

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 8-15-12

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Personnel Committee Recommendation

Requested Meeting Date: 8-28-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator or Bobbie Danielson, HR Manager

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
- Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

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



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 12:00 pm 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

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To: County Commissioners
From: Bobbie Danielson, HR Manager 
Date: August 14, 2012
Subject: Personnel Committee Recommendations

The Personnel Committee met on August 14, 2012, and unanimously recommends refilling the following position:

Long Lake Conservation Center

1 part-time Instructor/Naturalist, Grade N, \$15.71 to \$17.19/hour starting. Wage scale maximum = \$28.31 per hour. Teacher licensed by the MN Department of Education preferred. This is a budgeted position, previously held by Marie Norman. Over the past 12 months (8/1/11 – 7/31/12, she worked 904.527 hours (includes holiday pay, personal, vacation, and sick leave hours used). Her last day was 8/14/2012.

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

JOB TITLE: Instructor/Naturalist

Reports to: Instruction Coordinator
Classification: Class N
FLSA: Non-exempt
Union: No
Supervision Exercised: Limited

Department: Land
Site: Long Lake Conservation Center
Section: Education
Date: March 2000; Updated 2/22/05; Updated
09/04/09

JOB SUMMARY: Under limited supervision, lead students, teachers and parents in conservation education programs and activities. Conducts programs for students and adults in environmental education and outdoor recreation. Oversees and cares for resident live animals.

MAJOR JOB FUNCTIONS: *Duties that are essential to "getting the job done."

- *1. Lead and teach participants in environmental education activities and outdoor recreation programs. (65%)
- *2. Research and develop new curriculum. (10%)
- *3. Oversee and care for resident live animals. (5%)
- *4. Maintain educational equipment and helps maintain facilities. (10%)
- *5. Conclude program activities by cleaning and storing all equipment. (5%)
- *6. Maintain current first aid & CPR knowledge. (5%)

ADDITIONAL RESPONSIBILITIES:

- 1. Assist other departments when needed.
- 2. Attend environmental education workshops.
- 3. Provide supervision and training of Seasonal Naturalists to maintain efficient operation of the Center and to ensure the goals and objectives of the Center are met.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- 1. B.A. or B.S. degree in natural science, environmental education, recreation or related field.
- 2. Knowledge of curriculum and activities in the above fields, current educational techniques, laws and requirements of student and adult education.

3. Skills in teaching, public speaking, outdoor activities; first aid/CPR; using audio visual equipment; computers and other office equipment; and care/handling of live specimens.
4. Ability to:
 - * Lead, instruct and evaluate programs and activities to carry out the objectives and goals of the Conservation Center.
 - * Deal tactfully but firmly while supervising students.
 - * Employ positive public relations both on and off the Conservation Center.
 - * Communicate with co-workers, students and the general public.
 - * Establish and maintain effective working relationship with co-workers, supervisors, students and the general public.
 - * Create, evaluate, and update curriculum.
 - * Issue and follow oral and written instructions.
 - * Endure adverse weather conditions and hazardous and annoying insects.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This position requires both indoor office work using office equipment (computer, copy machines, etc.) and outdoor work. Enduring adverse weather conditions and hazardous and annoying insects.

Must possess the physical ability to hear, see, walk, talk, read, use hands, push, pull, lift, carry, stoop, bend over, twist, turn, stretch, etc. Have mental ability to figure, calculate, coordinate, tolerate, use good judgment.

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 Disabilities Act only.