

# 86th District Court Staffing Plan Change Proposal

Non-Contract - Office Manager Position

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# STAFFING PLAN CHANGE REQUEST

## ELIMINATE / UTILIZE

Eliminate the Chief Probation Officer  
Promotional Designation

Eliminate the .6 FTE Compliance position in  
Grand Traverse

Eliminate the .8 FTE Office Specialist position in  
Grand Traverse

Reduce the Antrim Office Coordinator position to  
an Office Specialist position

## CREATE

Non - Contract Office Manager Position to be  
shared between

Antrim

Grand Traverse

Leelanau

This idea for need for this proposal came well before the legislative changes that have forced us to implement the lay off process for our probation officers.

Positions affected in this layoff situation were to our probation officer team only.

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# Office Manager duties proposed but not limited to

- Travel to all 3 counties for on-site supervision and quality control of front line staff
  - Handles scheduling/staffing issues in all 3 counties
  - Oversees/coordinates training for new office specialists/court recorders in all 3 counties
  - Assists in regular performance evaluations of employees
  - Assists in creating/maintaining/updating procedures for all clerks/court recorders
  - On-Base Court Specialist (training is paid for, but we need to identify someone to send)
  - Regular Website maintenance/updating
  - SCAO reports for all 3 counties (there are currently 8 reports that are due for each county every year)
  - Month end financial transmittals for all 3 counties
  - Grant oversight for our specialty courts
  - Assist in clerks duties as needed for effective and continuous operation of the court
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## WHY IS THIS POSITION IMPORTANT???

### NOW

The Court Administrator and Deputy Court Administrator make plans to spend time in ALL three counties each week but because Grand Traverse is our busiest court, and there are only two of us, most of the time issues arise in Grand Traverse that prevent us from making the trip to our other courts.

### IDEALLY

With the addition of a 3rd Administrator to our team, this position would be a dedicated position that would entail travel to the other three counties in order to effectively monitor employees in these other two offices.

## WHY THIS POSITION IS IMPORTANT, CONTINUED.....

Currently both the Court Administrator and the Deputy Court Administrator oversee staffing issues for all three counties, due to the large number of employees and having three locations, this can be challenging.....

1. These staffing issues are often time sensitive and time consuming.
  2. If not handled properly and efficiently, can be morale damaging
  3. Often both the CA and DCA work out of classification to fill in
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## CONTINUED....

### Performance evaluations

We identified the need for a performance evaluation tool 3 years ago. The plan was to identify the tool we wanted to use and begin implementation.

1. We have not been able to do this due to regular day to day operations taking precedence over this
2. Even if we were able to institute a tool and put a procedure in place, we only have 2 administrators that are able to conduct this task.

With the addition of a 3rd administrative position, we could begin this necessary procedure.

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## CONTINUED.....

The district court has long identified an issue with effective training. We are a high volume court and often experience staffing shortages...

1. When we finally on board a new hire, because of staffing shortages, our training (while we are trying to improve this) program is not ideal.
2. We believe that due to a poor training program, and high volume work, New staff can be left feeling overwhelmed and end up leaving us, thus compounding the problem.
3. We have begun putting together procedures for tasks or staff perform, but this is ideally an ever changing process as court procedures change often.
4. Of our 15 office specialist positions throughout the 3 court locations, 8 will have 2 years or less experience (Historically, this is a position that we are constantly hiring and training for)

With this position, we would have an identified person to conduct this training and to oversee the creation and updating of new procedures on a regular basis.

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## CONTINUED.....

In a world where everyone is used to and expects a web presence, it is more important than ever to have an up to date website. Neither the CA or the DCA or any other assigned staff has had the time to take care of this important tool. Thus negatively affecting the people our court serves.

Since our court is now a paperless court, we have become reliant on our On Base system. In fact when there are issues with this system it becomes emergent as we utilize this for everything. Our IT / OnBase contact is wonderful, but when there is an issue, it needs to be taken care of yesterday. If we had an on staff On Base court specialist trained, we could take care of a lot of issues that arise without having to contact IT in a very timely manner.

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## CONTINUED.....

SCAO reports - These reports are required of all courts in the state and are separated by county, so all 3 counties have the reporting requirements. These reports are being handled now by the office coordinators.

Grant oversight

Assist in duties as needed

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<b>SAVINGS ACHIEVED BY FILLING THE CHIEF PROBATION OFFICER POSITION WITH A PROBATION OFFICER</b>		
	Total compensation w/Single Benefits and 6% MERS	Total Compensation w/Family Benefits and 6% MERS
Chief Probation Officer – Step 6	78,246.60	86,703.07
Probation Officer – Step 2	58,139.87	66,596.34
<b>Total Savings</b>	<b>20,106.73</b>	<b>20,106.73</b>

<b>SAVINGS ACHIEVED BY FILLING THE OFFICE COORDINATOR POSITION WITH AN OFFICE SPECIALIST</b>		
	Total compensation w/Single Benefits and 6% MERS	Total Compensation w/Family Benefits and 6% MERS
Office Coordinator – Step 6	55,503.43	63,959.90
Office Specialist – Step 1	39,981.94	48,438.41
<b>Total Savings</b>	<b>15,521.49</b>	<b>15,521.49</b>

<b>SAVINGS ACHIEVED BY NOT FILLING THE .6 FTE COMPLIANCE AND THE .8 OFFICE SPECIALIST POSITION</b>		
	Total compensation w/Single Benefits and 6% MERS	Total Compensation w/Family Benefits and 6% MERS
Compliance Officer – Step 1	27,202.86	32,276.72
Office Specialist – Step 1	31,985.49	38,750.69
<b>Total Savings</b>	<b>59,188.35</b>	<b>71,027.41</b>

<b>TOTAL SAVINGS ACHIEVED VS. COST OF A 1.0 FTE OFFICE MANAGER</b>		
	Total compensation w/Single Benefits and 6% MERS	Total Compensation w/Family Benefits and 6% MERS
Total Savings of unfilled Positions	94,816.57	106,655.63
Office Manager – Step 1	57,050.26	65,506.73
Office Manager – Step 6	70,227.19	78,683.66

*Cost analysis was obtained from Human Resources (03/25/2021) and steps used for calculations were the steps of the last employee who filled those positions.*

## Ratio of Supervisors to Employees Comparison Table

