

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE REORGANIZATION WITHIN THE  
TREASURER'S OFFICE**

**RESOLUTION #11-069**

WHEREAS, the Ingham County Treasurer desires to reorganize functions within the Office due to increased and realigned responsibilities; and

WHEREAS, with the growth in the Ingham County Land Bank and the increase in the number of parcels in the tax foreclosure process and increase in parcels having implications for the Brownfield Authority, the Ingham County Treasurer finds it necessary to reorganize functions within his office to meet the increased demand and realign duties and responsibilities; and

WHEREAS, with the growth of the Ingham County Land Bank and the increase in the number of properties in the tax foreclosure process and the increase in parcels having implications for the Brownfield Authority, the Treasurer's Office has two (2) positions in need of functional reorganization; and

WHEREAS, the Ingham County Treasurer, due to the growth of the Ingham County Land Bank and increase in the number of properties in the tax foreclosure process and the increase in parcels having implications for the Brownfield Authority, finds it necessary to create a new position to more accurately reflect the increase in the complexity of duties and responsibilities, replacing the Tax Forfeiture/Foreclosure Coordinator position with the new position of Land Bank Coordinator (position #253011); and

WHEREAS, the Ingham County Treasurer, due to the growth of the Ingham County Land Bank and the increase in the number of properties in the tax foreclosure process and the increase in parcels having implications for the Brownfield Authority, finds it necessary to revise the job description to more accurately reflect the increase in the complexity of duties and responsibilities of the Brownfield Coordinator (position #253012); and

WHEREAS, the Ingham County Treasurer drafted new job descriptions to more accurately reflect the duties and responsibilities of the new Land Bank Coordinator (Exhibit A) and the Brownfield Coordinator (Exhibit B); and

WHEREAS, the Human Resources Department and the ICEA County Professional Union have reviewed and approved the new job descriptions; and

WHEREAS, the Human Resources Department conducted a Job Point Evaluation audit for the new job description for Land Bank Coordinator and the revised job description for Brownfield Coordinator; and

WHEREAS, the Human Resources Department determined that the job description for Land Bank Coordinator (position #253011) and Brownfield Coordinator (position #253012) should appropriately be placed at ICEA County Professional Grade -- PRO 6 FY 2011 \$45,546-54,677); and

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WHEREAS, the ICEA County Professional Union has no objection to the reclassification to Grade PRO 6 for both positions; and

WHEREAS, the Land Bank has no objection to the reclassification to Grade PRO 6 for both positions; and

WHEREAS, the Land Bank Coordinator position is funded with a combination of Land Bank Authority funds and Tax Revolving Funds and the Brownfield Coordinator is funded with a combination of Brownfield Authority funds and Land Bank Authority funds; and

WHEREAS, the proposed reorganization has zero impact on the General Fund; and

WHEREAS, immediate effect of the reorganization is requested.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants authorization to implement the Treasurer's departmental reorganization as presented:

<b><u>Position Number</u></b>	<b><u>Current Grade</u></b>	<b><u>Proposed Grade</u></b>
253012	PRO 03	PRO 06
253011	PRO 01	PRO 06

BE IT FURTHER RESOLVED, that the County's hiring freeze and hiring delay be waived for the positions involved in this reorganization.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments as required.

**COUNTY SERVICES: Yeas:** De Leon, Copedge, Celentino, Schor  
**Nays:** Vickers, Dragonetti      **Absent:** None      **Approved 3/1/11**

**FINANCE: Yeas:** Schor, Tsernoglou, Nolan, Bahar-Cook, McGrain, Dougan  
**Nays:** None      **Absent:** None      **Approved 3/2/11**