



Manistee County Board of Commissioners
Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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CLERK
Jill Nowak
(231) 723-3331
CONTROLLER/Administrator

(231) 398-3504

PERSONNEL COMMITTEE

Friday, August 14, 2020
9:00 A.M.

Courthouse & Government Center
Board of Commissioner's Room

AGENDA

1. Call to Order
2. Public Comment
3. Discussion regarding GEATPOAM negotiations.
4. Salary increase request for Circuit Court. Appendix A
5. Discussion regarding Planning Department. Appendix B
6. Discussion regarding Health Insurance Renewals.
7. Discussion regarding the Controller/Administrator position.
8. Other items from Committee members.
9. Adjournment.

Appendix A

THE CIRCUIT COURT

MANISTEE COUNTY COURTHOUSE
415 THIRD STREET
MANISTEE, MICHIGAN 49660
231-723-6664
231-723-1645 (FAX)



BENZIE COUNTY GOVERNMENT CENTER
448 COURT PLACE
BEULAH, MICHIGAN 49617
231-882-9671
1-800-315-3593
231-882-5941 (FAX)

STATE OF MICHIGAN
19TH JUDICIAL CIRCUIT
MANISTEE AND BENZIE COUNTIES

HON. DAVID A. THOMPSON
CHIEF JUDGE

July 15, 2020

Ms. Lisa Sagala
Interim Controller/Administrator
Manistee County Government Center/Courthouse
415 Third St.
Manistee, MI 49660

Dear Ms. Sagala,

Following a review of Patricia Heins's work performance and increased job responsibilities due to my appointment as Chief Judge, I am hereby requesting Ms. Heins be advanced to Grade 10, Step 6. Ms. Heins began in her position at Grade 10 Step 4 in 2015 after 7 years with the 19th Circuit Court. Ms. Heins has demonstrated a commitment and work product that has allowed the 19th Circuit Court to adopt the most current best practices and progressive methods of court management. Upon my 2016 appointment as Chief Judge for the 19th Circuit Court, 85th District-Manistee and Benzie Counties and the Manistee and Benzie Probate Courts, Ms. Heins's responsibilities increased dramatically with the coordination of the administration of each of those courts. In addition to those responsibilities, the demands caused by the COVID-19 pandemic have significantly modified how the courts will operate moving forward. This has resulted in developing new methods of court operations, technology usage, jury trial coordination, upgraded safety policies for employees and the public and required tracking and reporting to the State Court Administrator. It is anticipated that these changes will continue past the pandemic and require a continued level of management not reflected in her current wage classification.

Sincerely,

Hon. David A. Thompson, Chief Judge

Cc: P. Heins
file



JOB DESCRIPTION

TITLE: Receptionist/GIS Technician
DEPARTMENT: Planning Department
REPORTS TO: Planning Director
PAY GRADE:

SUMMARY

Under the supervision of the Planning Director, with direction from Planning Department Staff as directed. Responsible for providing receptionist and clerical support to the Planning Department, direct lobby, primary phone line and general email contact, disseminates contacts to appropriate staff, answering of common questions, provides forms, documents and fee structures upon requests, manages mail, organizes complete applications, organizes filing (digital & hard copy), works directly under Assistant Planner/Office Admin. GIS Technician will full-fill duties of assigning addressing and digitizing of road centerlines, creation of shapefiles and queries of databases to obtain specific data.

EMPLOYMENT QUALIFICATIONS

Required

- Bachelor of Science in a field that displays competence with communications, planning, geographic information systems, administration
- Two years office experience in an office or closely related setting
- Must be able to type competently
- Familiarity with use of Microsoft Office (Word, Outlook)
- Familiarity of use of ARC GIS

Preferred

SKILLS

- Computer skills with experience in word processing, databases, and spreadsheets and the ability to demonstrate proficiency
- Entry Geographic Information System (GIS) Skills including
 - Software navigation
 - Shapefile Creation
 - Database entry
 - Simple data queries
- Good organizational and written communication skills
- Good verbal and interpersonal communication skills

ABILITIES

- 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, at times in conflicting situations
- Ability to manage filing, scanning and organization of paperwork
- Ability to maintain a professional demeanor

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

1. Direct lobby, phone line and general email contact for the Department
2. Disseminate contacts to appropriate staff
3. Answer common questions of the public
4. Provide forms/documents and fee structures as needed
5. Gathers, opens, organizes and delivers all department mail
6. Organizes complete land use, address and soil erosion applications with payment into process folders for appropriate staff
7. Creates maps for placement in address, soil erosion and land use permit files
8. Assigns addresses in GIS
9. Digitizes roadways and other necessary features in GIS
10. Obtains information through existing GIS data as needed for department staff
11. Performs mailing for the department
12. Makes xerox copies and scans materials for organization into digital files
13. Works directly under the Assistant Planner/Office Administration
14. Other responsibilities as necessary and time availability

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 walk, sit and/or stand for long periods of time. Must have the ability to independently lift up to 30 pounds occasionally and 5 pounds routinely.

WORKING ENVIRONMENT

Works in office conditions. Prolonged periods of sitting at a computer, with ability to move around as needed.

Job Description Approved: _____
Job Description Revised: _____