

OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
WEDNESDAY, MARCH 15, 2023 at 1:00 P.M.
125 EAST SECOND STREET — MONROE, MI 48161
(734) 240-7003

COMMITTEE MEMBERS:

Randy Richardville, Chairman

Mark Brant, Greg Moore, Jr., David Swartout and David Vensel

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES (10/31/2022)

VI. COMMITTEE BUSINESS

1. Letter dated February 9, 2023, from Judge Cheryl Lohmeyer, Chief Probate Judge, requesting approval to add a part-time Records Process Clerk position to the Probate Court. Funding is included in the 2023 Budget.

2. Letter dated March 15, 2023 from Ms. Stacey Goans, Employment and Training Director, requesting approval for the Employment and Training Reorganization Plan.

3. Presentation by Critical Response Strategies.

VII. NEW BUSINESS

VIII. OLD BUSINESS

IX. CITIZENS TIME

X. INFORMATION

XI. COMMISSIONERS TIME

XII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
OCTOBER 31, 2022 AT 3:00 P.M.

- I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners was held in the Board Chambers in the City of Monroe on Monday, October 31, 2022. Chairman Richardville called the meeting to order at 3:00 p.m. Roll call by Clerk as follows:

PRESENT: Mark Brant, George Jondro, Randy Richardville and David Swartout

ABSENT: Greg Moore, Jr.

A quorum being present, the Operations Committee was able to conduct business.

II. APPROVAL OF AGENDA (10/31/2022)

Motion by Commissioner Jondro, supported by Commissioner Swartout to approve the October 31, 2022 Agenda as presented.

Voice vote taken. Motion carried.

III. APPROVAL OF MINUTES (09/08/2022)

Motion by Commissioner Swartout, seconded by Commissioner Jondro to approve the September 8, 2022 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

IV. COMMITTEE BUSINESS

1. Letter dated October 19, 2022 from Mr. Michael Bosanac, Administrator/Chief Financial Officer summarizing new positions included in the 2023 Recommended Budget and outlining additional positions and costs included on the Committee's agenda.

Mr. Bosanac gave a brief explanation of the positions and costs.

Motion by Commissioner Jondro, supported by Commissioner Swartout to accept the communication dated October 19, 2022 and place it on file.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

- a. Letter dated October 18, 2022, from Sheriff Troy Goodnough, Monroe County Sheriff's Office requesting approval to create two (2) Sheriff Deputy positions assigned to the Secondary Road Patrol Division with an effective start date of January 3, 2023. *Note: The cost of one (1) position is already included in the 2023 Recommended Budget.*

Sheriff Goodnough explained the request. Chairman Richardville added that 1 position is already included in the 2023 Recommended Budget and 1 is not.

Motion by Commissioner Brant, supported by Commissioner Jondro to accept the communication, place it on file and recommend to the full Board to approve the request to create two (2) Sheriff Deputy positions assigned to the Secondary Road Patrol Division and authorize the Administrator/Chief Financial Officer to include the positions and funding in the 2023 Budget.

Roll Call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

- b. Letter dated September 30, 2022 from Ms. Colleen Hinzmann, Director, Information Technology requesting approval to create a Technology Support Technician position effective immediately. Funding is included in the 2022 Budget to fund the position cost in 2022. Additionally, funding is included in the 2023 Recommended Budget to fund the position. *Note: The cost of this position is already included in the 2023 Recommended Budget.*

Ms. Hinzmann explained the request.

Motion by Commissioner Swartout, supported by Commissioner Jondro to accept the communication, place it on file and recommend to the full Board to approve the request to create a Technology Support Technician position effective immediately with funding from the 2022 IT budget and authorize the Administrator/Chief Financial Officer to include the position and funding in the 2023 Budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		

Randy Richardville		
David Swartout		

Motion carried.

- c. Letter dated October 20, 2022 from Mr. Jeff McBee, Director, Planning and Community Engagement requesting approval to create a Geographic Information Systems Specialist position with an effective date of January 3, 2023. Funding is included in the 2023 Recommended Budget to fund the position. *Note: The cost of this position is already included in the 2023 Recommended Budget.*

Mr. McBee explained the request.

Motion by Commissioner Brant, supported by Commissioner Jondro to accept the communication, place it on file and recommend to the full Board to approve the request to create a Geographic Information Systems Specialist position with an effective date of January 3, 2023, and authorize the Administrator/Chief Financial Officer to include the position and funding in the 2023 Budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

2. Letter dated October 10, 2022, from Ms. Annamarie Osment, Monroe County Clerk-Register of Deeds requesting approval to create a Circuit Court Support and Systems Coordinator position in the County Clerk's Office with an effective start date of January 3, 2023.

Ms. Osment explained the request.

Motion by Commissioner Brant, supported by Commissioner Swartout to accept the communication, place it on file and recommend to the full Board to approve the request to create a Circuit Court Support and Systems Coordinator position in the County Clerk's Office and authorize the Administrator/Chief Financial Officer to include the position and funding in the 2023 Budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		

George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

3. Letter dated October 19, 2022, from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting a succession and staffing plan for the Central Office including creating Deputy Administrator/Chief Financial Officer and Fiscal Manager positions and requesting funding in the 2023 Budget.

Mr. Bosanac presented a PowerPoint overview of the Central Office succession plan. Discussion commenced and questions were answered.

Motion by Commissioner Brant, supported by Commissioner Swartout to accept the communication, place it on file and recommend to the full Board to approve the succession and staffing plan creating a Deputy Administrator/Chief Financial Officer and a Fiscal Manager position in the 2023 budget and authorize the Administrator/Chief Financial Officer to include the positions and funding in the 2023 Budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

4. Letter dated October 20, 2022 from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting the following policies for consideration and approval.

Mr. Bosanac explained the changes in the policies below:

- a. Policy #304 Budgeting Procedures (Updated)
- b. Policy #305 Purchasing Policy (Updated)
- c. Policy #308 Contracting for Law Enforcement (Eliminated)
- d. Policy #423 Separation of Employment (Updated)

Motion by Commissioner Jondro, supported by Commissioner Brant to accept the communication, place it on file and recommend to the full Board to approve the above County policies as presented or with any suggested edits.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

VI. NEW BUSINESS –None

V. OLD BUSINESS –None

VIII. CITIZENS TIME –

1. Sheriff Goodnough commented on the work ethic that Mr. Bosanac has and that he is proud to work with him.

IX. INFORMATION–None

X. COMMISSIONERS TIME –

No comments by Commissioners.

XI. ADJOURNMENT – With no further business, Commissioner Richardville adjourned the meeting at 4:13 p.m.

HON. FRANK L. ARNOLD
JUDGE
(734) 240-7335



HON. CHERYL E. LOHMEYER
JUDGE
(734) 240-7325

Probate Court

MONROE COUNTY, MICHIGAN
TELEPHONE (734) 240-7346

February 9, 2023

Mr. Randy Richardville, Chairman
Operations Committee
Monroe County Board of Commissioners
125 E. Second Street
Monroe, MI 48161

RE: Request to Add a Part-time Records Process Clerk - Probate Court

Dear Mr. Richardville and Committee members:

The Probate Court is requesting funding for one (1) part-time records process clerk in the probate office. This position was created in fiscal year 2022 to assist with the caseload backlog that was caused by the pandemic and was funded through the Coronavirus Emergency Supplemental Funding Grant (CESF).

The need for a part-time records process clerk is just as urgent as it was at the beginning of 2022. Probate case filings continue to exceed pre-pandemic numbers and the office is busier than ever before. Additionally, because probate cases tend to be very technical and require a high degree of attention by the more experienced staff, it is essential to have someone who can provide clerical support to other staff in the office and perform many of the less technical (but equally important) aspects of the office.

While there is no current funding for this *specific* position within the probate 2023 budget, the court does have \$11,000 in the 2023 budget that has been approved for a part-time law clerk. If the court is permitted to reallocate the funds from the law clerk position to the records process clerk position, no additional funding will be required, as the cost of the position is already covered by the Probate Court part-time budget. This is outlined in the attached summary.

Your thoughtful consideration of this request is appreciated.

Sincerely,

Cheryl E. Lohmeyer
Chief Probate Judge of Monroe County

C: Sue Maier - Director of Fiscal Services, Monroe County
Michael Bosanac - Administrator/CFO - Monroe County
Aundrea Armstrong - Director of Human Resources - Monroe County

HIRING REVIEW FORM

Department: Probate Court

Vacancy Job Title: Part time records processing clerk

Brief Job Description:

Performs a variety of clerical tasks and provides support to other staff in the processing of a variety of court records.

Budgeted Position: ☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒

NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

Probate court filings continue to exceed each proceeding years' filings and cases have become increasingly complex due to changes in the probate code and because of how court proceedings are conducted since the pandemic. Utilizing a processing clerk to assist with the less complex (but just as important) duties in the probate office allows the other staff to tend to the more complex work issues.

Completed By: Melissa Strong, Probate Court Administrator

DATE: 02/09/2023

Human Resources/ Finance Use:

Conclusion:

Finance: No additional appropriation necessary. Cost of position is covered in the 2023 Probate Court budget.

HR: Employee filling grant funded position will continue working in probate. Court will re-allocate funding to cover the cost of the position.

Finance Reviewer: Sue Maier

DATE: 02/21/2023

HR Reviewer: Aundrea Armstrong

DATE: 02/21/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ITEM	DATE		DEPT	UN#	JOBGR	ST	CLASSIFICATION	WAGES	FRINGES	TOTAL
PROPOSED	MAXIMUM OF 651 HOURS	PT-RECORDS PROCESSING CLERK	14800	PART-TIME	RYE5	2	PT-RECORDS PROCESSING CLERK	\$ 9,986	\$ 951	\$ 10,937
							TOTAL COST/(SAVINGS)	\$ 9,986	\$ 951	\$ 10,937
FINANCE CONCLUSION:										
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITION IS INCLUDED IN BUDGET.										



MONROE AMERICAN JOB CENTER

Monroe County Employment and Training Department

1531 North Telegraph Road • Suite D • Monroe, Michigan 48162-5157

Telephone: (734) 240-7950 • Fax (734) 240-7975 • Toll Free 1-888-354-5500 ext. 7950 • County TTY: (734) 240-7300

March 15, 2023

Mr. Randy Richardville, Chairman
Monroe County Board of Commissioners Operations Committee
125 East Second Street
Monroe, MI 48161

Re: Employment & Training Reorganization Plan

Dear Chairman Richardville and Committee Members:

Due to staff changes in the Employment & Training Department, the ETD seeks to reorganize the department to better align with a streamlined service delivery model while providing a higher level of direct management oversight and accountability for departmental operations.

Attached to this communication are the following documents:

1. The current and proposed organizational chart for the Employment and Training Department.
2. The job descriptions for the new Welfare Reform Coordinator (Grade 11) position and the Workforce Programs Coordinator (Grade 11) that will replace the Programs Manager (Grade 12) position.
3. The elimination of one (1) Career Development Facilitator position (Grade 7).
4. Point factoring for the Coordinator positions.
5. Hire Review Form
6. Cost analysis sheet

The primary changes in responsibilities include:

- Delineating between the TANF and Workforce Investment Innovation Act programs, allowing greater programmatic oversight of each program.

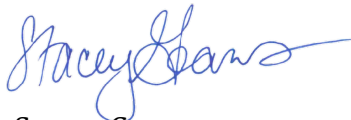
- The Coordinators will be responsible for implementing programmatic changes and overseeing performance measures under the direction of the agency director. They will have the ability to assign work as needed and to relay staff performance to the director.
- Currently the Director is overseeing the Welfare Reform programs. Creating a coordinator position will free up time for the director to oversee more of the management and oversight of the agency.

In summary, the reorganization creates two (2) Coordinators and eliminates the vacant Programs Manager position. The reorganization allows the department to provide a streamlined service delivery model and diversifies the program knowledge to more staff members.

The reorganization is included in Employment and Training 2023 budget with 100% funding from grant dollars awarded by the Southeast Michigan Community Alliance (SEMCA). I respectfully request the Operations Committee approve the reorganization plan as submitted and forward to the full Board of Commissioner with a recommendation of approval.

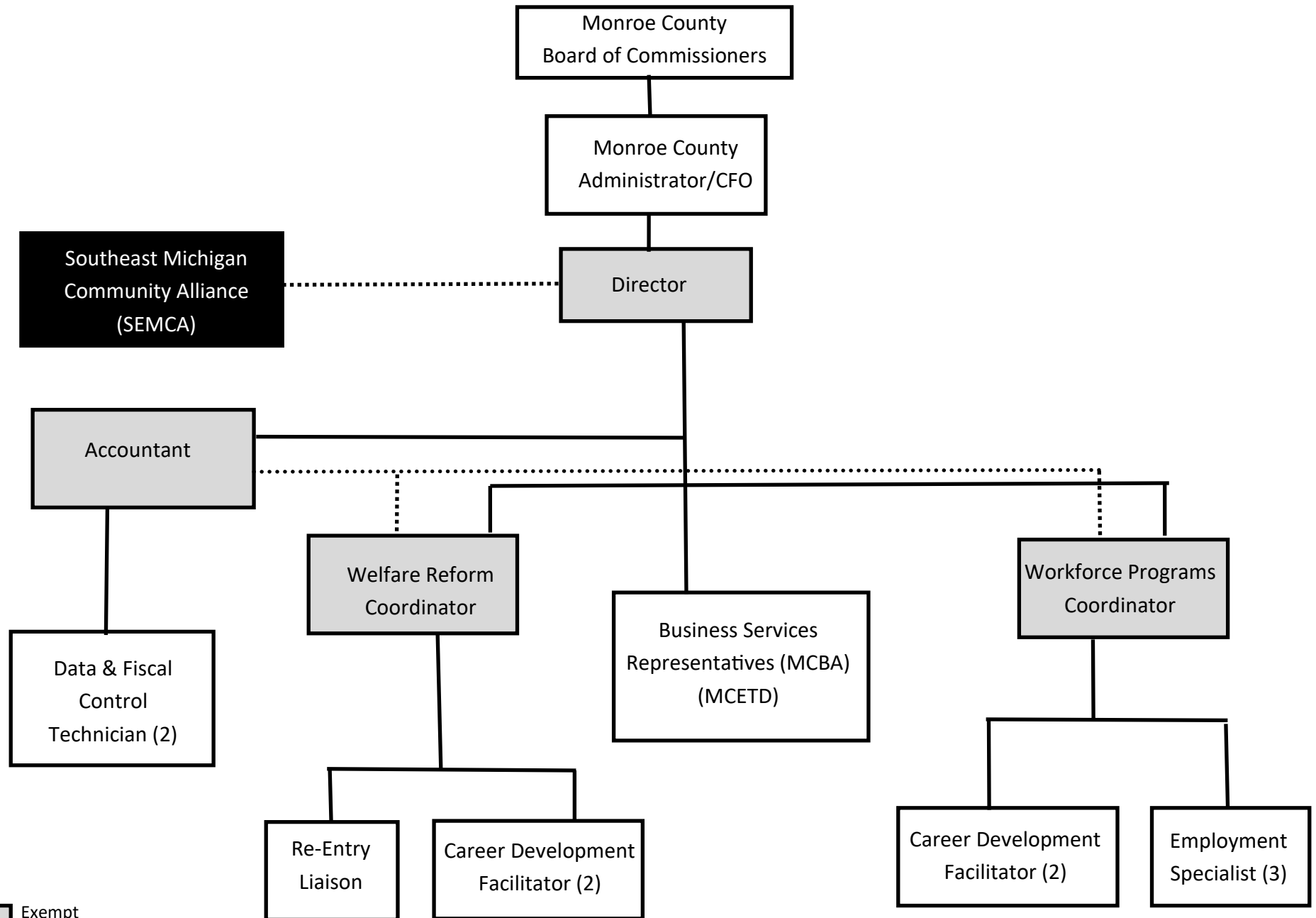
Please let me know if you have any additional questions.

Thank you,



Stacey Goans

Organizational Chart
Michigan Works! Monroe American Job Center
Monroe County Employment & Training Department



■ Exempt

MONROE COUNTY

Welfare Reform Coordinator

<u>Department:</u>	<u>Employment and Training</u>	<u>Wage Grade:</u>	<u>Rye 11</u>
<u>FLSA Status:</u>	<u>Exempt</u>	<u>Affiliation:</u>	<u>Non-Union</u>

General Summary:

Under the supervision of the Director, oversees and ensures an efficient operation of Welfare Reform programs, coordinating the deliverance of all essential services and integrating other agency personnel on site. Supervises and directs all staff working in assigned programs. Distributes and assigns all necessary job tasks to corresponding team members. Assists the Director in interviewing, hiring, training, reviewing and evaluating performance, and addressing and resolving employee relations issues. May represent the director per his/her request.

Essential Functions: *(An employee in this position maybe called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)*

- Oversees and ensures an efficient operation of Welfare Reform programs, coordinating the deliverance of all essential services and integrating other agency personnel on site. Assists in opening and closing the facility.
- Supervises and directs all staff working in programs. Distributes and assigns all necessary job tasks to corresponding team members.
- Oversees maintenance of records and reporting. Provides program information, records, and data to visiting program monitors and auditors.
- Assists the Director in interviewing, hiring, training, reviewing and evaluating performance, and addressing and resolving employee relations issues. Confers with the Director and other administrative staff to determine training needs. Formulates training policies, programs, and schedules based on identified training needs.
- Assists coaches in completing an assessment of customer's work history, educational background, skills, and interests, needs, problems, barriers, employment and/or training goals. May also screen for customer eligibility for various programs and services available at the AJC.
- Refers customer for self/enhanced assessment with agency appropriate, or refers customers to other agencies for more comprehensive evaluation.
- Represents agency at all monthly provider meetings held by the governing Agency, Southeast Michigan Community Alliance (SEMCA).
- Enters all customer specific data on the computer generated automated case management system. Produces computer generated forms and reports and maintains customer files as required.
- Attends and/or facilitates program case management meetings to discuss customer participation in MCETD programs.

- Maintains working knowledge of federal and state regulations and guidelines for programs. Attends seminars, conferences and workshops to enhance knowledge and to keep current on new developments. Assists in monitoring ADA and Equal Opportunity (EO) compliance, as well as other relevant programmatic information.
- Acts as a backup for the Equal Opportunity compliance officer. Assists in monitoring ADA and EO compliance and attending all related training.
- Submits weekly and monthly reports to SEMCA. Insures monthly SEMCA success stories are completed and submitted in a timely manner.
- Collaborates with other agencies and defines areas of service for the department. Develops program goals to align with contractual obligations.
- Oversees case management process; establishes policy, approves training contracts, and approves appropriate customers for training participation.
- Working with the Director, drafts applications and proposals to submit to granting authorities for funding allocation for program services. May collaborate with other agencies to submit joint grant applications.
- Assists in writing requests for proposals for grant funding. Provides trends to ensure requested/received budgets are appropriate. Communicates with the Director and Accountant about budget questions or concerns. Tracks training funding to assist in projections requested by SEMCA.
- Maintains and updates staff on information and changes in federal and state program regulations and guidelines.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Employment Qualifications:

Education: Possession of a Bachelor's Degree in management and organization development, human resources, workforce development, education, or a closely related area, or a closely related area, or an Associate's Degree with 3-4 years of prior professional work experience. Prior supervisory experience preferred.

Experience: Two years of experience in a capacity involving interfacing with customers such as social services, workforce development, human resources, or a similar field. Three-four years of prior professional work experience in customers such as social services, workforce development, human resources, or a similar field with an Associate Degree. Prior supervisory experience preferred.

Licenses and Certifications: Valid Michigan Driver's License. Career Development Facilitator Certificate preferred, must obtain after employment.

Other Requirements:

Knowledge of:

- Workforce development, business and management principles involved in strategic planning, resource allocation and leadership techniques.
- Laws and government regulations.
- Accounting principles, statistical techniques, practices and procedures.
- Computer software (MS Word, MS Excel, payroll and financial systems).

- Principles and processes for providing customer service.

Skill in:

- Active listening to understand others. Talking to others effectively.
- Critical Thinking and Problem Solving. Use of logic and reasoning to identify alternative solutions, conclusions or approaches to problems.
- Motivating, developing and directing people as they work.
- Understanding written sentences and paragraphs in work related documents.
- Using technology appropriate to the position held.
- Maintain a positive professional image through actions, appearance, timeliness, meeting commitments and deadlines, and daily demonstration of a positive and supportive attitude.

Ability to:

- Demonstrate flexibility and adapts to changing needs and direction.
- Take personal responsibility for achieving objectives and meeting expectations of the organization; effectively manage time and priorities with minimal supervision.
- Communicate effectively and appropriately with all customers, internal and external; listen and respond to their needs.
- Work effectively with others. Look for and take advantage of opportunities to help others serve our customers or meet their objectives. Actively support the spirit of teamwork at the Monroe American Job Center.
- Recognize and respect the confidential nature of the information exposed at the Monroe American Job Center.
- Use creative approaches to solve problems, eliminate root causes, and prevent their recurrence.
- Identify opportunities to simplify processes, add value, reduce costs and improve productivity.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.*

Ability to travel to meet with and make presentations to various community and governmental groups.

Ability to access office files, to place and retrieve documents weighing up to 25 lbs.

Ability to enter and retrieve data in a computer.

Ability to access all areas of County offices.

Ability to read printed materials on a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

Working Conditions:

Works in office locations and may be required to travel to other County buildings.

May involve outside hours depending on business needs (i.e. representing the agency at community events or Rapid Responses held during off hours). This is on an as needed basis.

MONROE COUNTY

Workforce Programs Coordinator

Department: Employment and Training **Wage Grade:** Rye 11
FLSA Status: Exempt **Affiliation:** Non-Union

General Summary:

Under the supervision of the Director, oversees and ensures an efficient operation of workforce awarded grant programs, coordinating the deliverance of all essential services and integrating other agency personnel on site. Supervises and directs all staff working in assigned programs. Distributes and assigns all necessary job tasks to corresponding team members. Assists the Director in interviewing, hiring, training, reviewing and evaluating performance, and addressing and resolving employee relations issues. May represent the director per his/her request.

Essential Functions: *(An employee in this position maybe called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)*

- Oversees and ensures an efficient operation of workforce development programs, coordinating the deliverance of all essential services and integrating other agency personnel on site. Assists in opening and closing the facility.
- Supervises and directs all staff working in workforce programs. Distributes and assigns all necessary job tasks to corresponding team members.
- Oversees maintenance of records and reporting. Provides program information, records, and data to visiting program monitors and auditors.
- Assists the Director in interviewing, hiring, training, reviewing and evaluating performance, and addressing and resolving employee relations issues. Confers with the Director and other administrative staff to determine training needs. Formulates training policies, programs, and schedules based on identified training needs
- Provides oversight of Employment Services to all American Job Center customers including Unemployment Insurance registrants, ensuring that employees are updated on policy and service delivery changes.
- May conduct initial assessment of customer's work history, educational background, skills, and interests, needs, problems, barriers, employment and/or training goals. Screens for customer eligibility for various programs and services.
- Refers customer for self/enhanced assessment with agency appropriate, or refers customers to other agencies for more comprehensive evaluation.
- Represents agency at all monthly provider meetings held by the governing Agency, Southeast Michigan Community Alliance (SEMCA).
- Enters all customer specific data on the computer generated automated case management system. Produces computer generated forms and reports and maintains customer files as required.
- Creates schedule for workshop presenters on a rotating basis, filling in when necessary. Coordinates the "Information Session" schedule, presenting when necessary, as well as at local events designed to inform and/or education targeted populations.

- Attends and/or facilitates program case management meetings to discuss customer participation in MCETD programs.
- Maintains working knowledge of federal and state regulations and guidelines for programs. Attends seminars, conferences and workshops to enhance knowledge and to keep current on new developments. ~~Assists in~~ Monitors ADA and Equal Opportunity (EO) compliance, as well as other relevant programmatic information.
- Acts as Complaint Officer for employer related complaints by customers. Forwards monthly report to the State of Michigan regarding these complaints.
- Acts as the EO compliance officer. Monitors ADA and EO compliance and attends all related training. Prepares necessary reports and presents changes to staff.
- Submits weekly and monthly reports to SEMCA. Insures monthly SEMCA success stories are completed and submitted in a timely manner.
- Collaborates with other agencies and defines areas of service for the department. Develops program goals to align with contractual obligations.
- Oversees case management process; establishes policy, approves training contracts, and approves appropriate customers for training participation.
- Working with the Director drafts applications and proposals to submit to granting authorities for funding allocation for program services. May collaborate with other agencies to submit joint grant applications.
- Assists in writing requests for proposals for grant funding. Provides trends to ensure requested/received budgets are appropriate. Communicates with the Director and Accountant about budget questions or concerns. Tracks training funding to assist in projections requested by SEMCA.
- Maintains and updates staff on information and changes in federal and state program regulations and guidelines.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Employment Qualifications:

Education: Possession of a Bachelor's Degree in management and organization development, human resources, workforce development, education, or a closely related area, or an Associate's Degree with 3-4 years of prior professional work experience. Prior supervisory experience preferred.

Experience: Two years of experience in a capacity involving interfacing with customers such as social services, workforce development, human resources, or a similar field. Three-four years of prior professional work experience in customers such as social services, workforce development, human resources, or a similar field with an Associate Degree. Prior supervisory experience preferred.

Licenses and Certifications: Valid Michigan Driver's License. Career Development Facilitator Certificate preferred, must obtain after employment.

Other Requirements:

Knowledge of:

- Workforce development, business and management principles involved in strategic planning, resource allocation and leadership techniques.

- Laws and government regulations.
- Accounting principles, statistical techniques, practices and procedures.
- Computer software (MS Word, MS Excel, payroll and financial systems).
- Principles and processes for providing customer service.

Skill in:

- Active listening to understand others. Talking to others effectively.
- Critical Thinking and Problem Solving. Use of logic and reasoning to identify alternative solutions, conclusions or approaches to problems.
- Motivating, developing and directing people as they work.
- Understanding written sentences and paragraphs in work related documents.
- Using technology appropriate to the position held.
- Maintain a positive professional image through actions, appearance, timeliness, meeting commitments and deadlines, and daily demonstration of a positive and supportive attitude.

Ability to:

- Demonstrate flexibility and adapts to changing needs and direction.
- Take personal responsibility for achieving objectives and meeting expectations of the organization; effectively manage time and priorities with minimal supervision.
- Communicate effectively and appropriately with all customers, internal and external; listen and respond to their needs.
- Work effectively with others. Look for and take advantage of opportunities to help others serve our customers or meet their objectives. Actively support the spirit of teamwork at the Monroe American Job Center.
- Recognize and respect the confidential nature of the information exposed at the Monroe American Job Center.
- Use creative approaches to solve problems, eliminate root causes, and prevent their recurrence.
- Identify opportunities to simplify processes, add value, reduce costs and improve productivity.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.*

Ability to travel to meet with and make presentations to various community and governmental groups.

Ability to access office files, to place and retrieve documents weighing up to 25 lbs.

Ability to enter and retrieve data in a computer.

Ability to access all areas of County offices.

Ability to read printed materials on a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

Working Conditions:

Works in office locations and may be required to travel to other County buildings.

May involve outside hours depending on business needs (i.e. representing the agency at community events or Rapid Responses held during off hours). This is on an as needed basis.

Job Title/ Factors	Education & Experience	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexi ty	Responsibility for the Rights of Others	Technolo gy	Impact on Programs, Services & Operations	Documen t Concentr ation	Work Environ ment	Total Points	Grade	Grade Point Parameters
Proposed															
Workforce Programs Coordinator	313	d3	370	320	55	c1	400	100	80	325	40	10	2013	11	1901-2050
Welfare Reform Coordinator	313	d3	370	320	55	c1	400	100	80	325	40	10	2013	11	1901-2050

HIRING REVIEW FORM

Department: Employment & Training Department

Vacancy Job Title: Welfare Reform Coordinator / Workforce Programs Coordinator

Brief Job Description:

Please see attached descriptions for each position and letter.

Budgeted Position: ☐ YES
If YES, are Funds Available? ☒ YES * Must be verified by Finance/HR
☐ NO *Must provide Funding Plan, verified by
☒ NO
If NO, please provide the following:
Job Description (Must have with New Position, Reclassification)
Point Factoring (Must have with New Position, Reclassification)
Reorganization Plan (When applicable)
Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

The MCETD wishes to reorganize and eliminate one Grade 12 Program Manager position into two (2) Grade 11 Coordinators. This will allow an additional layer of programmatic knowledge and have more employees who are able to oversee performance measures and new grants. We are also proposing to eliminate one (1) Grade 7 Career Development Facilitator position, which has been vacant since 2020.

Completed By: Stacey Goans DATE: 3/8/23

Human Resources/ Finance Use:

Conclusion:

Finance: No funding from the General Fund is required. Funded from grant dollars awarded by the Southeast Michigan Community Alliance. (SEMCA). Reorganization is included in the 2023 budget.
Human Resources: Positions will be filled in compliance with county policies.

Finance Reviewer: Sue Maier DATE: 03/10/23

HR Reviewer: Aundrea Armstrong DATE: 03/10/23

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ITEM	DATE	Department	Union	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET		2023	73600 union_00A	RYE12 PROGRAM MANAGER	\$ 55,524	\$ 38,553	\$ 94,077
ANNUAL BUDGET		2023	73600 union_04G	RYE07 CAREER DEVELOPMENT FACILITATOR	\$ 38,277	\$ 22,989	\$ 61,266
ANNUAL BUDGET		2023	73600 union_04GA	RYE07 CAREER DEVELOPMENT FACILITATOR	\$ 41,869	\$ 38,528	\$ 80,398
ANNUAL BUDGET		2023	73600 union_04G	RYE07 CAREER DEVELOPMENT FACILITATOR	\$ 39,678	\$ 8,411	\$ 48,089
TOTAL BUDGET					<u>\$175,348</u>	<u>\$108,481</u>	<u>\$283,830</u>
ACTUAL COST	THROUGH 2/1/23		73600 union_00A	RYE12 PROGRAM MANAGER	\$ 8,605	\$ 7,736	\$ 16,340
ACTUAL COST	THROUGH 3/26/23		73600 union_04GA	RYE07 CAREER DEVELOPMENT FACILITATOR	\$ 9,561	\$ 9,225	\$ 18,786
ACTUAL COST	THROUGH 3/26/23		73600 union_04G	RYE07 CAREER DEVELOPMENT FACILITATOR	\$ 8,967	\$ 1,927	\$ 10,894
TOTAL COST					<u>\$ 27,133</u>	<u>\$ 18,888</u>	<u>\$ 46,020</u>
REMAINING BUDGET					<u>\$148,216</u>	<u>\$ 89,594</u>	<u>\$237,809</u>
PROPOSED	DOH: 4/10/23		73600 union_04G	RYE07 CAREER DEVELOPMENT FACILITATOR	\$ 27,547	\$ 13,102	\$ 40,649
PROPOSED	DOH: 4/10/23		73600 union_04G	RYE07 CAREER DEVELOPMENT FACILITATOR	\$ 27,547	\$ 14,460	\$ 42,007
PROPOSED	PROMO EFFECTIVE 3/27/23		73600 union_00	RYE11 COORDINATOR	\$ 39,301	\$ 7,891	\$ 47,192
PROPOSED	PROMO EFFECTIVE 3/27/23		73600 union_00A	RYE11 COORDINATOR	\$ 37,395	\$ 31,411	\$ 68,806
TOTAL PROPOSED					<u>\$131,789</u>	<u>\$ 66,864</u>	<u>\$198,653</u>
TOTAL COST/(SAVINGS)					<u>\$ (16,426)</u>	<u>\$ (22,729)</u>	<u>\$ (39,156)</u>

FINANCE CONCLUSION:

NO BUDGET ADJUSTMENT IS NECESSARY; COST OF POSITIONS ARE INCLUDED IN BUDGET.

ANNUAL PROPOSED	2023	73600 union_04G	RYE07 CAREER DEVELOPMENT FACILITATOR	\$ 37,984	\$ 23,317	\$ 61,301
ANNUAL PROPOSED	2023	73600 union_04G	RYE07 CAREER DEVELOPMENT FACILITATOR	\$ 37,984	\$ 20,602	\$ 58,586
ANNUAL PROPOSED	2023	73600 union_00	RYE11 COORDINATOR	\$ 51,464	\$ 10,609	\$ 62,073
ANNUAL PROPOSED	2023	73600 union_00A	RYE11 COORDINATOR	\$ 48,967	\$ 41,733	\$ 90,700