time and the total should equal 100 percent.
- **Physical, Environmental and Sensory Demands:** It is necessary to identify the significant physical, environmental and sensory requirements of each task you identify as essential to your job. Such requirements as unusual or prolonged physical exertion, special manual dexterity, hand and eye coordination, visual or audio perception, fast response or reaction, and deliberate manipulations should be considered.

For each essential position task, mark the columns Physical, Environmental, and Sensory with the appropriate code according to the definitions on the following page. List all that apply to that task or function. **PLEASE NOTE:** In describing the physical, environmental, and sensory requirements of your work, consider the **NORMAL** or **TYPICAL** work environments and demands; not those that are highly unusual or atypical.

**Physical Requirements:**

**CODE    REQUIREMENT**

- 1    Sedentary to light work. Some reaching, handling, fingering, and/or feeling of objects and materials.
- 2    Light physical effort in sedentary to light work. May involve some manipulation of lightweight items (5-10 pounds). May involve extended periods of time at a keyboard or workstation.
- 3    Very moderate physical effort. Light work with some combination of stooping, kneeling, crouching, and crawling. May involve some manipulating of 11-20 pound items.
- 4    Moderate, though not constant physical effort. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. May involve some manipulating of 11-20 pound items.
- 5    Regular and, at times, sustained physically demanding work. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. May involve manipulating of 21-50 pound items.
- 6    Regular and sustained physically demanding work. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of 21-50 pound items.
- 7    Heavy physical effort with greater emphasis on climbing and balancing. Some combination of stooping, kneeling, crouching, and crawling. Manipulating of 21-50 pound items. May occasionally involve heavier items (up to 100 pounds).
- 8    Very heavy physical effort. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of items up to 100 pounds. Occasionally heavier items (100 pounds or over).
- 9    Extremely heavy physical effort. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of items in excess of 100 pounds.

**Environmental Requirements:**

| <u>CODE</u> | <u>REQUIREMENT</u>           |
|-------------|------------------------------|
| 0           | No environmental risks       |
| 1           | Temperature/Weather Extremes |
| 2           | Strong Odors                 |
| 3           | Toxic/Poisonous Agents       |
| 4           | Smoke/Dust/Pollen            |
| 5           | Wetness/Humidity             |
| 6           | Animals/Wildlife             |
| 7           | Disease/Blood/Bodily Fluids  |

**Sensory Requirements**

| <u>CODE</u> | <u>REQUIREMENT</u> |
|-------------|--------------------|
| 8           | Electric Currents  |
| 9           | Explosives         |
| 10          | Violence           |
| 11          | Bright/Dim Light   |
| 12          | Noise Extremes     |
| 13          | Vibrations         |
| 14          | Machinery          |
| 15          | Traffic Hazards    |

| <u>CODE</u> | <u>REQUIREMENT</u>                     |
|-------------|----------------------------------------|
| 1           | <u>Color</u> - perceive/discriminate   |
| 2           | <u>Sound</u> - perceive/discriminate   |
| 3           | <u>Taste</u> - perceive/discriminate   |
| 4           | <u>Odor</u> - perceive/discriminate    |
| 5           | <u>Depth</u> - perceive/discriminate   |
| 6           | <u>Texture</u> - perceive/discriminate |
| 7           | <u>Visual</u> - perceive/discriminate  |
| 8           | <u>Oral Communications</u> - ability   |

| ESSENTIAL POSITION TASKS                                                                                                                        | Frequency | Most Important                      | Percentage of Time | Physical | Environmental | Sensory |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------|--------------------|----------|---------------|---------|
| Acts for Equalization Director in his <sup>absence</sup> her                                                                                    | W         | <input checked="" type="checkbox"/> | 10                 | 2        | 0             | 7       |
| Maintains assessment records                                                                                                                    | D         | <input checked="" type="checkbox"/> | 15                 | 2        | 0             | 7       |
| Compiles sampling data, reports & statistics                                                                                                    | D         | <input checked="" type="checkbox"/> | 15                 | 2        | 0             | 7       |
| Reviews local tax and assessment rolls                                                                                                          | A         | <input checked="" type="checkbox"/> | 10                 | 2        | 0             | 7       |
| Answers questions about County <sup>Equalization</sup> process.                                                                                 | D         | <input checked="" type="checkbox"/> | 5                  | 2        | 0             | 8       |
| Appraise commercial & industrial property                                                                                                       | A         |                                     | 10                 | 4        | 1             | 7       |
| Conducts field appraisals of real & taxable personal property and reviews appraisals made by others                                             | A         |                                     | 10                 | 4        | 1             | 7       |
| Answers questions by other departments regarding real & personal property appraisals.                                                           | D         |                                     | 5                  | 2        | 0             | 8       |
| Confers with local officials, County officials & interested parties regarding the equalization of County assessments                            | D         |                                     | 5                  | 1        | 0             | 8       |
| Obtains information from the State Tax Commission regarding property assessment rules & regulations & their interpretation of such regulations. | W         |                                     | 5                  | 1        | 0             | 7       |
| Reviews data processing reports regarding County Equalization                                                                                   | M         |                                     | 5                  | 2        | 0             | 7       |
| Assists in development of programs related to assessing and equalization.                                                                       | Q         |                                     | 5                  | 2        | 0             | 8       |
|                                                                                                                                                 |           |                                     |                    |          |               |         |
|                                                                                                                                                 |           |                                     |                    |          |               |         |
|                                                                                                                                                 |           |                                     |                    |          |               |         |
|                                                                                                                                                 |           |                                     |                    |          |               |         |
|                                                                                                                                                 |           |                                     |                    |          |               |         |
|                                                                                                                                                 |           |                                     |                    |          |               |         |

3. Data/Information Used:

a. List below the type(s) of Data/Information you RECEIVE and/or REVIEW.

(Examples: vehicle maintenance reports, production reports, billing invoices, personal checks, patient records, insurance forms, attendance records, drafts of letters, time sheets, flow chart diagrams, architectural drawings, electrical diagrams, diagnostic reports, meter readings, etc.) Beside each item you list, briefly describe the purpose or reason for which you receive it. Then briefly state what you do with it and/or the data/information contained in it after you receive it. (Examples: transcribe, type, copy, record, edit, analyze, evaluate, file, calculate, make recommendations, make decisions, etc., from the data/information it contains.)

| Type of Record/Report, Chart, Etc.                                                  | Purpose or Reason for Receiving It                                  | What You Do With It                                                                                                                             |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| L4022 Report of Assessment Roll Changes & Classification Completed assessment rolls | All 16 units in County are required to submit to Equalization Dept. | Compile final Equalization Report annually for County Board Approval.                                                                           |
| L4023 Analysis for Equalized Electronic databases from Townships & Cities           | 16 Units submit for accuracy check                                  | Changes reflected on March Board of Review forms are verified by Equalization Dept. Compile County-wide L4023 for submission to State Tax Comm. |
| Address changes                                                                     | Check to ensure assessors have met required parameters              | Prepare various compiled reports for County Board and/or State Tax Commission.                                                                  |
| Deeds & recorded documents                                                          | Prepare Countywide database                                         | Make changes to database to reflect correct addresses.                                                                                          |
|                                                                                     | Update county database                                              | Electronic files of unit databases are entered in county database                                                                               |
|                                                                                     | All recorded documents                                              | are transmitted to local assessors for updating their databases.                                                                                |

b. List below the type(s) of Data/Information you must PREPARE.

(Examples: billing statements, production reports, vehicle maintenance reports, patient records, flow charts/diagrams, newspaper copy, laboratory reports, statistical analyses, payroll checks, performance appraisals, diagnostic reports, annual reports, purchase orders, etc.) Beside each item you list, briefly describe the purpose for which you prepare it. Then briefly state what you do with it after you prepare it. (Examples: make copy, mail, transmit, file, collate, publish, make presentation, discuss it with supervisor, etc.)

| Type of Record/Report, Chart, Etc. | Purpose or Reason for Preparing It                                      | What You Do With It                                                                                                                                       |
|------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Land value chart                   | Transmit to State assessors                                             | Determine Equalization Ratios and ECF's (economic condition factors)                                                                                      |
| Sales studies                      | Analysis of land values                                                 | Determines assessment increase/decrease                                                                                                                   |
| Real Property Statement            | Transmit to State/assessors                                             | For use in sales studies.                                                                                                                                 |
| Equalization Report                | Find out sales price of property                                        | Required from each county by State of Michigan statute                                                                                                    |
| L4046 Final Taxable Valuations     | Transmit to State, Present to County Board for approval, File           | Ensure accuracy of starting numbers and correct numbers matching 16 units databases                                                                       |
| Electronic files of unit databases | Statutory requirement                                                   | Periodically transmit electronic files so that assessors can update unit treasurers for semi-annual tax bills and assessors for assessment change notices |
|                                    | Update local units of changes because of sales or transfer of ownership |                                                                                                                                                           |

c. List below the type(s) of Data/Information to which you REFER.

(Examples: computer program manuals, policy manuals, accounting principles, architectural drawings, vehicle maintenance manuals, medical books, electrical diagrams, zoning maps, law books, social service programs, handbooks, etc.) Beside each item you list, briefly describe the purpose for which you refer to it. (Examples: repair vehicles, write reports, teach classes, conduct appraisals, organize work, etc.)

| Type of Manual/Book, Drawing, Etc. | Purpose for Which You Refer to It     |
|------------------------------------|---------------------------------------|
| Assessment Manuals                 | Conduct appraisals and calculate      |
| BSA Software Manual                | Prepare reports                       |
| Apex Sketch V5 Pro                 | Map out legal descriptions from deeds |
|                                    |                                       |
|                                    |                                       |
|                                    |                                       |

4. Human Interaction/Communication:

a. List those people or groups with whom you must communicate in the performance of your work. List the individuals you supervise in Section C. (Examples: customers, patients, clients, students, trainees, immediate supervisors, counselors, subordinates, supervisors in other departments, consultants, sales representatives, etc.) Beside each person or group you list, state the purpose for which you interact and/or communicate. (Examples: give directions, advise, counsel, discipline, examine, psychoanalyze, receive advice, receive directions, administer medicine, negotiate, influence, interview, instruct, present, assist, supervise, sell, accept payments, etc.)

| Person/Group With Whom You Communicate/Interact | Purpose of Communication/Interaction              |
|-------------------------------------------------|---------------------------------------------------|
| Tax payers                                      | Answer any questions they have regarding property |
| Lawyers                                         | Assist them with correct legal descriptions       |
| Sheriff's office                                | Help them identify property ownership by address. |
| Appraisers/realtors                             | Provide assessment record cards, land sales, etc. |
| Assessors                                       | Assist them with their local duties.              |
| Government agencies                             | Assist them with ownership data                   |
|                                                 |                                                   |

b. Check (☐) below those supervisory responsibilities which are a part of your position:

- |                                                             |                                                      |                                                                          |
|-------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Instructing                        | <input type="checkbox"/> Allocating personnel        |                                                                          |
| <input type="checkbox"/> Assigning work                     | <input type="checkbox"/> Acting on employee problems |                                                                          |
| <input checked="" type="checkbox"/> Reviewing work          | <input type="checkbox"/> Selecting new employees     | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/> ) |
| <input type="checkbox"/> Planning work of others            | <input type="checkbox"/> Transferring/promoting      | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/> ) |
| <input checked="" type="checkbox"/> Maintaining standards   | <input type="checkbox"/> Disciplining                | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/> ) |
| <input checked="" type="checkbox"/> Coordinating activities | <input type="checkbox"/> Discharging                 | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/> ) |
| <input type="checkbox"/> Evaluating performance             | <input type="checkbox"/> Salary increases            | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/> ) |

c. List below the names of employees you directly supervise. Beside each individual you list, state his/her title, whether he/she is full-time or part-time, and, if applicable, the number of people he/she directly supervises.

| Person(s) You Directly Supervise | His/Her Job Title | Part-Time or Full-Time | Number He/She Supervises |
|----------------------------------|-------------------|------------------------|--------------------------|
| N/A                              |                   |                        |                          |
|                                  |                   |                        |                          |
|                                  |                   |                        |                          |
|                                  |                   |                        |                          |
|                                  |                   |                        |                          |
|                                  |                   |                        |                          |
|                                  |                   |                        |                          |
|                                  |                   |                        |                          |

d. List any individuals you coordinate or supervise that are not employees, such as volunteers, students, etc.

N/A

---



---



---

5. Machinery, Equipment, Tools, Supplies, and Materials Used:

a. Machinery/Equipment

List below the type(s) of machinery and/or equipment that you use or service in the performances of your work. (Examples: personal computer, computer terminal, printer, typewriter, tractor, dump truck, air conditioner, dialysis machine, drill press, offset press, etc.) Beside each machine or piece of equipment you list, describe the purpose for which you use or service it. Then briefly specify what you do with it. (Examples: operate it, repair it, maintain it, etc.)

| Type of Machinery/Equipment | Purpose for Which You Use or Service It                                               | What You Do With It                                                  |
|-----------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Personal Computer           | Data Entry                                                                            | Perform analyses                                                     |
| Motor Vehicle               | Drive throughout County to perform field appraisals of real and/or personal property. | Use appraisals to determine equalization factors for following year. |
| Adding machine              | Calculate ratio <sup>assessment</sup> sales price                                     | Enter data in sales screen.                                          |
| Telephone                   | Answer phone calls re: assessment information in county database                      | Disseminate information when requested.                              |
|                             |                                                                                       |                                                                      |
|                             |                                                                                       |                                                                      |

**b. Computer Software**

Listed below are some common reasons for using software. Next to each reason that applies to your work, list the type(s) of computer software you use. (Examples: Word, Excel, C++, Microsoft Access, etc.) Beside each type of software program you list, briefly describe the specific purpose(s) for which you use it. (Examples: prepare letters and memoranda, design spreadsheets, design databases, enter data into accounting system, etc.)

| Reason for Using Software          | Type of Computer Software | Specific Purpose for Use                                                                                 |
|------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------|
| Word processing                    | Microsoft Word 2007       | Type letters to taxpayers                                                                                |
| Data entry into computer system    | BSA                       | Maintain tax & assessment roll databases Countywide.                                                     |
| Desktop publishing                 |                           |                                                                                                          |
| Enter data in existing spreadsheet | Excel                     | Analyze land values with chart for land sales (vacant)                                                   |
| Design / format spreadsheets       |                           |                                                                                                          |
| Enter data in existing database    | BSA                       | Enter sales data to generate sales reports of sixteen townships/cities throughout County                 |
| Design / develop new databases     | BSA                       | create & separate Equalization study database in order to develop Equalization Study for following year. |
| Develop/maintain website           |                           |                                                                                                          |
| Other                              |                           |                                                                                                          |

**c. Tools**

List below the type(s) of tools that you use in the performance of your work. (Examples: mechanic's tools, drafting instruments, artist's instruments, surgical instruments, diagnostic instruments, sports paraphernalia, pick-ax, shovel, carpenter's tools, etc.) Beside each type of tool you list, briefly describe the purpose for which you use it.

| Type of Tool         | Purpose for Which You Use It |
|----------------------|------------------------------|
| Land Measure Compass | Mapping legal descriptions.  |
| Scale                | Measure legal descriptions   |
| Calculator           | Calculate sales ratios       |
|                      |                              |

**d. Supplies and/or Materials (Supplies and materials that are used)**

List below the types of supplies and/or materials that you use in the performance of your work. (Examples: secretarial supplies, clerical supplies, artist's supplies, medical supplies, testing materials, replacement parts, etc.) Beside each type of supply or material you list, briefly describe the purpose for which you use it.

| Type of Supply/Material | Purpose for Which You Use It |
|-------------------------|------------------------------|
| Secretarial supplies    | Operate office               |
| Clerical supplies       | Operate office               |
| Artist's supplies       | Sketch hand-drawn maps.      |
|                         |                              |

**6. Verbal / Language Requirements:**

a. Check (☑) below the technical or professional language that you must use in the performance of your work. Also indicate the specialty associated with the language you check. Please be specific about your specialty:

- |                                   |                                        |
|-----------------------------------|----------------------------------------|
| Medical (specialty _____)         | Accounting (specialty <u>English</u> ) |
| Engineering (specialty _____)     | Mechanics (specialty _____)            |
| Legal (specialty <u>English</u> ) | Electrical (specialty _____)           |
| Counseling (specialty _____)      | Human resources (specialty _____)      |
| Music (specialty _____)           | Marketing (specialty _____)            |
| Other _____                       | Foreign (specify _____)                |

b. Other language requirements: \_\_\_\_\_

**7. Mathematical Requirements:**

a. Check (☑) those statements below which most accurately describe the level of mathematics that you must use in the performance of your work:

- |                                                          |                                                            |                                                           |
|----------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------|
| <input checked="" type="checkbox"/> Add/subtract         | <input checked="" type="checkbox"/> Descriptive statistics | <input checked="" type="checkbox"/> Statistical inference |
| <input checked="" type="checkbox"/> Multiply/divide      | <input checked="" type="checkbox"/> College algebra        | <input checked="" type="checkbox"/> Statistical theory    |
| <input checked="" type="checkbox"/> Decimals/percentages | <input checked="" type="checkbox"/> College geometry       | <input type="checkbox"/> Linear programming               |
| <input checked="" type="checkbox"/> High school algebra  | <input type="checkbox"/> College trigonometry              | <input type="checkbox"/> Quadratic programming            |
| <input checked="" type="checkbox"/> High school geometry | <input type="checkbox"/> Integral calculus                 | <input type="checkbox"/> Dynamic programming              |
| <input type="checkbox"/> High school trigonometry        | <input type="checkbox"/> Differential calculus             | <input type="checkbox"/> Other _____                      |

b. For each item checked, give an example of how you use it in the performance of your work.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. Situational Reasoning Requirements:**

a. Give up to three (3) 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, and/or organization.

- ① It is extremely important that the person in this position has good number aptitude. The position requires complex deductive skills with regard to analysis of data.
- ② The position requires the ability to carefully decipher deed language and correctly transfer information from recorded document(s) to the correctly corresponding parcel(s) number.
- ③ The position requires good telephonic skills and the ability to coax what it is that a caller is requesting. Taxes and assessments are often difficult subjects so the individual needs to have the ability to diffuse potentially conflicting episodes.

b. If your work is not performed correctly, what types of errors or problems are likely to result which will seriously impact the work of your unit, department, and/or organization?

① If a property was not split properly, one or both parties involved in a sale would not receive correct tax bills.  
 ② If information from a deed or other legal document is not entered correctly, tax bills would not be received in a timely manner resulting in the imposition of penalty/ and/or interest fees. ③ If assessors do not start out with the correct numbers (last year's ending number are the following year's starting numbers) it distorts ratios.

c. How are such errors or problems usually identified? Equalization Director checks deeds. Sometimes, taxpayers correct issues by notifying the department. Assessors should be checking documents, also, to be sure information has been entered correctly. The Equalization Director or designee is required to verify what the local assessors submit. The Equalization Department and local assessors cooperate to provide almost 70% of Menominee County's budget.

9. Previous Experience Required:

a. Check below the amount of previous work experience a person would have to have to perform the duties and responsibilities of your current job. Beside the item checked, state what kind of previous work experience would be required. Please answer in terms of previous experience and not how long you have held your current job.

Type of Previous Experience Required for the Work

- 0 - 30 days
- up to 6 months
- up to 1 year
- up to 2 years
- minimum 3 years
- minimum 5 years
- minimum 7 years
- minimum 9 years
- 10 or more years

Reasonable advanced training in business/public administration, including courses in real estate, public finance or related fields.

b. List below the last three jobs you have held prior to accepting your current position. Beside each previous job listed, state your employer and length of employment.

| Previously Held Position(s) | Employer | Length of Employment |
|-----------------------------|----------|----------------------|
| N/A                         |          |                      |
|                             |          |                      |
|                             |          |                      |

c. How long have you held your current position? Years \_\_\_\_\_ Months \_\_\_\_\_ N/A

**10. Education Required:**

- a. Check (X) the statement(s) below which most accurately describes the amount of classroom education that is required to perform the tasks and responsibilities of your current position. Beside the item checked, describe the type of training required.

Major Field of Concentration or Training

|                                     |                                  |       |
|-------------------------------------|----------------------------------|-------|
| <input checked="" type="checkbox"/> | High School diploma/GED Required | _____ |
| <input type="checkbox"/>            | Vocational/technical diploma     | _____ |
| <input checked="" type="checkbox"/> | College Coursework               | _____ |
| <input type="checkbox"/>            | Associate's degree               | _____ |
| <input type="checkbox"/>            | Bachelor's degree                | _____ |
| <input type="checkbox"/>            | Master's degree                  | _____ |
| <input type="checkbox"/>            | Doctoral degree                  | _____ |
| <input type="checkbox"/>            | Other                            | _____ |

- b. List below the educational degrees, diplomas, certificates, etc. that you currently hold. Show the school or college which awarded them. Please be specific.

| Degree, Diploma, Certificate Awarded                                                                | Awarding Institution |
|-----------------------------------------------------------------------------------------------------|----------------------|
| Position requires State Tax Commission Certification as Michigan Certified Assessing Officer (MCAO) |                      |

- c. List below any professional, paraprofessional, or technical certificates or licenses, etc. that you currently hold. Beside each certification listed, state whether it is required for the position you now hold.

| License or Certification Held   | Required for Position               |     |    |                          |
|---------------------------------|-------------------------------------|-----|----|--------------------------|
| Valid Michigan Driver's License | <input checked="" type="checkbox"/> | Yes | No | <input type="checkbox"/> |
|                                 | <input type="checkbox"/>            | Yes | No | <input type="checkbox"/> |
|                                 | <input type="checkbox"/>            | Yes | No | <input type="checkbox"/> |
|                                 | <input type="checkbox"/>            | Yes | No | <input type="checkbox"/> |

**11. Environmental Requirements:**

For each of the environmental requirements you indicated on page 4 (Essential Tasks), explain the type and severity of the injury that could result. Then indicate the likelihood of such an injury occurring assuming standard safety precautions are taken and proper procedures are followed (examples: unlikely, slight likelihood, moderate likelihood, likely, very likely, extremely likely).

| Environmental Requirement | Type of Possible Injury                      | Likelihood of Possible Injury |
|---------------------------|----------------------------------------------|-------------------------------|
| 1                         | Soreness from riding in vehicle              | somewhat                      |
|                           | Twisted ankle from walking on uneven ground. | somewhat                      |
|                           | Animal bites                                 | somewhat                      |

b. If you make mistakes in your work, could others be hurt physically? How badly? Explain.

The position requires driving long distances and frequent stopping and starting. If driver is not careful, there is always potential for a car/vehicle accident.

c. Describe any degree of mental stress that you experience in the performance of your work. (Consider work that requires constant attention, work done under tight deadlines, and so on.) Please give examples.

Position can be mentally stressful because the individual has to concentrate on numbers, maps with regard to finding parcels, technical interpretation, deadlines to get reports to assessors and/or State Tax Commission according to Annual Calendar with statutory requirements.

12. **Planning / Scheduling Requirements:**

a. Check (☑) below the planning/scheduling time frames that are typically required in the performance of your work.

- |                                               |                                                        |                                              |
|-----------------------------------------------|--------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> One day              | <input type="checkbox"/> Two to three months           | <input type="checkbox"/> One to two years    |
| <input type="checkbox"/> One week             | <input checked="" type="checkbox"/> Four to six months | <input type="checkbox"/> Three to five years |
| <input checked="" type="checkbox"/> One month | <input type="checkbox"/> Seven to twelve months        | <input type="checkbox"/> Over five years     |

b. For each time frame checked, give examples of the type of planning/scheduling required.

One month - Plan lists of parcels for each class of property in sixteen units and map routes (38 total studies)  
Four-six months - Schedule and perform appraisals.

13. **Financial Responsibilities:**

a. Indicate below the approximate dollar amount over which your position has budget approval, expenditure approval, or authority over during the course of one year:

|                       | Direct   | Indirect |
|-----------------------|----------|----------|
| Salaries & Wages:     | \$ _____ | _____    |
| Materials & Supplies: | \$ _____ | _____    |
| Equipment:            | \$ _____ | _____    |
| Outside Services:     | \$ _____ | _____    |
| Other:                | \$ _____ | _____    |
| Total:                | \$ _____ | _____    |

b. Check the boxes below that describe your role in the budget process for your department or division:





# **PROPOSED EQUALIZATION POSITION**

## **SUMMARY**

Assist in performing administrative and technical work in reviewing assessments and equalizing property values throughout the County; to advise local assessors regarding property appraisal; and to perform related work as required.

## **SUPERVISION RECEIVED**

Work is performed under the general direction of the County Equalization Director

## **SUPERVISION EXERCISED**

Supervision is exercised over support employees.

## **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties:

(These examples **do not** include **all** of the duties which the employee may be expected to perform.)

1. Act for the Equalization Director in his/her absence.
2. Participate in the maintenance of assessment records and in the equalization of property values throughout the County.
3. Compile sampling data, reports and various statistics regarding property valuations.
4. Appraise industrial and commercial property.
5. Make field appraisals of real and taxable personal property and review the appraisals made by others.
6. Review local tax and assessment rolls and provide consultant services to other departments regarding real and personal property appraisals.
7. Review the work of subordinate employees engaged in the recording, and filing of data relative to property assessment.
8. Confer with local officials, County officials and other interested persons regarding the equalization of County Assessments.
9. Answer questions about the County equalization process.
10. Obtain information from the State Tax Commission regarding property assessment, rules and regulations and their interpretations of such regulations.
11. Review data processing reports regarding County Equalization.
12. Assist in the development of programs related to assessing and equalization.
13. Perform related work as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE SKILLS AND ABILITIES FOR  
EMPLOYMENT**

All of the following functions, qualifications, knowledge, skills, abilities and duties are essential. An employee, upon appointment, should have the equivalent of the following:

1. Reasonable knowledge of the principles, practices and procedures regarding the appraisal of real and personal property.
2. Reasonable knowledge of local and State law and rules and regulations governing the assessment of real and personal property and the equalization of such assessments.
3. Considerable knowledge of the geographic and economic structure to the County.
4. Ability to exercise sound judgment in the determination of property values.
5. Ability to prepare relatively complex reports and analysis of assessment data collected.
6. Ability to work effectively with the general public and with other County officials and employees.
7. Possession of a valid Michigan Motor Vehicle Operator's License.
8. Ability to walk, crawl, climb and maneuver where physical mobility is required to complete duties 4 and 5.
9. Ability to work effectively with numbers to complete duties 2, 3, 6 and 7.
10. Ability to communicate effectively to complete duties 8 and 9.
11. Ability to see well to complete duties 3 through 5.
12. Ability to hear well to complete duties 8 and 9.
13. Reasonable advanced training in business or public administration, including courses in real estate, public finance or related fields.
14. Certified as Michigan Certified Assessing Officer (MCAO) by the State of Michigan or the completion of MCAO certification classes within three years or as soon as employee can complete coursework.

## **Menominee County, Michigan Position Description**

**Title:** Staff Appraiser  
**Department:** Equalization  
**Date:** June 2014

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### **Purpose of Position**

Assist in performing administrative and technical work in reviewing assessments and equalizing property values throughout the County; to advise local assessors regarding property appraisal; and to perform related work as required. Work is performed under the general direction of the County Equalization Director. Supervision is exercised over support employees.

### **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.**

- Act for the Equalization Director in his/her absence.
- Participate in the maintenance of assessment records and in the equalization of property values throughout the County.
- Compile sampling data, reports and various statistics regarding property valuations.
- Appraise industrial and commercial property.
- Make field appraisals of real and taxable personal property and review the appraisals made by others.
- Review local tax and assessment rolls and provide consultant services to other departments regarding real and personal property appraisals.
- Confer with local officials, County officials and other interested persons regarding the equalization of County Assessments.
- Answer questions about the County equalization process.
- Obtain information from the State Tax Commission regarding property assessment, rules and regulations and their interpretations of such regulations.
- Review data processing reports regarding County Equalization.
- Assist in the development of programs related to assessing and equalization.
- Performs other related functions as assigned or required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Reasonable advanced training in business or public administration, including courses in real estate, public finance or related fields. Certified as Michigan Certified Assessing Officer (MCAO) by the State of Michigan or the completion of MCAO certification classes within three years. Position requires possession of a valid Michigan Drivers' license.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

- Reasonable knowledge of the principles, practices and procedures regarding the appraisal of real and personal property.
- Reasonable knowledge of local and State law and rules and regulations governing the assessment of real and personal property and the equalization of such assessments.
- Considerable knowledge of the geographic and economic structure to the County.
- Ability to exercise sound judgment in the determination of property values.
- Ability to prepare relatively complex reports and analysis of assessment data collected.
- Ability to work effectively with the general public and with other County officials and employees.
- Ability to communicate effectively with the general public and with other County officials and employees.

### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require 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 and/or related materials used in performing essential functions.
- Ability to walk, crawl, climb and maneuver where physical mobility is required
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use. Ability to see well.
- 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. Ability to hear well.

### **Environmental Adaptability**

- Ability to work under safe and comfortable conditions where at times, exposure to environmental factors may cause discomfort and pose 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

Posted job notices and advertisements shall contain the job title, job summary, minimum qualifications, wage rate, application deadline, and the logo: "An equal opportunity employer M/F". Department heads will be responsible for composing the notices and advertisements. All notices and advertisements will be screened by the County Administrator, prior to publication, to assure compliance to equal employment guidelines and regulations. The application deadline will be established by the department head in conjunction with the County Administrator.

C. Promotion of a Present County Employee. For a vacancy, a County Administrator or Elected Official may promote a present County employee who meets all of the following considerations:

1. The employee has regular status in classification in the same department.
2. The employee meets the minimum qualifications for the vacancy.
3. The employee applies for the vacant position through the recruitment process.

D. Applications.

1. Each applicant shall be required to fill out the County application form. These completed application forms will be considered active for six (6) months only, unless renewed by the applicant.
2. Current County employees wishing to be considered for an opening must also be fill out an application.
3. All applications shall be retained for a period of at least three (3) years.

E. Employee Selection and Processing.

1. The County Administrator or Elected Official shall be responsible for screening and interviewing candidates for the position.
2. No new employee shall start work until they have signed a Drug-Free Workplace Policy statement.
3. No new employee shall start work until they complete an employment physical examination which may include x-rays, tests for alcohol and controlled substances, and any other indicated tests and examinations which are determined to be job related. This shall be paid for by the County and shall be taken from a County appointed physician. No new employee covered under this section shall commence work for the County until the results of the employment physical examination are received and are determined satisfactory by the County Administrator.
4. When the results of the employment physical are determined satisfactory, the official starting date shall be set for the employee. The County Administrator or Elected Official shall notify the Personnel Committee, in writing, as to the candidate selected for the position.
5. The new employee shall be requested to fill out the appropriate paperwork (including benefit enrollment forms) and will review the programs and policies of the County

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).

SECTION 10

RETIREMENT PLAN

A. MERS. The County participates in a retirement program administered by the Michigan Municipal Employees Retirement System (MERS) as provided by Act 135, of the Public Acts of 1945, as amended.

B. Plan. Individual Employees who were previously covered under individual contracts will continue under those plans, all others or any new hires after January 1, 2005 shall follow the same plan as the Courthouse bargaining unit.

C. MERS Regulations. The above benefits are subject to amendments of Act 135, of the Public Acts of 1945 and the MERS regulations. Additional information explaining the retirement system is available through the County Administrator.

SECTION 11

LIFE INSURANCE

The Employer will provide life insurance for all regular full-time employees who are eligible for life insurance pursuant to the policy terms, a group life insurance policy in the amount of Ten Thousand Dollars (\$10,000).

SECTION 12

HOSPITALIZATION AND MEDICAL INSURANCE

A. Health Insurance. The Employer agrees to provide a health insurance program for employees and his/her dependents. Coverage provided will be substantially equal to the coverage including premium co-pay as negotiated with the Courthouse bargaining unit.

B. Retirement Insurance. Upon retirement from the County's service, the Employee may elect to remain in the group hospital insurance program subject to the same being approved by the Employer's group hospitalization carrier. In the event that an employee shall remain a member of the group hospitalization program, he must pay the full cost of the insurance premium charged by the group carrier for said benefit. The premium will be paid to the Employer, who shall forward the same to the group carrier.

SECTION 13

TRAVEL ALLOWANCE

The following schedule of mileage allowance shall apply to employees required to drive their own vehicle in the course of their employment.

Personnel Committee Meeting  
Personnel Manual Updates

1. Page 4 D. Applications.

Number 2. Current County Employees wishing to be considered for an opening must also be fill out an application. (remove be from the sentence)

2. Page 4 E. Employee Selection and Processing.

Number 5. The new employees shall be ~~requested~~ **required** to fill out the appropriate paperwork (including benefit enrollment forms) and will review the programs and policies of the County..... (change requested to required)

3. Page 7. Compensation.

Letter 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).~~

Updated language:

C. Longevity Bonus. After completing three (3) years of service each full-time employee shall receive annually as of December 1<sup>st</sup> of each year longevity pay of one hundred dollars (\$100.00) plus fifty dollars (\$50.00) for each additional year completed over and above three (3) years up to a maximum of one thousand dollars (\$1,000.00).

4. Page 8. Hospitalization and Medical Insurance

Letter B. Retirement Insurance. Upon retirement from the County's service, the Employee may elect to remain in the group hospital insurance program subject to the same being approved by the Employer's group hospitalization carrier. In the event that an employee shall remain a member of the group carrier for said benefit. The premium will be paid to the Employer, who shall forward the same to the group carrier.

Discussion