

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

Brian R. Bousley - County Administrator
Sherry DuPont - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
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MENOMINEE COUNTY PERSONNEL COMMITTEE MEETING

~A QUORUM OF THE BOARD MAY BE PRESENT~

DATE: Friday ~ October 18, 2013
TIME: 7:30 AM
PLACE: Menominee County (MSU) Annex Building, Stephenson, MI

*****AGENDA*****

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Meeting Minutes
December 13, 2011
6. Public Comment (*Statements, not debate: limited to 5 minutes per person on agenda items only*)
7. Business
 - a. Discussion of Emergency Management Coordinator
 - b. Discussion of Buildings and Grounds, Assistant Maintenance Superintendent
 - c. Discussion of Equalization Director, succession plan
 - d. Discussion of Administrative Assistant to the Sheriff
 - e. Discussion of Personnel Committee Representative for labor negotiations
 - f. Discussion of performance criteria for County Administrator
 - g. Discussion of employee review guidelines
 - h. Discussion of consolidation/cross training of employees
8. Public Comment
9. Commissioner Comment (*limited to 5 minutes*)
10. Adjournment

Bernie Lang Charlie Meintz - Chairperson Larry Schei - Vice Chairperson James Furlong
Doug Krienke John Nelson Chris Plutchak Gerald Piche Jan Hafeman

Personnel Committee
December 13, 2011
Minutes

~~~~~Draft~~~~~

The Personnel Committee of the Menominee County Board met on December 13, 2011 at 4:30 PM in Courtroom B. Present at the meeting were Com. Pearson, Com. Furlong, Com. Lang, and Brain Bousley, Administrator,

**Others Present:** Sheriff Marks, Undersheriff Holmes, Carol Rye-Lindberg, Penny Mullins

**Call Meeting to order:** 4:30 PM

**Agenda:** Moved by Com. Furlong supported by Com. Lang to approve the agenda as written.

**Previous Minutes:** Moved by Com. Lang supported by Com. Furlong. The minutes from 10/11/2011 were not available. No recording was taken of this meeting, held at the County Annex Building in Stephenson, MI.

**Public Comment:** Penny Mullins, apologizes for making the meeting start late.

**Business:** a. Discussion on Staffing in Sheriff Department ~ Sheriff Marks stated Carol Rye is here and the employee we'll be talking about today. Carol was hired approx. six years ago to collect prisoner board monies in a temporary part time position. Several years ago Carol's position was made a reg. part time position. (no longer temporary). Carol works approx. 35 to 40 hours per week. I don't want to lose Carol to someone else; she's a highly skilled and talented employee. Right now the concern is not so much pay as it is benefits. She is not a union employee; she's a confidential administrative assistant. I asked for this meeting to discuss and for your consideration. Bernie: I'm interested to know how much prisoner board fees she collects. Booking/administrative fees/medical fees approx. \$410,553 have been collected to date. Pearson: You indicated you currently work 35 to 40 hrs. per week? Carol: I work 40 but only get paid for 35. Pearson: Isn't that some kind of law, Brian; shouldn't she be considered full time? Brian: Yes, I believe 32 hrs. per week is considered full time. Pearson: We need a consensus to move this to the full board for approval. Com. Furlong: Do we have a classification for her to fit into? It's been established, we'll have to put in for a DMG on the position. Mike Holmes: Carol is a very rounded employee. She knows all aspects of running an office and is good with IT also. She is who all departments go to with questions. DMG line number we're looking at is a Grade 6 Step 1 – this would be \$12.97/hour. (Currently she's at \$12.00/hr.) Brian: if you look at Carol's position, it would be equivalent to Sherry's position. James: without a set job description we won't know what she is to be paid. Lang: What's our status on the DMG? Are we going by their recommendations? Brian: Yes. If we want to move forward with this, we'll have to go through the DMG process for this job. There is not one for that position. Pearson: We have a consensus to go to the DMG for a job description/pay grade. And make this a full time position. Pearson: then let's get that submitted.

Furlong: Last Fiscal year there was \$40,442.62 collected for the prisoner board monies. Carol: What I do is send out letters once warrants are issued. (There's a warrant out for your arrest, this is how much you owe, contact the courts to get it taken care of) These prisoner board monies are received as responses from these letters. Pearson: Consensus is to get this to the DMG to get this all together and bring back to the board for agreement.

**Public Comment:** None

**Commissioner Comment:** None

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

**Adjournment:** Moved by Com. Furlong supported by Com. Lang to adjourn at 4:55 PM

## Menominee County, Michigan Position Description

Grade 10

**Title:** Emergency Services  
Coordinator  
**Department:** Administration  
**Date:** September 2001 (Needs to be updated)

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### Purpose of Position

The purpose of this position is to plan, train and coordinate the Emergency Response to imminent disaster of Law Enforcement, Fire, Red Cross, Health, and Volunteer groups and to direct, coordinate and administer the County Emergency Operations Plan and activate the Emergency Operations Center. The work is performed under the direction of the County Administrator.

### Essential Duties and Responsibilities

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

- Updates all departments' Emergency Operations Plans and Call Lists.
- Coordinates training sessions for EOC.
- Writes grant applications to obtain funding.
- Rewrites County EOP to state standards.
- Coordinates and attends Local Emergency Planning Committee meetings.
- Writes quarterly reports for FEMA. Submits required FEMA forms for exercises.
- Interacts with volunteer and City Fire departments, Sheriff's Department, State and City Police; interacts with utility companies and dam owners and operators. Establishes working relationships with adjacent jurisdictions.
- Develops human and equipment resources lists.
- Writes contracts for shelters and transportation; writes mutual aid assistance forms.
- Establishes limited EOC's with 14 townships.
- Attends a variety of meetings including District 8 EMD, FEMA and DBQ quarterly meetings, M&M Radio Club monthly meetings, Firechief's Association meetings, Township Association meetings and annual Emergency Managers Association meetings.
- Writes bylaws for LEPC.

- Administers SARA Title III forms.
- Tracks expenditures for Emergency Coordinator.
- Ensures compliance with state and federal regulations.
- Recruits and trains volunteers for EOC Assists.
- Establishes Incident Command Post in response to natural disasters.
- Attends classes for all functions of Emergency Management.
- Attends weather spotter training. Updates weather spotter activation list. Hosts local weather spotter training.
- Develops and hosts disaster exercises.
- Answers questions from the public.
- Maintains preparedness to open an Emergency Operations Center.
- Reports important news to the Administrator.
- 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 Emergency Management, Planning or a closely related field with two to three years of related emergency management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

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

**Language Ability and Interpersonal Communication**

- Requires the ability to perform 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 persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as reports, records, plans, lists, agreements, surveys, guidebooks, manuals, maps, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator, County Board Chair, Fire and Law Enforcement agencies, township supervisors, NOAA, industry managers, schools, resource people, CUPPAD, the media 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, radios, scanners, and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Adaptability**

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

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

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Employee's Signature

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Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**30.409 Emergency management coordinator; appointment; duties; eligibility.**

Sec. 9. (1) The county board of commissioners of each county shall appoint an emergency management coordinator. In the absence of an appointed person, the emergency management coordinator shall be the chairperson of the county board of commissioners. The emergency management coordinator shall act for, and at the direction of, the chairperson of the county board of commissioners in the coordination of all matters pertaining to emergency management in the county, including mitigation, preparedness, response, and recovery. In counties with an elected county executive, the county emergency management coordinator may act for and at the direction of the county executive. Pursuant to a resolution adopted by a county, the county boards of commissioners of not more than 3 adjoining counties may agree upon and appoint a coordinator to act for the multicounty area.

(2) A municipality with a population of 25,000 or more shall either appoint a municipal emergency management coordinator or appoint the coordinator of the county as the municipal emergency management coordinator pursuant to subsection (7). In the absence of an appointed person, the emergency management coordinator shall be the chief executive official of that municipality. The coordinator of a municipality shall be appointed by the chief executive official in a manner provided in the municipal charter. The coordinator of a municipality with a population of 25,000 or more shall act for and at the direction of the chief executive official of the municipality or the official designated in the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

(3) A municipality with a population of 10,000 or more may appoint an emergency management coordinator for the municipality. The coordinator of a municipality shall be appointed by the chief executive official in a manner provided in the municipal charter. The coordinator of a municipality with a population of 10,000 or more shall act for and at the direction of the chief executive official or the official designated by the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

(4) A municipality having a population of less than 10,000 may appoint an emergency management coordinator who shall serve at the direction of the county emergency management coordinator.

(5) A public college or university with a combined average population of faculty, students, and staff of 25,000 or more, including its satellite campuses within this state, shall appoint an emergency management coordinator for the public college or university. Public colleges or universities with a combined average population of faculty, students, and staff of 10,000 or more, including its satellite campuses within this state, may appoint an emergency management coordinator for the public college or university.

(6) A person is not ineligible for appointment as an emergency management coordinator, or as a member of a county or municipal emergency services or emergency management agency or organization, because that person holds another public office or trust, and that person shall not forfeit the right to a public office or trust by reason of his or her appointment as an emergency management coordinator.

(7) A county coordinator may be appointed a municipal coordinator for any municipality within the county and a municipal coordinator may be appointed a county coordinator.

History: 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002

**30.410 Powers of county and municipality; mutual aid or reciprocal aid agreements or**

**compacts; assistance of emergency management coordinator.**

Sec. 10. (1) Each county and municipality that has appointed an emergency management coordinator under section 9 may do 1 or more of the following:

(a) Direct and coordinate the development of emergency operations plans and programs in accordance with the policies and plans established by the appropriate federal and state agencies. Each department or agency of a county or municipality specified in the emergency operations plan to provide an annex to the plan shall prepare and continuously update the annex providing for emergency management activities, including mitigation, preparedness, response, and recovery, by the department or agency and those other emergency activities the department or agency is specified to coordinate. Emergency operations plans and programs developed under this subsection shall include provisions for the dissemination of public information and local broadcasters shall be consulted in developing such provisions. Emergency operations plans and programs developed under this subdivision shall include local courts.

(b) Declare a local state of emergency if circumstances within the county or municipality indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property from a natural or human-made cause exists and, under a declaration of a local state of emergency, issue directives as to travel restrictions on county or local roads. This power shall be vested in the chief executive official of the county or municipality or the official designated by charter and shall not be continued or renewed for a period in excess of 7 days except with the consent of the governing body of the county or municipality. The declaration of a local state of emergency shall be promptly filed with the emergency management division of the department, unless circumstances attendant upon the disaster prevent or impede its prompt filing.

(c) Appropriate and expend funds, make contracts, and obtain and distribute equipment, materials, and supplies for disaster purposes.

(d) Provide for the health and safety of persons and property, including emergency assistance to the victims of a disaster.

(e) Direct and coordinate local multi-agency response to emergencies within the county or municipality.

(f) Appoint, employ, remove, or provide, with or without compensation, rescue teams, auxiliary fire and police personnel, and other disaster workers.

(g) Appoint a local emergency management advisory council.

(h) If a state of disaster or emergency is declared by the governor, assign and make available for duty the employees, property, or equipment of the county or municipality relating to fire fighting; engineering; rescue; health, medical, and related services; police; transportation; construction; and similar items or service for disaster relief purposes within or without the physical limits of the county or municipality as ordered by the governor or the director.

(i) In the event of a foreign attack upon this state, waive procedures and formalities otherwise required by law pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of permanent and temporary workers, the utilization of volunteer workers, the rental of equipment, the purchase and distribution with or without compensation of supplies, materials, and facilities, and the appropriation and expenditure of public funds.

(2) For the purpose of providing assistance during a disaster or emergency, municipalities and counties may enter into mutual aid or reciprocal aid agreements or compacts with other counties, municipalities, public agencies, federally recognized tribal nations, or private sector agencies, or

all of these entities. A compact entered into pursuant to this subsection is limited to the exchange of personnel, equipment, and other resources in times of emergency, disaster, or other serious threats to public health and safety. The arrangements shall be consistent with the Michigan emergency management plan.

(3) The emergency management coordinator may assist in the development or negotiation, or both, of a mutual aid or reciprocal aid agreement or compact made pursuant to section 4(3) and shall carry out the agreement or compact.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002

GRADE  
9

1202

## Menominee County, Michigan Position Description

**Title:** Assistant Maintenance Superintendent  
**Department:** Buildings, Grounds & Parks  
**Date:** October 2000

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### Purpose of Position

The purpose of this position is to maintain, diagnose and repair equipment and maintain County buildings and grounds. The work is performed under the direction of the B&G Superintendent.

### Essential Duties and Responsibilities

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

- Maintains, diagnoses and repairs a variety of equipment for county buildings and facilities including the Courthouse and Jail;
- Changes ballasts on light fixtures, balances heating ventilation and cooling zones; repairs pipes for plumbing and heating systems; repairs line voltage and low voltage thermostats.
- Operates and maintains steam boilers; conducts chemical and water tests on boilers; prepares steam boilers for state inspection. Repairs pumps and motors on heating and cooling equipment; services and repairs furnaces.
- Operates and monitors heating and cooling support computer program.
- Installs heating and water-heating equipment.
- Operates and maintains lawn mowers and snow removal equipment; installs, operates and maintains sprinkler systems.
- Performs grounds maintenance functions.
- Performs other related functions as assigned or required.
- Janitorial if needed.
- On call.

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

High school diploma or equivalent with vocational/technical training in heating/cooling/plumbing/electrical trades or a related field with one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and

abilities.

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

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

- Requires the ability to perform 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 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 logs, material safety data sheets, maintenance schedules, on-call lists, software manuals, mechanical and electrical blueprints, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the B&G Superintendent, all department personnel, vendors and building occupants.

### **Mathematical Ability**

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

### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer, drill press, welder, grinder, volt meter, hammerdrill, vacuum, mowers, snow removal equipment, heating and cooling equipment, and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as repairing machinery and equipment.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as chemicals, electrical currents, or machinery 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

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

**Title:** Maintenance Attendant – Regular Part-Time – 30 hrs. per week  
**Department:** Buildings, Grounds & Parks  
**Date:** December 2009

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### **Purpose of Position**

The purpose of this position is to maintain, diagnose and repair equipment and maintain County buildings and grounds & Parks (Health Dept., Jail, Courthouse, MSU Annex, Co. Library & Parks Buildings). The work is performed under the direction of the B&G/Parks Assistant Maintenance Superintendent.

### **Essential Duties and Responsibilities**

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

- Maintains, diagnoses and repairs a variety of equipment for county buildings and facilities including the Courthouse and Jail;
- Changes ballasts on light fixtures, balances heating ventilation and cooling zones; repairs pipes for plumbing and heating systems; repairs line voltage and low voltage thermostats.
- Operates and maintains steam boilers; conducts chemical and water tests on boilers; prepares steam boilers for state inspection. Repairs pumps and motors on heating and cooling equipment; services and repairs furnaces.
- Operates and monitors heating and cooling support computer program (if available).
- Installs heating and water-heating equipment.
- Operates and maintains lawn mowers and snow removal equipment; installs, operates and maintains sprinkler systems.
- Performs janitorial duties as needed.
- Responds to on call or emergency situations if required.
- Performs grounds maintenance functions.
- 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 heating/cooling/plumbing/electrical trades or a related field with one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

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

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

- Requires the ability to perform 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 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 logs, material safety data sheets, maintenance schedules, on-call lists, software manuals, mechanical and electrical blueprints, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the B&G Superintendent, all department personnel, vendors and building occupants.

#### **Mathematical Ability**

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

#### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer, drill press, welder, grinder, volt meter, hammerdrill, vacuum, mowers, snow removal equipment, heating and cooling equipment, and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as repairing machinery and equipment.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

**Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as chemicals, electrical currents, or machinery 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.

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Employee's Signature

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Supervisor's Signature

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Date

\_\_\_\_\_  
Date

## Menominee County, Michigan Position Description

**Title:** Equalization Director

**Department:** Equalization

**Date:** August 2003

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### **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 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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

## **Michigan Advanced Assessing Officer (3) (MAAO) Program Summary**

The State Tax Commission on February 14, 2011 approved a new program for obtaining Michigan Advanced Assessing Officer (3) certification. The MAAO program consists of the following:

1. Assessors must complete five pre-requisite classes which include: *Principles of Appraising, Basic Income, Statistics, Personal Property and Budget Preparation/Government Finance.*
2. An assessor who has obtained their Michigan Certified Assessing Officer (MCAO) certification and who has successfully completed all five MAAO classes can then begin the application process to request entrance into the MAAO program.
3. The first step in the application process is successful completion of the MAAO Entrance Examination. The exam consists of 50 multiple choice questions. Successful completion is receiving a score of 75% or higher. The exam covers a variety of advanced level topics related to assessment administration.
4. Upon successful completion of the exam, an assessor will receive an MAAO application. The MAAO application must be completed in its entirety and submitted to the STC prior to the annual deadline. Incomplete or untimely received applications will not be considered for the current program. The application will be reviewed for qualification and selection by STC Staff. MAAO programs begin in May of each year and a maximum of 20 students are accepted to each program.
5. The candidates will move through the program as a group. During the twelve month, four semester period, this group will work to complete study in four areas: Land Valuation and ECF's, Equalization, Data Collection and Property Tax Administration (including exemptions, classification, qualified agricultural exemption and transfer of ownership). Each area of study will include participation in online classroom assignments, a one day classroom session, practical application work and an examination for each semester. The cost for the program is \$2,000 to be paid in quarterly \$500 non-refundable payments.
6. At the end of the twelve month program, each student will write a one to three page paper and will make an oral presentation to an STC Panel.

**Eligibility to Receive Advanced Level Pre-requisite Credit:**

In order to be eligible to be issued MAAO pre-requisite credit, an individual must hold an MCAO certification. An individual currently enrolled in the MCAO Program who is within 8 months of graduating and is in good standing may begin taking MAAO pre-requisite courses for credit. Prior to taking a pre-requisite course, MCAO students should contact the STC office for verification of qualification.

| Course Name                                 | No. of Hours | Qualifying Courses                                                                                  |
|---------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------|
| Principles of Appraising                    | 30           | MAA Principles of Appraising,<br>IAAO Course 101,<br>Appraisal Institute Basic Appraisal Principles |
| Basic Income                                | 30           | MAA Basic Income,<br>IAAO Course 102,<br>Appraisal Institute Income Approach Part 1                 |
| Statistics                                  | 30           | MAA Statistics, IAAO Course 300 Level,<br>Approved College Course                                   |
| Personal Property                           | 15           | MAA Personal Property                                                                               |
| Budget Preparation or<br>Government Finance | 15           | MAA Budget Preparation/Government Finance,<br>Approved College Finance/Budget Course                |

**Requesting Credit for a Pre-requisite Course:**

Requests for MAAO pre-requisite course credit for approved courses must be submitted to the office of the State Tax Commission on Form 4651 and must include proof of successful completion (certificate, approval letter, etc.). The form can be obtained on the State Tax Commission website under the Assessor Forms heading: [www.michigan.gov/statetaxcommission.com](http://www.michigan.gov/statetaxcommission.com)

**Qualification of a Course Not Listed:**

Questions regarding other courses qualifying for MAAO pre-requisite course credit may be addressed by submitting a written request to the State Tax Commission. The request must include a course description, which can be used to determine the content meets the pre-requisite qualifications, and an outline or syllabus which shows the daily classroom times which can be used to determine that the minimum number of course hours is met.

**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 31<sup>st</sup>**, 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)**



## Department of Treasury



[close print view](#)

### Michigan Advanced Assessing Officer (MAAO)

The annual application period for the MAAO May 2014 Program is from January 1, 2014 to March 1, 2014. Applications submitted after the deadline will not be considered. Only eligible candidates may apply.

The State Tax Commission at their meeting on September 25, 2013 approved to continue the Michigan Advanced Assessing Officer (MAAO) program, making no changes to the current one-year MAAO program however changes were made to the required prerequisite courses. Principles of Appraising, Basic Income and Statistics in Assessing will remain MAAO prerequisite courses. The Personal Property course will now be included in the instruction for the one year MAAO program. The Budget Preparation & Government Finance course was removed as a prerequisite. The Commercial/Industrial Valuation of Property course is now a MAAO five day prerequisite course. The Commission approved the development and requirement of a new MAAO prerequisite course titled Valuation and Economic Concepts.

You will need [Adobe Acrobat Reader](#) installed to view the forms listed below.

#### Current Students

> [Pay by Credit Card](#)

#### Related Documents

- > [MAAO Program Summary - 14953 bytes](#)
- > [MAAO Prerequisite Courses - 5735 bytes](#)
- > [MAAO Program FAQ's - 31139 bytes](#)



**State Tax Commission  
Michigan Advanced Assessing Officer (MAAO)  
Prerequisite Courses**

**Principles of Appraising (30 hours):**

MAA Principles of Appraising  
IAAO Course 101  
Appraisal Institute Basic Appraisal Principles

**Basic Income Approach (30 hours):**

MAA Basic Income  
IAAO Course 102  
Appraisal Institute Income Approach Part 1

**Statistics in Assessing (30 hours):**

MAA Statistics  
IAAO Course 300 Level  
Approved College Course

**Commercial / Industrial Valuation of Property (30 hours):**

STC Course

**Valuation & Economic Concepts (15 hours):**

STC Course

To be issued MAAO prerequisite course credit, you must do all of the following:

1. Currently hold the MCAO Certification
2. Successfully complete a qualifying MAAO prerequisite courses
3. Submit to the STC Form 4651 with required supporting documentation, within one year of completion of the approved course

**State Tax Commission  
Michigan Advanced Assessing Officer 3 (MAAO) Program FAQ's**

**What is the MAAO Program?**

The MAAO program is a multi-stage program designed to prepare assessing officers to hold the Advanced Level Assessing Officer Certification.

**What does multi-stage mean?**

The program consists of prerequisite courses and then a one-year program of study in specific areas of concentration.

**Who can apply to the program?**

Individuals who hold a Michigan Certified Assessing Officer Certificate, have completed the prerequisite courses and passed the entrance exam, may apply to the one-year program.

**What are the prerequisite courses?**

The prerequisite courses are: Principles of Appraising, Basic Income, Statistics in Assessing, Commercial/Industrial Valuation of Property & Valuation and Economic Concepts.

**Where can I take the prerequisite courses?**

The Michigan Assessors Association (MAA) is our primary partner in education and all of the prerequisite courses are offered through the MAA at their Spring and Fall Schools. Additionally, courses through the International Association of Assessing Officers (IAAO) and the Appraisal Institute do meet some requirements. More information is available on the STC website.

**Once I finish my prerequisite courses, what then?**

Once you have finished your pre-requisite courses you can take the entrance exam. The exam is offered the first Friday of each month. Call Barb Duncanson to schedule to take the exam.

**What does the entrance exam cover?**

It covers a variety of assessment administration topics. A review of prerequisite course material and the STC Basic Guide to Assessing should help prepare you for the exam.

**What is considered a passing score for the exam?**

In order to pass the exam you must receive 75%. If you do not pass the exam you can take it again in 90 days.

**Once I have passed the entrance exam, what do I do next?**

Once you have passed the entrance exam, you can apply to the program. Applications must be received by the STC by March 1 in order to enter the program.

**Is it hard to get into the Program?**

It is a competitive program. However, currently, the STC has not received more applications than we have slots available.

**How many students do you accept into each Program?**

We accept a maximum of 35 students into each Program.

**How do you decide who gets into the Program?**

The 35 students are randomly selected from those that apply.

**If I don't get in do I have to reapply?**

Applications are kept on file and reconsidered for admittance for the next available program. If an applicant is unsuccessful the second time, they will have to reapply.

**How long is the Program?**

The Program is a 12 month program.

**When is the Program offered?**

The program begins May 1 each year.

**What is the format for the Program?**

The program is an on-line lecture hybrid. Each Chapter is taught over a Semester. Students have on-line posting requirements and assignments due for each Chapter. At the middle of each Chapter the students attend a one day practicum session with their instructor in Lansing. Students will then take an exam at the end of each Semester.

**Wait, so I have to come to Lansing 12 times over the year?**

No, the program is four semesters long. Students will come to Lansing only four times during the 12 months for classroom instruction. Exams are in Lansing or arrangements can be made to take the exam in the Upper Peninsula for our students from the northern part of the State.

**What am I going to study over the four Semesters?**

The four areas of concentration are: Land Valuation and Economic Condition Factors, Equalization & Classification, Data Collection and Property Tax Administration (which includes exemptions, personal property and transfer of ownership).

**How is the program graded?**

The Program is a point's based program. Points are given for on-line postings, assignments and the exam at the end of each semester. Students must receive 75% of the total possible points at the end of the program in order to become Michigan Advanced Assessing Officers.

**Is there an overall exam that I have to take at the end?**

No there is no overall exam but there is an oral exam at the end of the program.

**How much does the Program cost?**

The current cost of the program is \$2,000 paid in four payments of \$500 each, due at the beginning of each semester.

**What can I certify after I graduate?**

For 2014, an assessor holding an MAAO certification can assess any local unit with a State equalized value is greater than or equal to \$442,000,000 but less than \$1,923,000,000, or a combined state equalized value of the commercial and industrial classifications, both real and personal property which includes utility and special acts properties, is greater than or equal to 20 percent of \$442,000,000 (or \$88,000,000) but less than 20 percent of \$1,923,000,000 (or \$385,000,000). The Commission annually determines these amounts and that information is available on the STC website.

**Is it true I am going to be on probation after I graduate?**

No, Michigan Advanced Assessing Officers are not placed on probation at the end of the program.

**I heard It is Impossible to fail out of the program once you get in?**

Not true. MAAO students must achieve a minimum 70% for each semester. Students whose overall semester grade falls between 65% and 70% will be allowed one probationary semester to bring their accumulative overall grade to 70% or above. If after the probationary semester your grade remains below 70%, you are removed from the program.

**Is It true that if I want to be an Equalization Director I have to first finish the MAAO or Master Level Program and then take another year long program to get an Equalization Director Certification?**

No, that is not true. The Commission had discussed at one time offering an Equalization Director Certification or designation but no program has been developed and there is no plan to develop a program in the foreseeable future.

## Menominee County, Michigan Position Description

**Title:** Confidential Administrative Assistant to the Sheriff  
**Department:** Sheriff  
**Date:** May 2012

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### **Purpose of Position**

The purpose of this position is to provide secretarial and administrative support to the Sheriff and the Sheriff's Department. The work is performed under the direction of the Undersheriff.

### **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.

- Processes department payroll; computer and reports to the County Clerk's office all Sunday, Holiday, overtime, shift differential, Voluntary Marine Officer and Temporary employee wages; maintains overtime log.
- Processes civil process papers and subpoenas; records, distributes and bills for processes papers; processes the return of service fees and mileage charges; transmits monies to the Treasurer's Office.
- Processes all department billings and expenditures and assists with budgetary issues; balances checkbook; prepares deposits; reconciles bank statements; records and checks inmate funds, canteen funds, petty cash and checkbook; processes monies for travel and training; prepares bills for diverted felons.
- Summons jurors for Circuit and Probate Court.
- Assists in the preparation, tracking and submission of grants.
- Performs secretarial and administrative support functions; prepares, completes, transcribes and types a variety of reports, records and correspondence; copies and faxes documents; maintains files, databases and spreadsheets.
- Sorts and distributes mail.
- Assists with road and correctional duties.
- Performs other related functions as assigned or required.

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

One-year vocational diploma or equivalent with vocational/technical training in Secretarial or Office Procedures and one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as payroll and timesheets, bills, civil process, summons, subpoenas, statutes, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Undersheriff and all department personnel, other departments, Courthouse personnel, attorneys, judges, the media and the public.

### **Mathematical Ability**

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

### **Physical Requirements**

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

### **Environmental Adaptability**

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

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

MENOMINEE COUNTY  
ADMINISTRATOR'S EVALUATION  
April 2013 (Brian Bousley – Contract Review)

\*\*\*\*\*

- Rating Scale:
- 1 = Deficient
  - 2 = Below normal expectations
  - 3 = Meets normal expectations
  - 4 = Excellent

\*\*\*\*\*

**YOUR SCORES MUST BE RETURNED TO THE ADMINISTRATIVE ASST.  
BY April 18<sup>th</sup> FOR COMPILATION**

Relationship with Board

- \_\_\_\_\_ Keeps Board informed of organizational activities, progress & problems.
- \_\_\_\_\_ Is receptive to Board members ideas and suggestions.
- \_\_\_\_\_ Makes sound recommendations for Board activity.
- \_\_\_\_\_ Maintains a friendly courteous attitude toward Board members.
- \_\_\_\_\_ Follows up on all problems and issues brought to his attention.

\*Comments:

\_\_\_\_\_ Total

Effective Leadership of Staff

- \_\_\_\_\_ Hires and maintains competent staff members.
- \_\_\_\_\_ Encourages staff development.
- \_\_\_\_\_ Deals with staff honestly and fairly.
- \_\_\_\_\_ Maintains open, concerned, and congenial relations with staff.
- \_\_\_\_\_ Delegates effectively.
- \_\_\_\_\_ Involves staff in appropriate decision making
- \_\_\_\_\_ Appears to communicate well with staff.
- \_\_\_\_\_ Assesses the performance of employees fairly and reasonably.
- \_\_\_\_\_ Encourages cooperation among Department Directors.
- \_\_\_\_\_ Facilitates positive staff morale.

\*Comments:

\_\_\_\_\_ Total

Management Skills and Abilities

- \_\_\_\_\_ Maintains a smooth running administrative office.
- \_\_\_\_\_ Prepares all necessary reports and keeps accurate records.
- \_\_\_\_\_ Speaks and writes acceptably.

- \_\_\_\_\_ Plans well in advance.
- \_\_\_\_\_ Is progressive in attitude and action.

\*Comments:

\_\_\_\_\_ Total

Personal and Professional Attributes

- \_\_\_\_\_ Displays good grooming.
- \_\_\_\_\_ Projects professional demeanor.
- \_\_\_\_\_ Participates in professional activities such as association activities.

\*Comments:

\_\_\_\_\_ Total

Fiscal Management

- \_\_\_\_\_ Prepares a balanced budget.
- \_\_\_\_\_ Completes the year with a balanced budget.
- \_\_\_\_\_ Displays common sense and good judgment in business transactions.
- \_\_\_\_\_ Adequately supervises physical operations.

\*Comments:

\_\_\_\_\_ Total

Community and Public Relations

- \_\_\_\_\_ Represents the organization in a positive professional manner.
- \_\_\_\_\_ Actively promotes the organization to the public/media.
- \_\_\_\_\_ Maintains relationships with Local, State and Federal representatives.

\*Comments:

\_\_\_\_\_ Total

\_\_\_\_\_ OVERALL SCORE

Overall Comments:

Date: \_\_\_\_\_

Commissioner \_\_\_\_\_