

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners

Date: 4/25/2012

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item: Personnel Committee Recommendations

Requested Meeting Date: 5/1/2012

Estimated Presentation Time: _____

Presenter: Bobbie Danielson or Patrick Wussow

Type of Action Requested (check all that apply)

- For info only, no action requested
- Approve under Consent Agenda
- For discussion only with possible future action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Other (please list) Seeking motion to authorize refilling the positions as recommended by the Personnel Cmte.

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No

BD HR Review

Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

AITKIN COUNTY HUMAN RESOURCES

Bobbie Danielson, HR Manager
bobbie.danielson@co.aitkin.mn.us
Nicole Visnovec, HR Specialist
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www.co.aitkin.mn.us

To: County Commissioners

From: Bobbie Danielson, HR Manager



Date: April 25, 2012

Subject: Personnel Committee Recommendations – Consent Agenda

The Personnel Committee met on April 24, 2012, and unanimously recommends refilling the following positions:

- **Road & Bridge Department, 1 full-time Heavy Equipment Operator (McGregor Shop)**

This is a budgeted position, previously held by Eugene Berg who retired, and has been vacant since 2/29/2012. Grade P

- **Building Maintenance Dept., 2 permanent part-time (PPT) Maintenance Custodians**

This was a full-time position, previously held by Mike Bauer, and has been vacant since 3/29/2012. This is a budgeted expense. Grade S

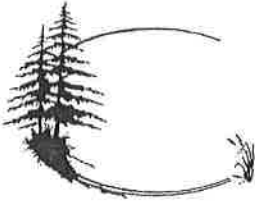
This recommendation is similar to the one made in January 2010 when the Board authorized hiring two PPT Maintenance Custodians in place of one full-time. The PPT employees are typically scheduled to work 2 or 3 days per week, and they work 7 hour instead of 8 hour shifts. They are also called upon to fill-in shifts that are vacant due to vacations and sick leave use. The County realized a budget savings with the reduced hours and benefits; typically PPT employees do not qualify for health insurance benefits.

- **Recorder's Office, 1 full-time Deputy Recorder**

This position is **not budgeted**. It has been vacant since 2009, saving an estimated \$40,000 or more per calendar year. Grade Q

The workload has increased over the past year and refilling the position is now necessary to meet service demands, while attempting to avoid overtime costs and staff burnout. This position performs tasks related to real estate property, U.S. Armed Forces discharges, personal property, vital statistics and land survey records, light bookkeeping, document preservation, and customer service. The volume of work increases as the economy improves and is impacted by things such as mortgages, refinancing, and time consuming research of legal descriptions. The impact/draw to general reserves in 2012 is estimated to be \$21,933 (if single insurance) to \$25,696 (if family insurance), effective June 1, 2012.

If you have any questions or concerns prior to the meeting, please feel free to contact me. Department heads will also be available at the board meeting to answer any questions.



AITKIN COUNTY HIGHWAY DEPARTMENT

1211 Air Park Drive
Aitkin, MN 56431

Phone: 218/927-3741 • FAX: 218/927-2356

Memo

Date: April 19, 2012

To: Aitkin County Personnel Committee

From: John Welle, Aitkin County Engineer *JW*

Re: Upcoming Personnel Committee Agenda Item

I request that the following item be added to the next scheduled Personnel Committee Agenda.

1. Request to fill vacant full-time Equipment Operator position

Since March 1, 2012, we have had a vacant Equipment Operator position at the McGregor Area Maintenance Facility due to the retirement of an employee at that location. I now request authorization to fill the position so we are fully staffed for the upcoming summer season.

The 2012 Highway Department Operations Budget fully funded this position for the entire year at the incumbent employee's pay rate for a total expenditure of \$62,429. With a target date of July 1, 2012 to have the position filled, the 2012 Operations Budget will realize a cost savings from the four-month vacancy and the reduced hourly wage of the incoming employee. Together, this will save approximately \$20,000 in cost from the amount budgeted for this position in the 2012 budget.

JOB TITLE: Equipment Operator – McGregor Shop**Reports to:** Lead Worker/Maintenance Supervisor**Department:** Road and Bridge**Classification:** Grade P**Site:** Aitkin Shop**Union:** IUOE Local #49**FLSA:** Non-exempt**Date:** July 1, 2008**Supervision Exercised:** None**JOB SUMMARY:**

Under general supervision, safely operates trucks, motor graders, heavy equipment, tractors and other specialized equipment to maintain roads performs manual labor to accomplish departmental objectives and tasks.

MAJOR JOB FUNCTIONS:

- *1. Perform Road Maintenance and Repair Duties in Such a Manner That Roads Are Safe for Travel. (20%)
 - a. Repair and replace culverts.
 - b. Assist on special construction projects.
 - c. Patch and fill potholes in pavement.
 - d. Excavate and backfill frost boils.
 - e. Repair guard rails, install and replace traffic and work zone signs.
 - f. Clear brush, trees, and mow right-of-way.
 - g. Pick up and remove rocks, debris, and dead animals from roadways.
 - h. Assist in emergencies and natural disasters.
 - i. Operate chain saws and other power tools.
 - j. Steam culverts and free culverts from ice, snow, and debris.

- *2. Operate Heavy/Light Equipment, such as Motor Graders, Front-End Loaders, Excavators, Tractors, Dozers, and Tandem/Single Axle Dump Trucks. (60%)
 - a. Smooth road surfaces, spread gravel, and cut and shape road shoulders.
 - b. Haul gravel, fill, waste, and other road materials and supplies.
 - c. Plow, load, and haul snow and apply deicing salt and sand to roads and parking lots.
 - d. Regrade and reshape roads.
 - e. Mix salt sand and road chemicals.
 - f. Load and stockpile culverts and other materials.
 - g. Removing beaver dams from culverts and ditches.
 - h. Perform daily safety checks on trucks and equipment and record results.

- *3. Repair Heavy/Light Equipment such as Motor Graders, Front-End Loaders, Excavators, Tractors, Dozers, Tandem/Single Axle Trucks, Pickup Trucks, and Other Road Maintenance Equipment. (20%)
 - a. Change oil and filters, grease equipment, change and rotate tires.
 - b. Perform repairs on trucks and equipment including changing cutting edges, welding, repairing hydraulic lines, replacing hydraulic pumps, hoses, motors, mounting and dismounting seasonal equipment.

ADDITIONAL RESPONSIBILITIES:

- 1. Attend training sessions as required.

2. Perform flag person duties, when required.

MINIMUM REQUIREMENTS:

1. Possess Class A commercial driver's license with air brakes endorsement.
2. Four years experience in operation of heavy equipment or trucks, or certificate of training in heavy equipment or truck driving from a technical school plus two years experience in operation of heavy equipment or trucks.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Knowledge of maintenance of gravel and all-weather roads.
2. Knowledge of repairing pot holes and frost boils
3. Knowledge of dangerous road conditions.
4. Knowledge of the capabilities and limitations of heavy equipment trucks and tools.
5. Knowledge of the mixing and application of road chemicals.
6. Knowledge of materials safety data information and the necessary precautions of materials handled.
7. Knowledge of safety procedures and rules.

SKILLS IN:

1. Skill in verbal and written communication.
2. Skill in the operation of a variety of different pieces of heavy equipment.
3. Skill in the maintenance of heavy equipment.
4. Skill in the maintenance of all classes of trucks and automobiles.
5. Skill in the use of hand and power tools.

ABILITY TO:

1. Follow oral and written directions.
2. Establish and maintain effective working relationships with others.
3. Exercise judgment, initiative and discretion in developing work methods and operating procedures in order to implement departmental activities, policies and safety requirements.
4. Establish and maintain effective and supportive public relations to inquiring individuals and organizations.

WORKING CONDITIONS:

1. Required to work irregular hours during inclement weather conditions.
2. Subject to dust, fuel vapors, asphalt vapors, solvent vapors, and lubricating oil and grease.
3. Subject to cold, hot, and wet weather.
4. Must perform maintenance duties on wet and slippery roads that are hazardous to drive on.
5. Must perform equipment maintenance duties in dirty, greasy, and hazardous conditions.
6. Capable of lifting fifty (50) pounds frequently and seventy (70) pounds occasionally.
7. Work will be dirty and hazardous at times. Subjected to chemicals, highway traffic, construction equipment operations, excessive noise, overhead and underground utility services, cuts, shock hazard, burns, and possible injury from power tools and vibrations from machinery.

OTHER:

The duties listed above are intended only as illustrations of the various types of work that may be performed and may not include all the work given nor include all that may be assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*Essential for the purpose of the Americans with Disabilities Act

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Personnel Committee

FROM: Patrick Wussow, County Administrator
Bill Thompson, Maintenance Supervisor

RE: Recommend Replacing Full Time Maintenance Custodian Position

DATE: April 20, 2012

Staff would like to fill the Maintenance Custodian Position recently vacated by Mike Bauer.

Budgeted positions	Typical Shift
Maintenance Supervisor	(7:30-4:30)
Utility/Maintenance Custodian	(8:00-4:30)
Maintenance Custodian	(2:00-10:30)
Maintenance Custodian (currently vacant)	(2:00-10:30)
P PT Maintenance Custodian	(2:00-9:30)
(Two PT employees rotating days)	

History – In January of 2010 the County Board authorized hiring two maintenance custodians as Permanent Part-time positions (P PT). These two positions replaced one full-time employee that retired at the end of 2009. The PPT employees work a seven hour shift versus the eight hour shift, additionally the PPT employees only work two or three days a week. Finally we have several employees on call to fill in for vacations, sick, etc.

Compensation – The Pay Grade is S with an hourly rate from \$11.37-20.51. The starting hourly rate would be \$11.37.

The County has realized a savings with the reduced hours of pay and in benefits as the P PT typically does not qualify for health insurance.

Private Alternative – Staff obtained a quote from a private firm that has worked with the County in the past. Their quote to clean the Court House is included with this memo and is for discussion.

Staff has reviewed three options and would like to update the Personnel Committee and discuss the alternative of replacing the open position with P PT, Full Time, or a Private firm.

Option one: Private Firm

Cost: Quoted \$803.10

Pros: Cost savings.

Cons: Unknown cleaning ability? Less staff available to work on projects (waxing, etc.), not allowed in Jail or H & HS for security reasons.

Option two: Permanent Part-Time (P PT)

Cost: Salary difference savings of five hours a week at starting pay of \$11.37, no Health Insurance or VEBA, and reduced other benefits result in an \$8,000 –15,000 savings.

Pros: Reduced taxes as expenses are reduced

Cons: Reports are coming in that P PT work has been less reliable due to lack of consistency

Option three: Full Time

Cost: Savings of about \$5,000 from current Full time employee (\$11.37 per 40 hour work week, plus benefits versus \$14.94 of six year employee).

Pros: Same set up as it was a month ago.

Cons: Same set up as it was a month ago.

JOB TITLE: Maintenance Custodian

Reports to: County Administrator
Classification: S
FLSA: Non-exempt
Supervision Exercised: None

Department: Administration
Site: Courthouse Complex
Union: AFSCME CH
Date: August 2002

JOB SUMMARY:

Under general supervision, provides building custodial, and grounds keeping services so that public buildings and grounds are clean and in a productive working condition; performs related work as required.

MAJOR JOB FUNCTIONS:

- *1. Clean courthouse complex including county jail, Health and Human Services, License Center, Extension and Road and Bridge. (95%)
- *2. Assist in grooming and clearing the lawn area surrounding the courthouse complex buildings. (2%)
- *3. Secure the buildings by locking doors and windows. (1%)
- *4. Assist in overseeing community service workers, temporary part time personnel, and inmates allowed to leave the jail to help with special projects. (2%)

OTHER RESPONSIBILITIES:

- 1. Perform other work-related duties as assigned/required.
- 2. Follow oral and written instruction.
- 3. Exercise confidentiality as it relates to the position and the various county departments.
- 4. Knowledge of OSHA regulations and safe operation of tools and equipment.

MINIMUM REQUIREMENTS:

- 1. One year experience working as a custodian or in a maintenance work environment preferred.
- 2. High school diploma or GED equivalent.
- 3. Valid MN's driver's license.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- 1. Verbal and written skills.
- 2. Perform tasks so that the workplace is a safe, sanitary, and attractive place to work by sweeping, mopping, vacuuming, shampooing, buffing, and dusting halls, stairwells, rooms, and offices by using modern cleaning equipment.
- 3. Maintain an attractive lawn area surrounding courthouse complex by mowing and raking the lawn, and shoveling or plowing snow off sidewalks and parking areas using various tools and equipment.
- 4. Order various cleaning and maintenance supplies and inventory.
- 5. Empty and dispose of all garbage and recycling.
- 6. Perform other maintenance duties as assigned.

PERIPHERAL DUTIES:

1. Follow county policies and procedures.
2. Maintain a safe work environment.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This position requires indoor and outdoor work where the work may be dirty and hazardous at times; subject to cuts, shock hazard, strong chemicals, burns, possible injury by power tools and subject to noise and vibrations from machinery. Physical demands of the position include, but are not limited to, long hours of standing, heavy lifting, climbing, balancing, stooping, kneeling, and crouching.

While performing the duties of this position, the employee is required to read, walk, use hands and fingers to operate objects, tools, and equipment. Finger and manual dexterity and motor coordination are required for the majority and variety of jobs performed.

While performing the duties of this position, the employee may be required to lift and carry objects weighing over fifty pounds.

OTHER:

The duties listed above are intended only as illustrations of the various types of work that may be performed and may not include all the work given nor include all that may be assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

* Essential for purposes of the Americans with Disability Act.

DIANE M. LAFFERTY
AITKIN COUNTY RECORDER

Room 205 • 209-2nd St. N.W
AITKIN, MINNESOTA 56431
218 / 927-7336

To: Personnel Committee
From: Diane Lafferty, County Recorder
Date: April 19, 2012
Subject: Request to Fill Deputy Recorder Position, Grade Q, \$12.51/hour

The department currently consists of the following positions:

- 1 County Recorder, full-time
- 1 Chief Deputy Recorder, full-time
- 1 Deputy Recorder, full-time
- 1 Intermittent Clerical Worker

Workload demands have increased over the past year and the additional Deputy Recorder position is now needed to meet service demands, while attempting to avoid overtime costs and staff burnout. A copy of the Deputy Recorder job description is attached. The 2012 budget impact is estimated to be \$21,932.90 (if single insurance) to \$25,695.54 (if family insurance), effective June 1, 2012.

I will be present at the Personnel Committee meeting to provide more information and to answer any questions you may have.

Cost estimate for 2012 (single insurance):

\$ 12.51 per hour for 6 months
\$ 13.10 per hour for 1 month

\$ 15,281.02 est 7 months in Year 2012
\$ 1,107.87 PERA 7.25%
\$ 947.42 FICA social security 6.2%
\$ 221.57 Medicare 1.45%
\$ 4,375.00 Single Health Insurance \$625/month x 7 months
\$ 21,932.90

Cost estimate for 2012 (family insurance):

\$ 12.51 per hour for 6 months
\$ 13.10 per hour for 1 month

\$ 15,281.02 est 7 months in Year 2012
\$ 1,107.87 PERA 7.25%
\$ 947.42 FICA social security 6.2%
\$ 221.57 Medicare 1.45%
\$ 8,137.64 Family Health Insurance \$625/month x 7 months
\$ 25,695.54

Aitkin County

Position Description

DEPUTY RECORDER

Department:	County Recorder's Office
Site:	Courthouse
Classification:	Class Q
Reports to:	County Recorder
Supervisory or Non-supervisory:	Non-Supervisory
FLSA Status:	Non-exempt
Union Status:	Union – AFSCME CH Unit
Final Appointing Authority:	County Administrator

Description

Performs a variety of detail-orientated tasks related to real estate property, U.S. Armed Forces discharges, personal property, vital statistics and land survey records, light bookkeeping and document preservation in accordance with Minnesota Statutes. Provides courteous, respectful and proficient customer service to private citizens, professional businesses and governmental agencies.

Supervision Received

Works under general supervision of the County Recorder. Also receives work direction from the Chief Deputy Recorder.

Supervision Exercised

None

Examples of Typical Duties & Responsibilities

These examples of typical duties do not include all possible tasks for this classification and do not limit the assignment of related tasks. Regular attendance according to the department's approved work schedule is required for all Aitkin County positions.

- *1. Responds to inquiries and assists and advises the general public, attorneys, Realtors, bankers, and other county departments by phone and in person. Works with real estate (both abstract and Torrens) documents and birth and death records, answers questions and resolves problems using knowledge of laws and office procedures.
- *2. Accepts and records all documents accurately and completely. This may include photocopying, data entry, inserting records into official record books, labeling documents in numerical order, filing, mailing, maintaining indexes, and other related duties, all performed with the highest degree of accuracy. Prepares daily, monthly, annual, and other reports using accounting principles and office procedures.
- *3. Certifies copies and supervises the issuing of certified and uncertified copies of all documents filed in the office. Scans documents. Operates office equipment needed to complete these tasks.
- *4. Opens, sorts, distributes, and sends out mail. Composes correspondence and contacts individuals on rejected documents due to error in completeness.
- *5. Answers inquiries regarding real estate Torrens title documents and procedures. Approves and records Torrens title documents, files tracts, issues new certificates of title, residue certificates by using knowledge of Torrens and office system procedures.
- *6. Trains other office personnel by using knowledge of laws, office procedures and system, and assumes responsibilities in the absence of the County Recorder and Chief Deputy. Assists in the training of new office support staff as directed.

**Essential for the purposes of the Americans with Disabilities Act only.*

Aitkin County

Position Description

Additional Responsibilities

1. Exercises independent judgment in daily work activities.
2. Follows oral and written instructions.
3. Performs other job-related duties as assigned or apparent.
4. Deals with minor computer issues.

Minimum Qualifications

High school diploma or equivalent required, plus a 2 year clerical degree or equivalent coursework, or 3 or more years experience in the abstract document recording process.

Must type Net 45 w.p.m. or higher. Intermediate level computer skills are required. This includes the knowledge and ability to use computers and related technology efficiently including databases, spreadsheets, word processing, email, Internet, WebFusion, scanning and document imaging software, and other specialized department software and equipment.

Must have good public relations skills, oral and written communication skills, and the ability to actively listen to concerns of taxpayers. Must have the ability to proficiently operate office equipment, including, but not limited to computers, calculators, fax machines, copiers, and digital scanners.

Must have the ability to focus and work productively with continual interruptions. Valid MN's driver's license required.

Knowledge, Skills, and Abilities

1. Knowledge of County policies, procedures, and practices.
2. Knowledge of Federal and State laws and Local ordinances as they relate to recording of various legal documents and functions of the Recorder's Office.
3. A working knowledge of rectangle land survey and associated tools, instruments, and techniques.
4. Knowledge of techniques, methods, and equipment required to accomplish department workload and objectives in an efficient and safe manner.
5. Knowledge of departmental policies and written and oral communication skills sufficient to interpret and explain policy, regulations and operating procedures to employees, the public, and representatives of various businesses and governmental agencies.
6. Skill in reading, writing, and speaking English proficiently.
7. Effective organization, time management, and workload prioritizing skills as it relates to office procedures.
8. Ability to understand Real Estate descriptions and the various types of documents and the effects of those documents transferring interest in Real Estate.
9. Ability to work independently and exercise good judgment.
10. Ability to develop and maintain effective working relationships with supervisors, county staff, and the public.
11. Ability to understand and carry out oral and written instructions.

Working Conditions and Physical Requirements

Work is performed primarily in an office setting; minimal travel is required for trainings. Routinely exposed to dust; subject to regular interruptions; occasionally required to sit for long periods of time; required to perform repetitive tasks, such as typing and data entry. The ability to stand and bend throughout the day is required. Must have the ability to focus and concentrate despite being subject to regular interruptions. Physical requirements may include: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

Light to Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Aitkin County

Position Description

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

April 2011