

Craig Longnecker  
County Administrator

Todd Campbell  
Deputy Administrator



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[www.clinton-county.org](http://www.clinton-county.org)

**HUMAN RESOURCES COMMITTEE  
THURSDAY, MAY 20, 2021 AT 11:15 A.M.  
(OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING)**

**JOIN VIA TELEPHONIC CONFERENCE: Dial 1-253-215-8782 ~ MEETING ID: 991 177 466**

**OR VIDEO CONFERENCE: [HTTPS://US02WEB.ZOOM.US/J/991177466](https://us02web.zoom.us/j/991177466)**

**PURSUANT TO PA 228 of 2020, DUE TO COVID-19 PANDEMIC**

1	11:15	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	11:20	LIMITED PUBLIC COMMENTS (PLEASE PRESS *6 TO UNMUTE AND IDENTIFY YOURSELF CLEARLY BEFORE SPEAKING. PRESS *6 AFTERWARDS)
3	11:25	MANAGERS/ELECTED OFFICIALS SALARY SURVEY (ADMINISTRATION)
4	11:35	ASSISTANT PROSECUTING ATTORNEYS DISCUSSION (ADMINISTRATION)
5	11:45	TRANSITIONAL INCENTIVE PROGRAM (ADMINISTRATION)
6	11:55	COMMITTEE/COMMISSION APPOINTMENTS (ADMINISTRATION)
7	12:00	COMMISSIONERS' COMMENTS
8	12:15	ANY OTHER BUSINESS
<b>**MEETING STARTS PROMPTLY AT CALL TO ORDER TIME LISTED OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING. AGENDA ITEM TIMES MAY VARY**</b>		
<b>**IF YOU WISH TO PROVIDE INPUT OR ASK QUESTIONS ON ANY BUSINESS THAT WILL COME BEFORE THE PUBLIC BODY AT THE MEETING, PLEASE CALL (989) 224-5120**</b>		

PACKET INFORMATION IS CURRENT AS OF POSTING DATE. **NOTE:** ADDITIONAL INFORMATION MAY BE PRESENTED ON SCHEDULED AGENDA ITEMS. AGENDA ITEMS MAY ALSO BE ADDED DUE TO BUSINESS NEEDS.

TO REQUEST ACCOMMODATIONS OR MATERIALS IN AN ALTERNATIVE FORMAT, PLEASE CONTACT ADMINISTRATION AT (989)224-5120 OR TDD USERS WITHIN CLINTON COUNTY MAY DIAL 9-1-1 FOR GENERAL COUNTY SERVICES OR USE MICHIGAN RELAY 1-800-649-3777 OR THE NATIONAL RELAY NUMBER OF 7-1-1 NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

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OFFICE OF  
ADMINISTRATIVE SERVICES

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**TO:** Human Resources Committee

**FROM:**

  
Craig Longnecker  
Clinton County Administrator

**SUBJECT:** Elected Officials/Department Head Salary Schedule

**DATE:** May 10, 2021

The development of the 2022 budget has started. An early step in the process is the development of personnel cost projections. As a part of this process, Administration has conducted a review of elected officials and department head salaries.

Attached please find the salary schedule for the positions that were part of the survey. Most positions reflect a 2% salary change. The other changes are all upward based on comparable county data to the extent possible and internal equity.

**Suggested Action:**

Move for the approval of the 2022 salary schedule for the elected officials and department heads and a 2% adjustment for all non-union employees subject to the adoption of the 2022 budget.

## SALARY SCHEDULE - JANUARY 1, 2022

### Elected Officials

1.02

Position	Salary
Clerk/Register	\$85,832
Drain Commissioner	\$73,580
Prosecutor	\$122,757
Sheriff	\$101,975
Treasurer	\$79,691

### Managers and Department Heads

Position	Hire	1st Year	2nd Year
Admin. Magistrate	\$83,765	\$87,953	\$92,351
<i>Hourly</i>	\$40.272	\$42.285	\$44.400
Facilities Director/Project Manager	\$79,443	\$83,416	\$87,586
<i>Hourly</i>	\$38.194	\$40.104	\$42.109
Development Director	\$80,061	\$84,065	\$88,268
<i>Hourly</i>	\$38.491	\$40.416	\$42.436
Dispatch Director	\$79,109	\$83,064	\$87,217
<i>Hourly</i>	\$38.033	\$39.935	\$41.931
Emergency Services	\$65,224	\$68,486	\$71,910
<i>Hourly</i>	\$31.358	\$32.926	\$34.572
Equalization Director	\$84,918	\$89,164	\$93,622
<i>Hourly</i>	\$40.826	\$42.867	\$45.010
Finance Director	\$79,443	\$83,416	\$87,586
<i>Hourly</i>	\$38.194	\$40.104	\$42.109
Friend of the Court	\$78,639	\$82,571	\$86,700
<i>Hourly</i>	\$37.807	\$39.698	\$41.683
Parks & Greenspace Coordinator	\$66,334	\$69,650	\$73,133
<i>Hourly</i>	\$31.891	\$33.486	\$35.160
Jail Administrator	\$74,930	\$78,677	\$82,611
<i>Hourly</i>	\$36.024	\$37.825	\$39.717
IT Director	\$84,034	\$88,236	\$92,648
<i>Hourly</i>	\$40.401	\$42.421	\$44.542
UnderSheriff	\$85,780	\$90,069	\$94,572
<i>Hourly</i>	\$41.240	\$43.302	\$45.467
Waste Management Coord	\$60,618	\$63,649	\$66,831
<i>Hourly</i>	\$29.143	\$30.600	\$32.130

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To: Commissioner David Pohl  
Chairperson Human Resources Committee

From: Craig Longnecker

Date: May 12, 2021

Subject: Assistant Prosecuting Attorneys

In late March the Assistant Prosecuting Attorneys (APAs) severed their relationship with the Public Employees Representative Association (PERA). The union contract expired December 31, 2020. The County is currently honoring the expired contract.

In an effort to transition the APAs to the personnel manual, a survey was done of comparable counties to determine a fair wage structure. The wage schedule came out 3.6% higher for the APAs at the top rate with a larger adjustment reserved for the Chief Assistant Prosecuting Attorney as shown below:

	<u>Start</u>	<u>1 Year</u>	<u>2 Year</u>	<u>3 Year</u>	<u>4 Year</u>
Assistant Prosecutor	\$67,855	\$71,248	\$74,810	\$78,551	\$82,478
Chief Asst Prosecutor	\$79,295	\$83,259	\$87,422	\$91,793	\$96,383

In consultation with the Prosecutor and the Human Resources Chair, Administration recommends adopting the above wage schedule to be implemented on January 1, 2022. In conjunction with the implementation of the new wage schedule, the APAs will transition to the personnel manual and will no longer be subject to the terms of the expired collective bargaining agreement. The only exception will be for on-call pay at \$90 per day as is currently provided for the District Court Magistrate.

**Suggested Action:**

*Authorize Administration to honor the expired contract with the APAs through December 31, 2021 and implement proposed APA wage schedule, transition to personnel manual and \$90 per day on-call pay effective January 1, 2022.*

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To: Commissioner David Pohl  
Chairperson Human Resources Committee  
From: Craig Longnecker  
Date: May 10, 2021  
Subject: *Transitional Incentive Payment*

The purpose of this memo is to outline the rationale and method for encouraging Command Officers at the Clinton County Sheriff's Department to apply for and advance into management positions; specifically, the positions of Undersheriff and Jail Administrator.

This is a business issue brought on by a disparity in retirement benefits between the Command Officer unit and the non-union positions of Undersheriff and Jail Administrator. Clinton County recognizes that for the period in which this disparity exists it is important for succession planning purposes to encourage advancement via an attractive compensation package. To that end, the salary of the Undersheriff position was increased and is now recognized as being set at an appropriate and attractive level, as is the Jail Administrator's salary.

In order to further improve the overall benefit package for each position the County will make an annual *transitional incentive payment* equal to 4% of salary to the current Undersheriff and Jail Administrator. Payment will be made during the first full pay period following approval of the *transitional incentive payment* by the Board of Commissioners. Future annual payments will be made during the first full pay period of each year.

The pay incentive applies to future Undersheriff and Jail Administrator candidates, hired from the Clinton County Command Officer unit, with a defined benefit pension plan. Candidates with a defined contribution pension plan are not eligible for the incentive. Once the transition to defined contribution pension plans is complete the incentive will terminate.

Notes: The 4% *transitional incentive payment* was arrived at by taking the current Command Officer defined benefit required contribution of 16% (12%\* employer, 4% employee) and comparing it to the non-union defined contribution percentage of 10% (8% employer, 2% employee). The difference between the employer only contributions of 12% and 8% is 4%. This difference represents the reduction in the county's contribution when the employee moves from the Command Officers unit to the positions of Undersheriff and Jail Administrator.

\* The Command Officer employer contribution of 12% was arrived at by taking a 5 year average of the required contribution.

**COMMITTEE AGENDA ITEM**DATE OF  
MEETING: May 20, 2021ESTIMATE OF  
TIME NEEDED: 5 minNUMBER OF  
ATTACHMENTS:REQUESTOR:  
Administration

BRIEFLY DESCRIBE THE ISSUE THE COMMITTEE IS BEING ASKED TO CONSIDER:

**There are currently no vacancies or reappointments that require action at this time.**

REQUESTED ACTION:

ADDITIONAL INFORMATION: