



## *Lapeer County Board of Commissioners*

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### **PERSONNEL COMMITTEE**

**JUNE 8, 2023**

### **ADMINISTRATION CONFERENCE ROOM**

**\*\*8:15 A.M.\*\***

*(\*\*Estimated Time – Meeting will Commence immediately following the  
Committee of the Whole/Full Board Meeting in the Board Office\*\*)*

Committee Members: Truman Mast (Chair); Brad Haggadone and Bryan Zender

- 1) **CALL TO ORDER** BY CHAIRMAN/ACTING CHAIRMAN
- 2) CONSIDERATION OF THE **AGENDA** *(Additions and/or Deletions)*
- 3) CONSIDERATION OF THE DRAFT **MINUTES** OF THE **MAY 11, 2023**  
PERSONNEL COMMITTEE MEETING

### **NEW/OLD BUSINESS:**

- 4) **SHERIFF'S DEPARTMENT** – Request to Fill Vacant Administrative Specialist Position (#123, Pay Grade S3) at the top Step IV Pay Rate Due to the Candidate's Extensive Experience and Knowledge
- 5) **ADDITIONAL ITEMS (IF NEEDED)**
  - A. Sheriff's Department - Request to Hire a Corrections Officer at Other than Entry Rate
  - B. Sheriff's Department - Request to Discuss Marine Division Pay Rate
  - C.

**ADJOURN...**

*\*\*Next Tentative Personnel Meeting: Thursday, May 25, 2023 (if needed)\*\**

## PERSONNEL COMMITTEE

**MAY 11, 2023**

***CONFERENCE ROOM 302 – ADMINISTRATION OFFICE, COUNTY COMPLEX  
255 CLAY STREET, LAPEER, MI 48446***

Chairman Truman Mast called the meeting to order at approximately 1:03 p.m. in Conference Room 302 in the Administration Office on the 3<sup>rd</sup> Floor of the County Complex.

Members Present: Commissioners Truman Mast, Bryan Zender, and Brad Haggadone.

Others: Jackie Arnold, Interim County Controller/Administrator & CFO; Doreen Clark, Administration Office Manager; Sheryl Sims, Human Resource Manager; Theresa Spencer, County Clerk and Amy Stearns, Chief Deputy Clerk.

### **AGENDA**

The Agenda was reviewed.

**Motion by Haggadone, supported by Zender, to approve the Personnel Committee Agenda as presented. Motion carried unanimously.**

### **MINUTES**

The minutes from the April 13, 2023 Personnel Committee Meeting were briefly reviewed and discussed.

**Motion by Zender, supported by Haggadone, to approve the minutes from the April 13, 2023 Personnel Committee Meeting, as presented. Motion carried unanimously.**

### **PROSECUTING ATTORNEY**

The request from the Prosecuting Attorney's Office to hire a temporary summer Legal Intern from May 22<sup>nd</sup> to September 1<sup>st</sup> was briefly reviewed and discussed. The estimated cost of \$9,600 will be paid through the Prosecutor's Budget.

**Motion by Haggadone, supported by Zender, to recommend to the Full Board to authorize the Prosecuting Attorney to hire a temporary summer Legal Intern from the Prosecuting Attorney Association of Michigan from May 22 through September 1<sup>st</sup> at a cost of \$9,600, to be paid from the Prosecutor's budget, at no additional cost to the County's General Fund. Motion carried unanimously.**

### **COUNTY CLERK**

Theresa Spencer and Amy Stearns were present to request permission to add an additional Court Clerk in the Circuit Court Division of her office which has needed another staff person for quite some time. They also reported that new additional duties have been added in their division, including fine collections and the impact of the new Automatic Set Aside law where the MSP is flagging cases that qualify for being suppressed from old cases. Currently, there are over 800 cases that have to be looked at individually, as sometimes more than one charge is on a case, but only one charge may be suppressed so the Clerks must figure out another way of showing only the non-suppressed records. Lengthy questions and discussion followed regarding funding and it was noted that there are no funds available at time, therefore, General Fund monies would be required.

**Motion by Haggadone, supported by Zender, to recommend to the Full Board to amend the Table of Organization for the County Clerk's Office to add one additional full-time Court Clerk I position (#TBD, pay grade 14, Circuit Court Division), due to additional duties responsibilities, to be paid by General Fund, with the request that the County Clerk and Finance Departments get together to prepare the appropriate budget amendment related to the new position. Motion carried unanimously.**

### **ADJOURN**

Chairman Mast adjourned the meeting at 1:22 p.m.

Truman Mast, Chairman  
Lapeer County Personnel Committee

*Minutes Prepared by: Doreen Clark, Office Manager*

**DATE:** 06/01/2023

☒ REQUEST FOR ACTION

☐ FOR YOUR INFORMATION

☐ REQUEST FOR INFORMATION

**TO:** LAPEER COUNTY BOARD OF COMMISSIONERS

**FROM:** Lapeer County Sheriff's Office

**SUMMARY OF REQUEST / INFORMATION:** To fill position #123, Administrative Specialist.

**BACKGROUND INFORMATION:** The Sheriff's Office is requesting to fill the position of Administrative Specialist, #123, pay grade S3. The position will be funded from line 207-301-703.010. We are also requesting that the position pay start at Level #4 (top) of S3 due to the level of experience and knowledge this person will be bringing to the Lapeer County Sheriff's Office.

**CONTACT PERSON(S):** Sheriff Scott McKenna

**SUPPORTING DOCUMENTS:** Job Description

**DRAFT MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to authorize the Sheriff's Office to fill position #123, Pay grade S3, Administrative Specialist, starting at Level 4 (top pay) and the subsequent vacancy, should an internal promotion occur, at no additional cost to the county's general fund.

**ATTACHMENTS** YES\_\_\_ NO\_\_\_x\_\_\_

# **LAPEER COUNTY**

## **SHERIFF'S OFFICE/JAIL**

### **ADMINISTRATIVE SPECIALIST - SHERIFF**

#### General Summary

Under the supervision of the sheriff, provides secretarial and administrative support to the Sheriff and undersheriff. Assists with the preparation of major reports and documents. Maintains all confidential records related to personnel management activities and issues. Assists the Sheriff with various administrative functions.

#### Essential Functions

1. Answers and screens telephone calls to determine urgency and proper disposition. Greets visitors providing information, assistance, and direction; takes and relays messages; schedules appointments; screens media telephone calls and determines when and whom to release emergency or confidential matters.
2. Reviews citizen letters and other correspondence and drafts responses for the Sheriff. Prepares other correspondence from verbal direction and edits and proofs documents. Drafts certifications of appreciation and congratulatory letters as warranted.
3. Researches data in preparation of major reports and documents such as the procedure manuals, criminal reports, and other materials. Creates forms.
4. Maintains confidential personnel records; assists with employee disciplinary matters. Gathers, records, and files all confidential materials for personnel management matters including those related to personnel files, disciplinary actions, grievances, administrative hearings and lawsuits.
5. Oversees the employment selection process including application processing, screening, testing and scheduling oral boards and final interviews.
6. Coordinates the testing and processes the required paperwork for deputy status. Maintains training records on new and existing employees.
7. Assists the Sheriff with administrative activities such as updating the policies and procedures, rules and regulations. Attends BOC meetings as requested.
8. Responds to staff inquiries regarding personnel matters.
9. Drafts and prepares documents that include criminal, civil and employee matters, including responding to requests under the Freedom of Information Act and responding to disputed unemployment claims, worker's compensation inquiries, and various other employee matters.

# LAPEER COUNTY

## SHERIFF'S OFFICE/JAIL

10. Drafts press releases and news updates on traffic accidents, homicides, and other news from the Sheriff's office and releases upon approval of the Sheriff.
11. Completes other tasks assigned.

### Other Functions

None listed.

*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:** High school graduation or equivalent experience with some advanced coursework in office administration, accounting, data/word processing, and related areas. Prefer an associate degree in business administration or related area.

**Experience:** Three years of progressively more responsible secretarial or related administrative experience, with some experience in data processing and accounting. Prefer experience in a law enforcement agency or closely related setting.

### **Qualifications:**

Knowledge of Michigan FOIA statutes.

Knowledge of Michigan Firearms statutes.

Knowledge and trust with money through the department till and safes.

Knowledge of computer programs such as excel, word, xJail, MICJIN, CLEMIS, MSOR, MiPistol, Command, AS400.

Knowledge of rules set by LEIN program.

Ability to work general electronics such as fax, printer, cameras, computers, and scanners.

Ability to search/locate reports/paperwork from many years prior (30 years hard copy, 10 years digital).

Ability to communicate with people under potentially difficult circumstances (hostile or mentally ill).

**Other Requirements:** Ability to obtain LEIN operator certification after employment. Notary Public License.

*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.*

**LAPEER COUNTY**  
**SHERIFF'S OFFICE/JAIL**

**FLSA Status:** Non-Exempt

**Worker's Compensation Code:** 8810

**Occupational Employment Statistical Code:** 55347

**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 and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements}:*

Ability to enter and retrieve information from computer.

Ability to file and retrieve files and documents.

Ability to access all administrative areas of the department.

**Working Conditions:**

Works in office conditions.

Exposure to individuals charged and/or convicted of criminal offenses.