



**COUNTY ADMINISTRATOR**  
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TO: Wesley Prater, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Janis Bobrin, Drain Commissioner

DATE: February 19, 2003

SUBJECT: Authorization of Position Modification

**BOARD ACTION REQUESTED:**

It is requested that the Board of Commissioners authorize position modification in the Drain Commissioner's Office as a direct result of experience with the existing field staff organization. The request is for elimination of one Drain Maintenance Specialist (DMS), and creation of one additional Drain Inspector (DI).

**BACKGROUND & DISCUSSION:**

In 2002, the Office of the Drain Commissioner had eight DI positions available; these positions begin at Grade 22 and move to Grade 25 as employees complete specific elements of our Apprenticeship Program. These individuals' responsibilities include management of drain field maintenance projects, oversight of contractors, contracts, and budgets, management of prison crews, technical assistance to property owners, inspection of new drain construction, and similar, highly responsible work.

Upon evaluating the future outlook for our operations with three DI positions vacant, it was decided in mid 2002 to change those vacancies to DMS positions. This new DMS position was classified at Grade 18 (non-apprenticeship track), and we proceeded to fill the three vacancies in August 2002. This new arrangement was a somewhat experimental attempt to achieve more cost-effective drain maintenance operations. After several months' experience, it was concluded that the balance of Drain Inspectors to Drain Maintenance Specialists (five to three) was not operationally effective. Presently all three DMS positions are vacant.

The Field Services Division is currently engaged in long-range planning; during this process, we have undertaken a careful review of past and current operations and customer demands, and are attempting to project both the volume and type of work expected in the future based on past trends and the changing nature of land use in the County. In light of the more technical nature that our operations are projected to take, we have defined the need to have more staff at the Drain Inspector level, and therefore now seek to reclassify one of the Grade 18 DMS positions back to a Grade 22 Drain Inspector.

It should be noted that both DI and DMS positions are reimbursable to the General Fund, and we have consistently exceeded our target rate of 80% in the past three years. Adjusting our field staff complement to six DI's and two DMS' will more fully support Guiding Principals #3 & 4 by: a) attending to the more

technical and complex nature of our customers needs, and b) giving our employees the effective structure they need to do their jobs well.

**IMPACT ON HUMAN RESOURCES:**

<u>Position #</u>	<u>Position Description</u>	<u>Grade</u>	<u>Group</u>	<u>#Created</u>	<u>#Eliminated</u>
2267-0009	Drain Inspector	22	12	1.0	
1875-0003	Drain Maintenance Specialist	18	12		1.0

**IMPACT ON BUDGET:**

Though the salary increase from Drain Maintenance Specialist to Drain Inspector is estimated at \$6,244.00 annually, it is anticipated an estimated savings of \$21,000 resulting from these vacancies during January and February will support this increase.

**IMPACT ON INDIRECT COSTS:**

There will be no impact on indirect costs associated with this change.

**IMPACTS ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

There is no impact to other County departments or outside agencies associated with this change.

**CONFORMITY TO COUNTY POLICIES:**

This conforms to all County policies.

**ATTACHMENTS/APPENDICES:**

- Resolution

A RESOLUTION TO ELIMINATE ONE DRAIN MAINTENANCE SPECIALIST POSITION AND CREATE ONE ADDITIONAL DRAIN INSPECTOR POSITION IN THE OFFICE OF THE DRAIN COMMISSIONER

WASHTENAW COUNTY BOARD OF COMMISSIONERS

March 5, 2003

WHEREAS the Office of the Drain Commissioner is proposing adjustment to its Field Services Division to better serve its customers and to ensure that employees operate most effectively; and

WHEREAS the increase in technology based information and solutions, and the increased complexity of drain maintenance operations require a higher level workforce, and in response, the Drain Commissioner is requesting authorization to eliminate one Drain Maintenance Specialist position and create one additional Drain Inspector position; and

WHEREAS the request will have no adverse effect on the Drain Commissioner's general fund budget or indirect costs during 2003; and

WHEREAS the matter has been reviewed by the County Administrator, Deputy Administrator, Human Resources Director and Finance Department, and all concur with this requested reclassification;

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the creation and elimination the following positions in the Drain Commissioner's Office effective March 5, 2003.

<u>Position #</u>	<u>Position Description</u>	<u>Grade</u>	<u>Group</u>	<u>#Created</u>	<u>#Eliminated</u>
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