



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

TUESDAY, JUNE 22, 2010

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, as amended, to include items #8A and #9A
4. Approval of Minutes dated May 24, 2010 (previously distributed)
5. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
6. Reconfirmation of Vacancy (mailed)
7. Report on Vacant Position Reconfirmations (mailed)
8. Current Layoff List (mailed)
- 8A. Report from Risk Management Regarding June 15, 2010 Building Evacuations (attached)
9. Executive Session to Discuss Labor Negotiations
- 9A. Ratification of Balance of Three-Year Labor Agreement with AFSCME Local 411-MCCSA Head Start Program (attached)
10. New Business
11. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
12. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Toni Moeen - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Ken Lampar - District 10
Ed Szczepanski - District 11

James L. Carabelli - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16

Paul Gielegem
District 19
Chairman

Kathy Tocca
District 20
Vice Chair

Ed Bruley - District 17
Dana Camphous Peterson - District 18
Irene M. Kepler - District 21
Frank Accavitti Jr. - District 22

Joan Flynn
District 6
Sergeant-At-Arms

William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Approve the reconfirmation of the following vacancies

INTRODUCED BY: Commissioner Robert Mijac, Chairman

Personnel Committee

CLASSIFICATION

DEPARTMENT

One Security Guard (Myong O. Wright)

Facilities & Operations

Reason for Vacancy:	Retirement
Date Position Vacant:	05-21-10
Justification:	100% County Funded
	Not Subject to 5% Salary Reduction Rule
County Vehicle Assigned:	No
Exit Interview Completed:	Yes*

*Did not authorize the release of the exit interview information.

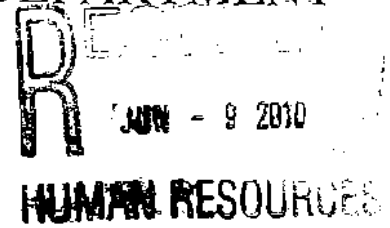
COMMITTEE/MEETING DATE

Personnel 06-22-10



FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor
Mount Clemens, Michigan 48043
586-469-5244 FAX 586-469-7770



Lynn M. Arnott-Bryks
Director

June 8, 2010

Diane G. Connell
Operations Supervisor

Larry K. Oakes
Mechanical Systems Supervisor

Estella Shelton
Maintenance Supervisor

TO: Douglas Fouty, Program Director, Personnel Services
Human Resources Department

FROM: Lynn M. Arnott-Bryks, Director
Facilities and Operations Department

RE: Request for Reconfirmation of
Vacant Budgeted Security Guard Position

We are respectfully requesting authorization to fill the vacant Security Guard position created by the retirement of Ms. Myong O. Wright on May 21, 2010.

Since May 29, 2009, four security guard positions have been vacated within this classification without replacement. Mr. William Loose is expected to retire on June 18 2010, thereby increasing the total to five vacant security guard positions.

In order to provide adequate coverage with the number of buildings conducting evening hours, we find it necessary to request authorization to fill this position.

If you have any questions or require additional information, please contact the undersigned.

Sincerely,


Lynn M. Arnott-Bryks, Director
Facilities and Operations Department

LMAB/d

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District 19
Chairman

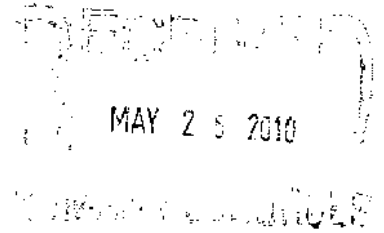
Kathy Tocco
District 20
Vice Chair

Juan Flynn
District 6
Sergeant At-Arms

Ed Bruley - District 17
Dana Camphous-Peterson - District 18
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**Macomb County
Position Analysis Questionnaire**



Employee Name: Replacing Myong O. Wright

Classification Title and Department: Security Guard

Division/Program Assignment: _____

Describe how this position is funded: 100 % % %
 County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

Responsible for guarding County-owned property against fire, theft, vandalism and illegal entry.

Patrols County buildings and grounds; examines doors and windows to determine they are secure; watches for and reports irregularities such as fire hazards, leaking water pipes and doors left unlocked; and assists employees and the general public in providing information and other types of requested assistance.

Maintains Paystation equipment in Parking Structure

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The Security Division is responsible for securing and safeguarding County owned facilities, in addition to providing information and assistance to County employees and the general public.

The Security Division is also responsible in the area of safety control surveys in conjunction with the Risk Management and Safety Department.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Laura Korte Security Guard Leader	1
Same Classification Within Department or Program	Security Guard	7
Other Classifications Reporting to this Immediate Supervisor	0	0
Classifications Directly Supervised by this Classification (if applicable)	0	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Does not provide work direction to co-workers.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Security Guards assist the general public in providing information and other types of requested assistance. Depending on the building the guard is assigned to, i.e., Majestic Plaza, the security guard must provide for the safety and security of the mothers and children that come in for service.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Patrols County buildings and grounds	20%	Daily	N/A
2	Maintains Paystation equipment in the Parking Structure	20%	Daily	N/A
3	Assists the public in providing information and other types of requested assistance	20%	Daily	N/A
4	Prepares buildings for morning openings and evening closings	20%	Daily	N/A
5	Performs tasks to immediately rectify potential hazards	20%	Daily	N/A
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

MACOMB COUNTY DEPARTMENTAL STATISTICAL DATA					
<u>TYPE</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Incident Reports issued	2,860	2,860	2,860	2,860	2,860
Valve Inspection Reports	260	260	260	260	260
Exit/Emergency Light Status	quarterly	quarterly	quarterly	quarterly	quarterly

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Assisting the public in providing information, directions and other types of requested assistance.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
No Security Guard Personnel	County buildings would not be protected against fire, theft, vandalism and illegal entry.
	A security guard would not be available at buildings where evening clinics are conducted, such as Majestic Plaza, Southeast Health and the Health Dept. in Mt. Clemens.
	Building irregularities would not be monitored.
	The Parking Structure would not be monitored and Paystation equipment would not be maintained.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
"Bluecoat Security" (County-Court-Admin.-Clemens Center maintained by Sheriff Dept.)	Daily contact with "bluecoat" security personnel regarding cases to be presented before the various judges.	Daily
Sheriff Department Deputy	Accompanies security guard to paystation (located in Parking Structure) for collection of parking fees. Parking fees are then transported to the Treasurer's Office for deposit.	Weekly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

A Security Guard is necessary for patrolling County buildings and grounds, for shutting off office equipment if necessary, watching for and reporting irregularities such as fire hazards, leaking water pipes and doors left unlocked. Assists employees and the general public in providing information and other types of requested assistance.

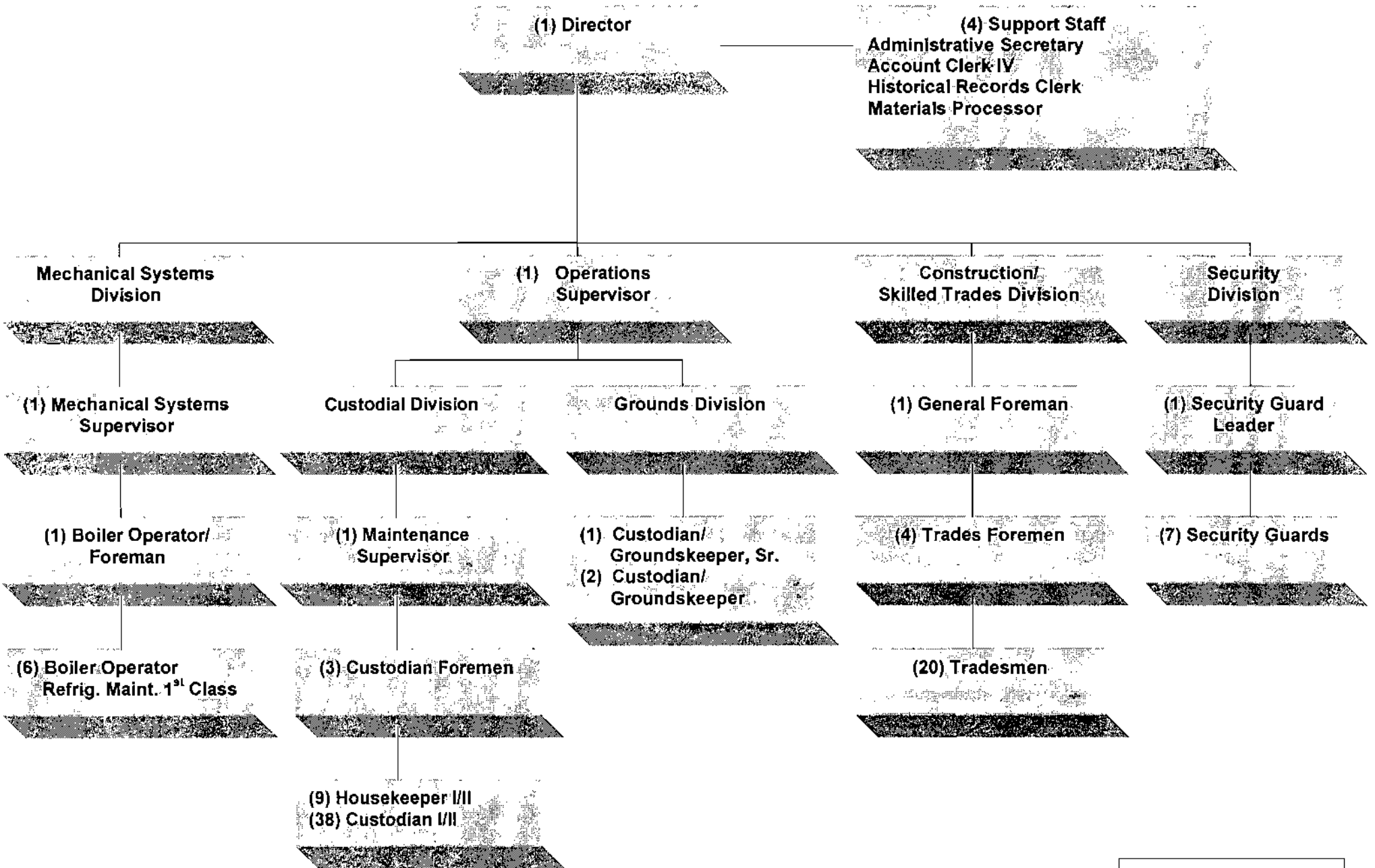
Prepares buildings for morning openings and evening closings. Maintains paystation equipment in the Parking Structure. May perform tasks to immediately rectify potential hazards when necessary. Performs periodic inspection/testing of emergency and exit lighting, and testing of proper elevator operation.

Assists and escorts contractors/caterers to proper destination.

Assists fire department and EMS in emergency situations.

In case of building evacuation, assists in proper egress and evacuation of parking structure.

FACILITIES AND OPERATIONS ORGANIZATION CHART - 2010



101 Employees

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Receive and File Vacant Position Reconfirmations

INTRODUCED BY: Commissioner Robert Mijac, Chairperson

Personnel Committee

COMMITTEE/MEETING DATE

Personnel 06-22-10

Vacant Position and Budget Verification
 * Budgeted by dollars - not positions

Department	Position	Type	Union	Reason	Authorization Rule	Step 1		Step 2		Step 3
						Budgeted Position HR Review Yes/No	Subject to 5% reduction in salary?	Budget Goals Finance Yes No	Layoff Recall HR Review Yes/No	
Clerk/ROD	Computer Maintenance Clerk	FT	3	promotion	approval only	Y	N	Y	N	
Clerk/ROD	Typist Clerk III	FT	3	promotion	approved - dept filling from within (bumping rights)	Y	N	Y	Y	
CMH	Case Manager III	FT	3	promotion	90% - approval only	Y	N	Y	N	
Health	PT PHN I	PT	0	resigned	during probation-approval only	Y	N	Y	N	
JJC	Sub Youth Specialist	PT	21	promotion	24/7 - approval only	budgeted by \$'s	N	Y	N	
JJC	Sub Youth Specialist	PT	21	promotion	24/7 - approval only	budgeted by \$'s	N	Y	N	
JJC	Youth Specialist	FT	21	resigned	24/7 approval only	Y	N	Y	N	
MCCSA	Bus Driver	PT	24	resigned	PT - approval only	Y	N	Y	N	
MCCSA	Bus Driver	PT	24	resigned	PT - approval only	Y	N	Y	N	
MCCSA	Bus Driver	PT	24	resigned	PT - approval only	Y	N	Y	N	
Sheriff	Sergeant	FT	1	resigned	24/7 approval only	Y	N	Y	N	
Treasurer	Account Clerk III	FT	3	promotion	BOC appvd all positions	Y	N	Y	N	
Treasurer	Account Clerk III	FT	3	promotion	BOC appvd all positions	Y	N	Y	N	

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Receive and File Layoff List

INTRODUCED BY: Commissioner Robert Mijac, Chairperson

Personnel Committee

COMMITTEE/MEETING DATE

Personnel 06-22-10

Current Laid-off Macomb County Employees as of June 10, 2010

FULL-TIME

<u>Union</u>	<u>Employee</u>	<u>Department</u>	<u>Date of layoff</u>	<u>Current Status</u>
Non-union	Casasanta, Anihony	Parks & Recreation	12/31/2008	
Non-union	Frame, Phil	Public Affairs	9/2/2009	
Non-union	Heino, Roger	Planning & Economic Development	12/31/2008	
Non-union	Maceri, Antoinette	Martha T. Berry	12/31/2008	
AFSCME Local 411	Fleming, Tina	MSU Extension	10/8/2009	
AFSCME Local 411	Garan, Kimberly	County Clerk-Register of Deeds	11/3/2009	
AFSCME Local 411	Garcia, Matthew	Public Affairs	9/1/2009	Working as a PT employee at Senior Services
AFSCME Local 411	Boone, Carl	Facilities & Operations	11/3/2009	
AFSCME Local 411	Vandermeer, Stacey	Sheriff	10/6/2009	
AFSCME Local 411	Caldwell, Tracy	Facilities & Operations	7/3/2009	
AFSCME Local 411	St. Onge, Kimberly	Purchasing	11/3/2009	
AFSCME Local 411	Assemany, Pamela	Sheriff	10/6/2009	
AFSCME Local 411	Traywick, Jimmie	Facilities & Operations	1/5/2010	
AFSCME Local 411	Herman, Andrea	Human Resources	1/5/2010	
AFSCME Local 411	Rubio, Richard	Facilities & Operations	1/5/2010	
UAW 889-Spec Offices	Gurdziel, Lenore	Library	1/5/2010	
UAW 889-Spec Offices	Pietras, Claudia	Probate Court	1/5/2010	
UAW 889-Spec Offices	Gallina, Daniel	Probate Court	3/6/2010	
UAW 412-IT	McKim, Kathy	IT	11/3/2009	
UAW 412-IT	Rakic, Denise	IT	11/3/2009	
UAW 412-IT	Souza, Sharon	IT	11/3/2009	
UAW 412-Supervisors	Humbyrd, David	Parks & Recreation	12/31/2008	
UAW 412-Supervisors	Deriemaecker, Rhonda	Board of Commissioners	9/2/2009	
UAW 412-Supervisors	Cutler, Gary	Finance	1/5/2010	Working as a temp employee at MCCSA
UAW 412-Corp Course	Kaiser, Lucy	Corporation Counsel	12/31/2008	

PART-TIME

<u>Union</u>	<u>Employee</u>	<u>Department</u>	<u>Date of layoff</u>	<u>Current Status</u>
Non-union	Furno, Joyce	Circuit Court-Probation	1/5/2010	
Non-union	Youngren, Ann	Facilities & Operations	1/5/2010	
Non-union	Arena, Marilyn	Health	2/27/2010	
Non-union	Mansell, Dottyann	Health	2/27/2010	
Non-union	Prill, Jennifer	Circuit Court-Probation	4/28/2010	
Non-union	Hudson, Richard	Circuit Court-Probation	5/1/2010	
AFSCME Local 411	Munro, Carol	MSU Extension	10/1/2009	
AFSCME Local 411	Brazen, Darlene	MSU Extension	10/5/2009	
AFSCME Local 411	Miscovich, Paula	Library	1/3/2009	
AFSCME Local 411	Thompson, Jeffrey	Parks & Recreation	12/31/2008	
AFSCME Local 411	Duffer, Anna	MSU Extension	1/5/2010	Working as a temp employee at MCCSA
UAW Local 889	Chinitz, Gilbert	Library	12/31/2008	
UAW Local 889	Ocholik, Teresa	Library	1/3/2009	

RECYCLABLE PAPER

added
itm #8A

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Receive and File report from Risk Management regarding June 15, 2010 building evacuations.

INTRODUCED BY: Commissioner Robert Mijac – Personnel Committee Chair

See Attached Confidential Memorandum

COMMITTEE/MEETING DATE:

Personnel

6-22-10

RECYCLABLE PAPER

added item # 9A

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of the balance of the three (3) year Labor Agreement with the AFSCME Local 411-MCCSA Head Start Program from January 1, 2008 to December 31, 2010 (Actual tentative agreements are available for review in the Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The Parties previously ratified financial and economic terms for the 2008 to 2010 Labor Agreement and agreed to continue negotiations on the MCCSA Head Start Program Supplement for a subsequent separate ratification. The County and the Union bargaining teams reached a tentative settlement on May 5, 2010. The Union membership ratified this settlement on June 11, 2010.

AFSCME Local 411-MCCSA Head Start Program represents approximately 30 Teacher positions.

It is now recommended that the Board of Commissioners also ratify the Agreement.

The Parties agreed to the following Article modifications:

1. Representation
2. Sick Leave
3. Bereavement Leave
4. Insurance Benefits-Life Insurance
5. Union Bulletin Boards
6. Layoff and Recall
7. Seniority
8. Probationary Period
9. Cost-of Living Allowance
10. Building Closure
11. Holiday Pay

COMMITTEE/MEETING DATE

Personnel 06-22-10

12. Workers Compensation
13. Regular Work Schedule
14. Medical Exams
15. Training and Technical Assistance
16. P.E.O.P.L.E. Deduction
17. Wage and Increment Schedule
18. Agreement regarding the application of Articles and provisions of the Master Agreement
19. Letter of Agreement – Recognition of Seniority
20. Letter of Agreement – Progression of Deputy Court Clerk I to Deputy Court Clerk II