



Alpena County Human Resource Department
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Commissioners,

Please see my recommendations for the job descriptions and job titles in the Commissioner's Office. The Board Assistant (Kim) and Board Assistant and Finance Specialist (Lynn) descriptions are very similar. I have highlighted the differences in the Board Assistant and Finance Specialist description. The changes in red are all tasks that are currently being completed by the Board Assistants. There are no new tasks being added, and there are no tasks being removed from the suggested Board Assistant and Finance Specialist position. Please note that the current signed Board Assistant position states that the position is salary, exempt, and needs to be updated to reflect hourly, nonexempt since both Board Assistants are hourly, non-exempt.

Please review my suggestions for the County Administrator position. Changing the educational requirements will support a reduction in pay for this position. I have reached out to surrounding Counties to compare salaries for this position:

Charlevoix:
Cheboygan: \$119,929.10
Antrim:
Chippewa:
Emmet: year 1 \$135,000
Gladwin: \$72,800
Grand Traverse: \$167,455
Ogemaw County: year 1 \$90,000
Ostego County: year 1 \$97,268.83

Lastly, I have attached the Human Resource Specialist job description, and I am suggesting that we change this title to Deputy County Administrator. The title of "Deputy" refers to a person, who is the back up for supervisor's absence, who can perform all duties of their supervisor in his/ her's absence. An oath is not required since this position is not in an elected official's office and the County Administrator is not an elected official. This would allow me to act as the County Administrator during the absence of the County Administrator in the future without an emergency board action. This would also be helpful when the County Administrator is attending meetings or out on PTO. I am also recommending that we move the administrative duties pertaining to personnel from the County Administrator job description to the Deputy County Administrator job description. These changes are in red and are all tasks that I am currently doing. My hopes are that the department heads can continue to reach out to me with questions, approvals, day to day operations, and I can help respond on behalf of the County Administrator. I think this will be beneficial to the County.