



Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

OFFICE OF
CONTROLLER/
ADMINISTRATOR
231-398-3500 • Fax 231-723-1795
www.manisteecountymi.gov

PERSONNEL COMMITTEE

Wednesday, July 13, 2016
1:00 P.M.

Courthouse & Government Center
Board of Commissioner's Room

AGENDA

1. Discussion regarding FLSA changes. Appendix A
2. Discussion and recommendation regarding Equalization Job Description. Appendix B
3. Discussion regarding Health Insurance premiums and options.
4. Discussion and recommendation PA 152.
5. Discussion regarding wage increases.
6. Other items from Committee members.
7. Adjournment.

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IMPORTANT CLIENT UPDATE

FAIR LABOR STANDARDS ACT (FLSA) UPDATE

Counties, municipalities and other public entities (hereinafter referred to as "Municipalities") should be in the process of planning for the newly announced changes to the Fair Labor Standards Act (FLSA) regulations. The new regulations will substantially impact eligibility for "white collar" exemptions from overtime/compensatory time for executive, administrative, and professional positions. The changes will become effective on **December 1, 2016**. The changed regulations raise significantly the salary threshold requirement to maintaining exempt status of salaried "white collar" employees.

State and local government employers are subject to the FLSA and, thus, the Department of Labor regulations apply to Municipalities. Under the new regulations, to be even eligible to be considered "exempt" from the overtime requirements of the FLSA, a salaried executive, administrative, or professional worker must be paid a salary of at least **\$913** per week (i.e. **\$47,476** for a full year employee). This is a significant increase over the previously required \$455 per week/\$23,660 per full year. The new regulations also provide for automatic increases in the salary levels every three years (beginning January 1, 2020).

To be considered exempt, each executive, administrative, or professional position must continue to meet the test of the duties actually performed and the new higher salary requirement. As such, employees and classifications of Municipalities who may have historically been considered exempt – and thus not subject to overtime/compensatory time requirements – who fail to meet these substantially higher minimum salary requirements may be required to be compensated for overtime/compensatory time on December 1, 2016.

In addition, the amended regulations raise the total compensation level for the additional exemption for highly compensated employees to \$134,004 annually (an increase from the current \$100,000). The new regulations do not make any changes to the outside sales or computer professional exemptions.

We suggest that evaluation and planning should be undertaken as soon as possible. Municipalities should be considering the effects of such changes and develop

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an action plan for adjusting the salaries to maintain exempt status or, conversely, estimating the potential overtime costs, realigning workload and revising processes to assure that hours worked are effectively tracked. Whatever action plan that is selected, the effects will obviously need to be assessed and accounted for in the budgeting process.

If you have any questions, please do not hesitate to contact us.

Peter A. Cohl
Richard D McNulty
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May 31, 2016

MUNICIPAL CONSULTING SERVICES LLC

April 24, 2016

Ms. Lisa Sagala
Personnel Officer/Administrative Assistant
County of Manistee
415 Third Street
Manistee, MI 49660

Dear Ms. Sagala:

This letter is in regard to your request for our firm to conduct a classification analysis for the position of Deputy Equalization Director in Manistee County. The position is under the supervision of the Equalization Director.

In completing the classification analysis for this position we have performed the following tasks:

- Reviewed job-related information including the updated job description provided by the Equalization Director specifying the full range of duties and responsibilities of the position. This was compared to the existing job description.
- Reviewed historic information regarding Manistee County's classification and compensation system including job evaluation results and grade status for the prior position, the County's grade structure more broadly and more recent documentation; including changes that have occurred since the initial system was developed.
- Point-factored the classification utilizing the accumulated understanding of the position, the pay structure and the Rehmann Robson Job Evaluation Plan.
- Developed a recommended pay grade level for the classification.

The results of the classification analysis for the position are included in the attached Table A. The position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Manistee County's existing pay grade structure.

INFORMATION REGARDING THE DEPUTY EQUALIZATION DIRECTOR POSITION

At the time of the initial classification and compensation study (i.e. 2005), the second-highest job in the Equalization Department was titled Appraiser/Assistant to the Equalization Director. With the passage of time, the position has evolved into a true deputy position. Related to this, the initial job description contained qualifiers concerning the job's organizational role. The Equalization Director now wishes to modify the job description to Deputy Equalization Director based on overall responsibility for operations in the Director's absence, hierarchical supervisory

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Ms. Lisa Sagala
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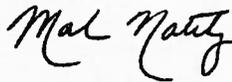
responsibility and the technical expectations of the position. We have evaluated the position based on these stated changes. The results are included in the following subsection.

GRADE RECOMMENDATION THE FOR DEPUTY EQUALIZATION DIRECTOR

The results of the point-factor process for the Deputy Equalization Director on a factor-by-factor basis are included in the attached Table A. Based on the point total of 2,050, our suggested grade placement for the Deputy Equalization Director would place the position in Grade 8 of Manistee County's current pay grade structure.

We have appreciated the opportunity to assist Manistee County in this important classification request. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

TABLE A
MANISTEE COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF APRIL, 2015

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Deputy Equalization Director	313	406	237	100	406	50	120	338	40	40	2050	8

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EQUALIZATION DEPARTMENT

Manistee County Courthouse
415 Third Street • Manistee, Michigan 49660-1606 • 231-723-5957

Date: 4/20/16
To: Personnel Committee
From: Roger Elbers, Equalization Director
Re: Job Description Upgrade

This correspondence is in regard to the job description currently titled “Appraiser/Assistant to Equalization Director”. The job description title and required duties for this possession are out of date and need to be revised.

I am proposing that the title be changed to “Deputy Equalization Director” and that the job description be updated to match the attached document. All of the requested updates are highlighted for your review.

This job is not as an assistant to the director but rather is a true Deputy Equalization Director who acts as the Director of Equalization in the absence of the Director. I have attached a number of recent job posting for the second in command openings and most are titled Deputy Equalization Director.

The reasoning for increasing the paygrade from Paygrade 7 to Paygrade 8 is twofold. First the job requires possession of a Michigan Advanced Assessing Officer (MAAO) from the Michigan State Tax Commission. People holding this certification are in short supply and high demand. This coupled with the extensive computer skills required for this position make finding and retaining employees with all the required certifications, skills and abilities difficult.



JOB DESCRIPTION

TITLE: Deputy Equalization Director
DEPARTMENT: Equalization
REPORTS TO: Director of Equalization
PAY GRADE: 8

~~Deleted: Appraiser/Assistant to Director~~

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SUMMARY

The Deputy Equalization Director assists the Director in coordinating and overseeing the statutory duties of the Equalization Department. Under the general supervision of the Director of Equalization, coordinates the appraisal and sale studies process to determine Manistee County's true cash value in each class of real and personal property within every taxing jurisdiction for County and State Equalization purpose. Assists the public and others regarding appraisal techniques and values. Serves as Director of Equalization in absence of the Director.

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EMPLOYMENT QUALIFICATIONS

Required

- High school diploma and specialized courses on appraising real and personal property which is cumulatively viewed as equivalent to one to two years of college
- Four years' experience appraising real and personal property and at least one year of experience in data processing
- Michigan Advanced Assessing Officer (MAAO), Michigan Certified Personal Property Examiner, Valid Driver's License.
- Thorough knowledge of property tax laws and assessment administration.
- Thorough knowledge and ability to apply the principles, practices, and techniques of real and personal property appraisal.
- Considerable knowledge of property record keeping systems for assessment purposes.
- Considerable knowledge and ability to interpret real property descriptions, locate and determine size.
- Considerable knowledge of soil types including uses, value and potentialities.
- Considerable knowledge of building construction.

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~~Deleted: Level 3 certification from the State Assessor's Board~~

~~Deleted: Possession of a Personal Property Examiner certificate~~

~~Deleted: Must possess a Michigan Vehicle Operator's License~~

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Preferred

SKILLS

- Thorough understanding and knowledge of BS&A Assessing Software, Apex Sketch Software, ArcMap ESRI, Microsoft Office 2013, and related desktop computer programs.
- Superior organizational and written communication skills
- Project management skills
- Excellent verbal and interpersonal communication skills

~~Deleted: Strong computer skills with experience in word processing, databases, and spreadsheets and the ability to demonstrate proficiency~~

ABILITIES

- Ability to perform mathematical computations quickly and accurately for appraising process
- Ability to select and apply schedules and tables used in the appraisal process.
- Ability to train others in the work, review and check work of support personnel.
- Ability to read all types of maps, blue prints and aerial photographs and plot property descriptions and locate isolated parcels in the field.
- Ability to use GPS, digital camera, and disto laser distance meter.
- Ability to conduct meetings with local government officials and taxpayers in relation to the equalization process.
- Ability to utilize a computer in applying related programs for the equalization process
- Ability to maintain high confidentiality and the ability to independently manage multiple tasks in a professional manner
- Ability to work independently with minimal supervision and work cooperatively with all departments
- Ability to work with variety of individuals in highly conflicting situations
- Ability to manage extensive amount of paperwork
- Ability to operate and troubleshoot most office equipment
- Ability to maintain a professional demeanor

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ESSENTIAL FUNCTIONS

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.

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1. Performs duties of the Director in the absence of the Director of Equalization.
2. Coordinates the appraisal and sale studies process.

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- 3. Performs field and office work in the appraisal of residential, commercial, and industrial properties, using State Tax Commission approved techniques and standards to determine property values for Equalization purposes.
- 4. Works with and assists other County officials and Departments with matters involving property taxation.
- 5. Examines various transfer documents to prepare sales data and other information affecting the value of property. Annually creates the land value maps.
- 6. Appraises all real and personal property to determine the ratio between assessed and true cash value for County Equalization.
- 7. Assists local Assessors with complex appraisals when requested and provides them with information on changes in assessment procedures and tax laws. Informs the general public of these changes and provides explanations of equalization study procedures when requested.
- 8. Assists taxpayers, title searchers, and real estate personnel with interpreting maps and aerial photographs and location of comparable sales, and provides other information concerning the Department.
- 9. Answers phone and assist walk-in counter traffic.
- 10. Works with the Appraiser position and sets priority and required duties as needed to coordinate the equalization studies in a timely and complete fashion.
- 11. Assistant Assessor for contracted units.
- 12. Assists with GIS questions, projects, and maps utilizing ArcMap ESRI.
- 13. Supervises operations and activities of the department in a manner that conforms to the mission, goals, and objectives of the County. Participates and is an information resource in the work of other employees on a daily basis.
- 14. Provides information to assist assessors, the general public, and other County Departments either in person, by telephone, or electronically. Assists the Director in compiling and furnishing information requested by other County Departments.
- 15. Imports all Township's/City's yearly values and balances with local Township/City Assessors. Also balances again after the July Board of Review and December Board of Review. Which involves one on one interaction with each Assessor of each Township or City.

Deleted: the more complicated and sophisticated property appraisals such as commercial and industrial enterprises,

Deleted: Reviews and analyzes sales data and other information affecting the value of property.
Deleted:

Deleted: <>Interacts with neighboring County Equalization Departments with regard to sales and appraisal information.
¶
Initiates training programs for staff and local Assessors.
¶
Generates summary of findings that informs unit official of the County determination.
¶

Deleted: <> Verifies all information for required State Tax Commission forms in preparation of County Equalization.
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16. Attends seminars, workshops, and classes to maintain State Tax Commission certification and to obtain knowledge of currently methods and regulations on assessing and appraising.

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17. Is responsible for maintaining and troubleshooting the Equalization website information and is responsible for updating the parcel search information hosted by LIAA.

PHYSICAL REQUIREMENTS

Must be able to communicate using written, verbal and computer methods. Must be able to operate computer equipment for extended periods of time. Must be able to access maps and operate a copy machine. Must be able to file and retrieve documents from departmental files. Must be able to walk, sit and/or stand for long periods of time. Must have the ability to independently lift up to 50 pounds occasionally and 20 pounds routinely. Must be able to walk long distances in various types of terrain to conduct appraisals of property and structures. Must be able to climb stairs in order to conduct appraisals of structures. Must be able to bend, stoop and kneel to make measurements and appraisals. Must be able to drive and or ride in a vehicle for long periods of time to travel throughout the County.

WORKING ENVIRONMENT

Works in office and outside conditions. Requires periodic travel to various sites throughout the County and State in various types of weather.

Job Description Approved: _____
Job Description Revised: _____

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