

A RESOLUTION AUTHORIZING THE REORGANIZATION OF THE FACILITIES
MANAGEMENT DEPARTMENT INCLUDING THE CREATION AND ELIMINATION OF
POSITIONS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

November 14, 2001

WHEREAS, the Facilities Management Department is comprised of 45 positions, providing services in Operations & Maintenance, Architecture & Space Planning, General Services and Garage / Fleet Management, and

WHEREAS, Facilities Management provides services in three (3) general geographical areas, referred to as Zone 1, 2 and 3, and

WHEREAS, in June, 2001 Plante & Moran, LLP provided Washtenaw County Administration with a Facilities Management Department Review that had been compiled through interviews with staff and customers, and

WHEREAS, the key areas that were address included: 1) the efficiency and effectiveness of current management processes, 2) the support of continuous improvement and a comparison with other counties, and 3) improvement opportunities, and

WHEREAS, a review of the preliminary findings expressed concerns in the areas of accountability, communication and structure, and

WHEREAS, it was determined that the existing management structure provides for little or no supervision of the Skilled Trades staff, and

WHEREAS, it became clear that the departmental management structure needed to be adjusted to provide the appropriate level of field supervision, as well as be involved in overall departmental budget and policy/procedure development and implementation, and

WHEREAS, the proposed reorganization provides for the realignment of the management structure and business operations of the Facilities Management Department, and

WHEREAS, the three (3) geographic zones will be maintained for the purpose of work order processing, assignments and vendor contracts. However, roving crews will be dispatched based on need and assignment, and

WHEREAS, the Finance Department will provide oversight and support to the business operations (accounting and budgeting) for Facilities Management, and

WHEREAS, the O&M Managers will provide supervision of all operations and maintenance activities and services. Supervision will be divided among the managers based on job classification versus geographic zones. The centralization of contract

responsibilities will allow O&M Managers to provide more supervision than exists with the current structure, and

WHEREAS, structural and systematic changes have been implemented over the course of the last two months to provide for increased accountability. These changes include the implementation of a time reporting system and daily work logs, and

WHEREAS, the requested position modifications have a direct impact on four (4) employees. Of these employees, two (2) are eligible to retire. Those that are covered by collective bargaining agreements will have contractual alternatives afforded to them by way of organizational bumping options, and

WHEREAS, all union contract requirements concerning position modifications and reorganization have been satisfied. Special conferences with the designated union leadership have occurred, and

WHEREAS, Facilities Management will continue to evaluate personnel and service delivery over the course of the next six (6) months in an effort to determine appropriate resource allocation, and

WHEREAS, this matter has been reviewed by Corporation Counsel, the Finance Department, Human Resources Department, the County Administrator's Office and the Ways & Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the reorganization of the Facilities Management Department, including realignment of management and business operations.

BE IT FURTHER RESOLVED that the Washtenaw County Board of Commissioners approves the following position modifications:

<u>Position #</u>	<u>Position Title</u>	<u>Grade</u>	<u>Group</u>	<u>Create</u>	<u>Eliminate</u>
3208-0001	Deputy Facilities Mgmt Director	32	32		1.0
3176-0001	O&M Manager	31	32	1.0	
3176-0002	O&M Manager	31	32	1.0	
3160-0001 ⁺	General Services Manager	31	32		1.0
7629-0001 ⁺	Zone Supervisor	76	10		1.0
7629-0002 ⁺	Zone Supervisor	76	10		1.0
629-0003 ⁺	Zone Supervisor	76	10		1.0
2061-0001 [*]	Accounting Analyst	20	11		1.0
2061-0002 [*]	Accounting Analyst	20	11		1.0
2103-0012 [*]	Accountant II	21	11	1.0	
2103-0013 [*]	Accountant II	21	11	1.0	
1629-0007	Skilled Trades Assistant I/II/III	16/19/22	12		1.0
3009-0001	HVAC Technician	30	11		1.0
1251-0001	General Services Specialist	12	12		1.0

* promotion of current occupant

⁺ effective 6/4/02