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TO: Barbara Levin Bergman, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Janis Bobrin  
Drain Commissioner

DATE: November 4, 1998

SUBJECT: Creating and Eliminating Positions

## **BOARD ACTION REQUESTED**

To authorize position modifications in the Drain Commissioner's Office effective November 18, 1998 as a result of market conditions and changing needs. **BACKGROUND** In 1993, the position of Deputy Drain Commissioner was upgraded to require that an individual in that position hold professional engineering (P.E.) certification. In Michigan, a 5-year college engineering degree, four years of apprenticeship under supervision of a P.E., and successful completion of a written professional examination are requirements to obtaining this certification. At that time, the Deputy was not responsible for direct supervision of any full time staff; supervision of the Field Crew Supervisor was shared jointly between the Drain Commissioner and the Deputy. All other staff persons reported to, and were evaluated by the Drain Commissioner.

The position of Drain Accountant has existed since the 1970's, and has been at the level of Accountant II since at least the mid-1980's. This is the sole accounting position in the office of Drain Commissioner.

## **DISCUSSION**

**Deputy Drain Commissioner:** Today, the Deputy Drain Commissioner is responsible for direct supervision of eleven (11) permanent staff, as well as the activities of two consulting engineers who perform development reviews for this office. The individual in this position is integral in development and implementation of the Department's Business Improvement Plan and Organizational Capability Action Plan. In addition, s/he has responsibility, in conjunction with the Drain Commissioner, for managing stormwater system construction projects, for coordination of all development reviews, for directing operation and maintenance of stormwater

management systems and lake-level projects, for consultations with county citizens on stormwater management concerns, and for oversight of the functions of special assessment preparation and permit issuance.

Over the course of the past five (5) years, the market conditions and demands placed on the Drain Commissioners Office have risen considerably. The Drain Commissioner is now responsible for more than twenty (20) construction projects, of which primary lead activities are managed by the Deputy Drain Commissioner. In addition, at this time, the Deputy is coordinating 70 reviews of private developments, ranging from subdivisions and site condominiums to commercial site plans and permit requests to tap into county drains. This number has increased approximately 25% over previous years, not only because of the County's rapid growth, but also because an increasing number of local governments are requiring that private developers submit all site plans to the Drain Commissioner for review. The Deputy also has been assigned lead responsibility for coordinating the Department's Environmental Incident Response activities.

It is essential that the Deputy Drain Commissioner possesses the skills, knowledge and certification of a Professional Engineer (P.E.), and have superior staff management and organizational capabilities as well. Given the increases in construction activity in Washtenaw and surrounding counties, the market conditions and demands for qualified Professional Engineers (P.E.) in the State of Michigan have risen dramatically. Therefore, given market conditions, as well as increases in responsibility, it is recommended that reclassification is appropriate.

**Accountant II:** As the activities of the Office of Drain Commissioner have expanded, the fiscal management needs have changed as well. While a standard accounting position served the needs of the Office over the last fifteen years, a more comprehensive analytical position is now required. This individual would be involved as part of the construction project management team, addressing issues of project financing and contract fund management, and tracking of grant funds from a variety of agencies in addition to managing over 550 individual drainage district accounts. It is therefore recommended that the position of Accountant II be eliminated, and that of Management Analyst be created.

## **IMPACT ON HUMAN RESOURCES**

This action will result in the following position modifications effective November 18, 1998:

<u>Position #</u>	<u>Position Title</u>	<u>Grade</u>	<u>Group #</u>	<u>Created #</u>	<u>Eliminated</u>
3231-0001	Deputy Drain Commissioner	32	32	1.0	

3345-0001	Deputy Drain Commissioner	33	32	1.0	
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2103-0010	Accountant II	21	11	1.0	
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2719-0035	Management Analyst I/II	27	32	1.0	
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## **IMPACT ON BUDGET**

The additional costs of the position modifications is \$899 for 1998 and \$4,753 for 1999. No additional funding is being requested for 1998. The additional cost for 1998 will be absorbed by

the Drain Commissioner's current budget. The 1999 Budget will be adjusted to include the additional costs of the position modifications.

### **IMPACT ON INDIRECT COSTS**

There will be no impact on indirect costs.

### **IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES**

There is no impact on other County departments or outside agencies.

### **CONFORMITY TO COUNTY POLICIES**

This conforms to all County policies.

## **A RESOLUTION CREATING AND ELIMINATING POSITIONS EFFECTIVE NOVEMBER 18, 1998 IN THE DRAIN COMMISSIONER'S OFFICE AS A RESULT OF MARKET CONDITIONS AND CHANGING NEEDS**

### **WASHTENAW COUNTY BOARD OF COMMISSIONERS**

November 18, 1998

WHEREAS, the Deputy Drain Commissioner assists the Drain Commissioner in the construction, operation and maintenance of stormwater management systems and lake-level projects, as well as directing field activities and specified programmatic areas such as development review, property tax special assessment roll preparation and permit issuance; and

WHEREAS, over the course of the past five (5) years, the market conditions and demands placed on the Drain Commissioners Office have risen considerably; and

WHEREAS, the position of Deputy Drain Commissioner requires an individual who is an experienced Professional Engineer with appropriate certification in the State of Michigan; and

WHEREAS, the Deputy Drain Commissioner is now responsible for more than twenty (20) construction projects, of which primary lead activities are managed by the Deputy Drain Commissioner, supervision of 11 staff, and other additional duties; and

WHEREAS, given the increases in construction and maintenance in Washtenaw County, the market conditions and demands for qualified Professional Engineers (P.E.) in the State of Michigan has risen dramatically; and

WHEREAS, given market conditions, as well as increases in responsibility, it is recommended that reclassification is appropriate; and

WHEREAS, with the growing scope of operations of the Office of Drain Commissioner, the position of Accountant II no longer serves the needs of the Office, and a more comprehensive analytical position is now required.

WHEREAS, the additional cost of the position modifications is \$899 for 1998 and will be absorbed by the Drain Commissioner's current budget; and

WHEREAS, the 1999 Budget will be adjusted to include the additional cost in 1999 of \$4,753 for the position modifications; and

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

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners creates and eliminates the following positions in the Drain Commissioners Office effective November 18, 1998:

Position # Position Title Grade Group Created Eliminated

3231-0001 Deputy Drain Commissioner 32 32 1.0

3345-0001 Deputy Drain Commissioner 33 32 1.0

2103-0010 Accountant II 21 11 1.0

2920-0001 Management Analyst I/II 27 32 1.0

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