

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9-26-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 10-2-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator and Bobbie Danielson, Human Resources Manager

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- 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
- 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 _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

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) memos & job descriptions

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY HUMAN RESOURCES

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To: County Commissioners
From: Bobbie Danielson, HR Manager
Date: September 26, 2012 
Subject: Personnel Committee Recommendations

The Personnel Committee met on **June 26, 2012**, and unanimously recommended refilling the following position.

Assistant County Attorney

Request to fill one full-time Assistant County Attorney position. Grade J, salary range \$49,254.40 to \$88,774.40. This is a budgeted position, previously held by Ben Smith. His last day was 6/13/2012. Additional information is attached.

This position was discussed at the July 10, 2012, board meeting. Excerpts from the board minutes are shown below.

7/10/12: Jim Ratz, County Attorney, discussed concerns and need to fill the full-time position of Assistant County Attorney. This is a budgeted position that is open due to a resignation. Motion by Cmsr Napstad, seconded by Cmsr Marcotte and carried (4-1 Westerlund), to authorize Human Resources to advertise and gather applications, but the decision to fill the position has been postponed until September.
(File note: 19 job applications have been received to date.)

7/10/12: Jim Ratz, County Attorney, discussed the need to hire a private attorney to help with two large cases. Motion by Cmsr Marcotte, seconded by Cmsr Napstad and carried, all members voting to authorize the County Attorney [to] gather cost information and bring before the Board for approval at a later date.

The Personnel Committee met on **September 25, 2012**, and unanimously recommends refilling the following positions:

Financial Worker, HHS Department, and if filled internally, the subsequent vacancy.

Request to fill one full-time Financial Worker position. Grade P, \$13.34 to \$24.02. This is a budgeted position (50% state reimbursement), currently held by Alisha Alderson. Her last day will be 9/28/12. (Current incumbent is at step 3, \$15.27/hour, new hire will start at \$13.34 to \$14.58/hour DOQ.) Additional information is attached.

Maintenance Custodian

Request to fill one full-time Custodian position. Roy Egstad has verbally resigned, his last day will be 10/05/12. Grade S, \$11.37 to \$20.51. (Current incumbent is at step 9, \$17.10/hour, new hire will start at \$11.37/hour.) Discussion included two part-time versus one full-time. The committee also discussed posting the position internally to expedite process for final ratification by the Board. Additional information is attached.

If you have any questions or concerns prior to the meeting, please feel free to contact me or Patrick. Jim Ratz, Tom Burke, and Bill Thompson will also be available at the board meeting to answer questions.

Memo

To: Aitkin County Personnel Committee
From: James P. Ratz, Aitkin County Attorney
Date: 7/5/2012
Re: Assistant County Attorney Position

As you are aware, Ben Smith submitted his resignation on May 30, 2012, with his last day of employment being June 13, 2012. Mr. Smith had been with our office since February 2007 and had a starting salary of \$50,000.00. At the time of Mr. Smith's resignation, he was making \$57,988.33. The Assistant County Attorney position is an exempt position with a hay grade of J. The salary range for a hay grade J employee is \$49,254.40 – \$88,774.40 with a mid-point salary of \$69,014.40.

We request Mr. Smith's position be re-filled based on the following reasons:

1. Case Load

At the time of his resignation, Mr. Smith was assigned 580 cases. The magnitude of these files is not simply in the numbers. It is in the time it takes to prepare the files, such as determining appropriate charges, determining and making an appropriate offer, negotiating any possible settlement with defense counsel, keeping the victim apprised throughout the steps of the file, preparing and arguing motions, researching and writing briefs, determining suitable witnesses to prove the case, meeting with the witnesses prior to trial, and finally trying the case. The span for all of the above is time-sensitive and requires diligence to manage the files successfully.

2. Working with Victims

A victim is a natural person who incurs loss or harm as a result of a crime. Prior to the entry of the factual basis for a plea pursuant to a plea agreement recommendation, the prosecuting attorney must make a reasonable and good faith effort to inform the victim of the contents of the plea agreement recommendation and their right to be present at the sentencing hearing and at the hearing during which the plea is presented to the court and to express any objection of the victim to the agreement or to the proposed disposition. Working with the victims is an important yet time consuming process. While the prosecutor does not have to proceed pursuant to the victim's wishes, their thoughts and feelings are heavily considered in resolution of all files. The prosecutor will often meet or speak with the victim several times prior to resolution of the file or the commencement of trial.

3. Trial Preparation

Jury trials are time consuming and very draining. During the jury trial and usually a week to several weeks before, the prosecutor(s) and office staff start to focus primarily on the jury trial. Daily office work often needs to be re-assigned or set aside until the jury trial is complete.

4. CSI Effect

There are higher expectations from the trier of fact regarding law enforcement and their role regarding forensic evidence. For the County Attorney's Office, this translates into much greater demands on our efforts to secure forensic evidence for crimes of all types and levels, misdemeanor through felony.

Further, the CSI effect has made litigation increasingly complex. The analysis and incorporation of forensic evidence into trial has added exponential growth to the time committed to trial preparation.

5. Fewer State Attorney General's Office Resources

The State Attorney General's Office continues to have fewer and fewer resources allocated to handling appeals and assisting county attorney's offices. Over a period of about 15 years, the State Attorney General's Office has gone from handling all criminal appeals to handling a select few felony appeals. The State has shifted much of the time and expense of appeals to the County. Appellate work is very time consuming, deadline specific, and usually requires the prosecutor to travel to St. Paul for oral arguments. Appellate work is now a very real and significant drain on my office's resources. The local prosecutor's role does not end with the jury trial but continues through months, if not years, of appeals and post-conviction petitions.

Conclusion and Request

My office and I are acutely aware of the current economic situation and the need to be fiscally sensitive in all decisions having an impact on financial resources. We are, however, also extremely aware and sensitive to the impact crime has on the specific victims and on our constituents.

I sincerely believe that public safety will be placed at increased risk, and justice will be delayed for victims (especially for victims of property-related crimes), if the Assistant County Attorney position is not re-filled. I respectfully request that this committee recommend filling the Assistant County Attorney position. Thank you for your consideration of this important matter.

County Attorney Workload Data | 2009-2012

through 6/1/12

	2009	2010	2011	Current 2012	Projected 2012
Criminal Files Opened	1,092	943	983	489	1,173
Criminal Files Closed	1,385	1,143	1,016	620	1,488
Civil Files Opened	7	13	10	8	19
Civil Files Closed	20	4	11	2	4
CHIPS Files Opened	44	23	25	13	31
CHIPS Files Closed	54	22	33	13	31
Child Support Files Opened	173	57	61	18	43
Child Support Files Closed	342	25	165	3	7
Commitment Files Opened	46	14	18	6	14
Commitment Files Closed	9	11	27	7	16
Forfeiture Files Opened	18	8	21	8	19
Forfeiture Files Closed	17	15	14	8	19
Condemnation Files Opened	0	0	1	0	0
Condemnation Files Closed	0	0	0	0	0

	2010 Start	6 Mnths	1 Year	2Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr
	2010 Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53



Position Description

ASSISTANT COUNTY ATTORNEY

Department Attorney's Office
DBM/Grade To be determined
Reports to County Attorney and Senior Assistant County Attorney
FLSA Status Exempt
Union Status Non-union

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To assist the County Attorney in the evaluation, preparation and presentation of cases brought before the District Court for civil or criminal prosecution, and to provide legal advice and assistance to various County officials and agencies.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.

1. Evaluates and exercises discretion in criminal investigations, child protection matters, civil commitment screenings, forfeitures, child support, and other matters, identifies appropriate charging or other decisions, recommends appropriate disposition of those matters in accordance with established policies and standards; refers investigations to appropriate agencies as may be required; refers, notifies, consults, advocates, and informs crime victims in accordance with the Victim's Rights Act.
2. Prepares cases for judicial and administrative proceedings or appeals by, including but not limited to, reviewing evidence presented by county agencies, investigating facts, researching law, drafting and editing correspondence, pleadings and other documents, analyzing the opposing position(s), document and record case proceedings for future reference, and writing legal memoranda and briefs



Position Description

3. Represents the County in assigned criminal or civil cases in court or at other hearings by presenting facts, analyzing and introducing evidence, interpreting information and law as it is conveyed during the proceedings, and revising and adapt the County's legal arguments as necessary. Recommends the disposition of cases to judges, referees, arbitrators and administrative law judges.
4. Confers with other staff attorneys and plans trial strategy, analyzes and presents evidence, engages in negotiation of case settlements or other matters of law, and monitors, modifies, and verifies the work of clerical staff in the preparation of legal documents. Supervises the issuance of subpoenas for trial preparation, manages and coordinates the trial process, maintains communication with trial witnesses and victims through pretrial witness interviews, correspondence, and phone calls to convey case status updates and schedule court appearances.
5. Coordinates the flow of information between defense attorneys, law enforcement, social services, and other agencies.
6. Analyzes legislation, case law, legal publications and other relevant literature in order to maintain accurate, current information on legal developments in all areas of law.
7. Counsels, represents and advises law enforcement officers; county officials, departments or agencies; attorneys; corrections workers; and other relevant parties in areas of investigation, trial techniques, criminal and civil law, strategy, and legal issues pertinent to the area of assignment; includes on-call availability after hours or on weekends as assigned to authorize continued detention of suspects, creation of search warrants, and other legal matters as presented.
8. Trains law enforcement officers, other agencies, and public organizations regarding legal issues.
9. Researches and identifies appellate issues on assigned cases by analyzing the facts and proceedings, reviewing court transcripts, and performing legal research, and drafting legal briefs and presenting oral arguments to the appellate court.
10. Composes correspondence and distributes relevant information to law enforcement, defense attorneys, the Court, guardian ad litem, county agencies, victims and other individuals and organizations relating to the status of the case.
11. Attend conferences and continuing education courses as needed.
12. Performs other related duties as assigned or apparent.

Minimum Qualifications

Requires a Juris Doctorate (J.D.) degree and Minnesota Attorney License issued by the Minnesota Supreme Court.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

All attorneys in the County Attorney's Office rotate weekend and holiday on-call duties. Such on-call duties include twenty-four (24) hour availability to law enforcement officers for authorization for continued detention of suspects, assistance in the creation of search warrants, and advice or consultation as needed. There is currently no additional compensation, remuneration, or consideration for said additional on-call duties.



Position Description

Knowledge, Skills, and Abilities Required

Knowledge of:

1. Duties, powers, limitations, and authority of the office of the County Attorney.
2. Criminal and civil law, rules of procedure, rules of evidence, and their application.
3. Principle methods, materials and practices of legal research, investigation, and writing.
4. Appraisal, interpretation, and application of legal principles and precedents to difficult legal problems.
5. Preparation and presentation necessary to try complex civil or criminal cases and solve complex legal issues.
6. County and departmental policies, procedures, and practices.

Skill in:

1. Effective communication, which will allow for presentation of statements of fact, law and argument clearly, logically, and forcefully, both in written and oral form.
2. Effective legal research, analysis, and application of the law.
3. Communicating with and relating calmly, logically and sensitively to crime victims, law enforcement, other attorneys, court personnel, and county departments.
4. Typing skill sufficient to complete 30 net words per minute without errors.
5. Reading, writing, and speaking English proficiently.

Ability to:

1. Work both independently and cooperatively.
2. Communicate effectively, both orally and in writing, in a variety of forums.
3. Analyze, appraise and organize facts, evidence, case law, statutes and rules and to effectively present legal opinions to other county officials, attorneys, judges and juries.
4. Present and argue cases in court, including the ability to deal with unanticipated situations when they arise.
5. Negotiate with adverse parties to settle cases in a manner which promotes the interests of justice.
6. Work effectively with others and manage time and workload effectively.
7. Travel and work in excess of standard hours when necessary.
6. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
7. Maintain confidentiality.

Language Skills

Highest Skills – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.



Position Description

Mathematical Skills

High Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Microsoft Word, Outlook, PowerPoint, Jail and/or Dispatch Software, Minnesota County Attorney Practice System (MCAPS), Minnesota Court Information System (MNCIS), Westlaw, Windows media system, and Internet.

Ability to Travel

Periodic travel required for court hearings, trainings, and meetings in and out of Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, and innovation.

Work Environment

The noise level in the work environment is usually moderate. Employees working in this position are exposed to evidence of trauma, violence, and disturbing crimes.

Equipment and Tools

Computer, copier, fax, telephone, printer, Elmo visual projector and presentation equipment, scanner, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.



Position Description

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safety is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees 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.

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.

05/2012

"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."



Competencies Defined

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Design – Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback, contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation – Delegates work assignments; matches the responsibility to the person; sets expectations and monitors delegated activities; provides recognition for results.



Position Description

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Cost Consciousness – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Aitkin County Health & Human Services

204 First St. NW
AITKIN, MINNESOTA 56431
PHONE 1-800-328-3744 or 1-218-927-7200 - FAX # 927-7210

DATE: September 25, 2012
TO: Aitkin County Personnel Committee
FROM: Tom Burke, Director
RE: Income Maintenance Position

With the resignation of Alisha Alderson, Financial Worker, I am asking to fill this position based on the fact the caseload continues to remain very high along with the complexities of multiple programs. I have attached a copy of the caseload history report we give to the Board each month showing the increased caseloads over the past years. It is apparent that the numbers remain high with little hope of them subsiding anytime soon.

Aitkin County Health and Human Services financial workers are at the center of assisting many individuals/families through a very difficult period. The high number of recipients coupled with the high level of stress they are facing, has only added to the load of the staff and potential burn-out. The demand on getting cases processed for the recipients is magnified as the processing of the cases is highly scrutinized by the state and federal governments. Cases must be entered correctly or the recipients are not eligible to receive services. Tight time frames, mixed with stressed consumers, makes for a very difficult working environment. Our local providers will be impacted if the need for uncompensated care increases due to delays in processing the applications.

I believe it is in the best interest of our consumers that we fill this position. As in the most recent hiring, if in the event we fill this position from within, we would ask for the authorization to fill in behind that person.

INCOME MAINTENANCE CASELOAD HISTORY

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
2012	MAXIS	1813	1819	1820	1832	1848	1848	1842	1828				
	MNCare	341	346	368	345	309	332	351	352				
	Day Care	72	70	73	72	72	62	63	65				
	Totals	2226	2235	2261	2249	2229	2242	2256	2245				
	Applications-MAXIS	91	62	77	71	94	77	63	85				
2011	MAXIS	1727	1748	1784	1827	1848	1847	1837	1843	1802	1823	1822	1827
	MNCare	521	532	442	381	354	354	336	346	350	343	347	347
	Day Care	72	71	71	80	72	80	87	82	84	81	80	74
	Totals	2320	2351	2297	2288	2274	2281	2260	2271	2236	2247	2249	2248
	Applications-MAXIS	84	79	115	100	84	92	73	100	62	96	84	65
2010	MAXIS	1686	1675	1705	1694	1686	1668	1676	1664	1665	1671	1695	1703
	MNCare	408	417	419	442	439	439	451	477	490	502	522	513
	Day Care	77	74	68	67	67	67	67	63	62	62	67	72
	Totals	2171	2166	2192	2203	2192	2174	2194	2204	2217	2235	2284	2288
	Applications-MAXIS	76	52	75	90	68	64	73	82	68	88	85	73
2009	MAXIS	1556	1578	1611	1628	1627	1620	1636	1629	1638	1644	1658	1687
	MNCare	308	318	322	343	349	356	374	398	400	403	402	399
	Day Care	80	81	82	85	83	83	80	84	82	80	81	78
	Totals	1944	1977	2015	2056	2059	2059	2090	2111	2120	2127	2141	2164
	Applications-MAXIS	93	93	98	91	66	78	89	72	81	84	67	91
2008	MAXIS	1451	1474	1472	1469	1488	1492	1477	1465	1482	1496	1509	1532
	MNCare	238	241	245	256	265	270	286	289	292	295	301	307
	Day Care	52	53	54	58	65	67	69	70	72	77	78	78
	Totals	1741	1768	1771	1783	1818	1829	1832	1824	1846	1868	1891	1917
	Applications-MAXIS	113	68	75	69	86	62	71	79	78	109	62	109

MAXIS Cases: Number of unduplicated cases open for all programs except MNCare & Child Care can be open on multiple programs per case.
MNCare: Number of cases open on MNCare that Aitkin County manages. Residents do have the option of having their MNCare cases managed at the State Level.
Day Care: Number of day care cases open.
Total: Total cases open.
Applications – MAXIS: New applications taken during month for MAXIS programs only. Does not include MN Care or Day Care.

FINANCIAL WORKER SALARY CHART W/BENEFITS

2010 Wage Scale	2012 Start	0.5		1		2		3		4		6	
	Minimum	+6 Mnths Step 1	+6 Mnths Step 2	+1 yr Step 3	+1 yr Step 4	+1 yr Step 5	+1 yr Step 6	+2 yr Step 6					
CLASS P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48						
FICA/Hr	\$ 1.02	\$ 1.07	\$ 1.12	\$ 1.17	\$ 1.22	\$ 1.28	\$ 1.34						
PERA	\$ 0.97	\$ 1.01	\$ 1.06	\$ 1.11	\$ 1.16	\$ 1.21	\$ 1.27						
Single Health	\$ 4.09	\$ 4.09	\$ 4.09	\$ 4.09	\$ 4.09	\$ 4.09	\$ 4.09						
Single Life	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04						
Total Hourly	\$ 19.45	\$ 20.15	\$ 20.88	\$ 21.67	\$ 22.49	\$ 23.31	\$ 24.21						
Total Salary	\$ 40,461.93	\$ 41,919.38	\$ 43,425.03	\$ 45,074.08	\$ 46,770.92	\$ 48,491.66	\$ 50,355.80						

2010 Wage Scale	2012 Start	0.5		1		2		3		4		6	
	Minimum	+6 Mnths Step 1	+6 Mnths Step 2	+1 yr Step 3	+1 yr Step 4	+1 yr Step 5	+1 yr Step 6	+2 yr Step 6					
CLASS P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48						
FICA/Hr	\$ 1.02	\$ 1.07	\$ 1.12	\$ 1.17	\$ 1.22	\$ 1.28	\$ 1.34						
PERA	\$ 0.97	\$ 1.01	\$ 1.06	\$ 1.11	\$ 1.16	\$ 1.21	\$ 1.27						
Family Health	\$ 7.17	\$ 7.17	\$ 7.17	\$ 7.17	\$ 7.17	\$ 7.17	\$ 7.17						
Family Life	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04						
Total Hourly	\$ 22.53	\$ 23.23	\$ 23.96	\$ 24.75	\$ 25.57	\$ 26.39	\$ 27.29						
Total Salary	\$ 46,867.93	\$ 48,325.78	\$ 49,831.43	\$ 51,480.48	\$ 53,177.32	\$ 54,898.06	\$ 56,762.20						

County receives 50% reimbursement

9/12/2012

JOB TITLE: ELIGIBILITY TECHNICIAN

Reports to: Income Maintenance Supervisor	Department: Human Services
Classification: P	Site: Family Service
FLSA:	Union: AFSCME
Supervision	Date: June 26, 2008
Exercised: No	

JOB SUMMARY: Under general supervision, determine and maintain eligibility for public welfare programs according to State and Federal mandates.

MAJOR JOB FUNCTIONS:

- *1. Knowledge of Federal, State and County policy, to advise at interview time, in written correspondence and phone contact of programs that would be available to clients. (15%)
- *2. Interview and determine eligibility, gather and verify factual information, process and make independent decisions regarding all areas of financial human services programs. (23%)
- *3. Maintain ongoing cases to insure that eligibility continues to exist and that all federal, state and local laws and regulations are complied with monthly, semi-annually and annually. (22%)
- *4. Identify and make referrals and coordinate services to best serve the clients, to other agencies such as Sheriff's Department for fraud, Social Services Department, Public Health, Social Security, Arrowhead Transit, AEOA and HUD Housing. (10%)
- *5. Continued education is essential to keep up with legislative policy changes as federal and state policy dictates. (15%)
- *6. Perform other work related duties independently, which include: Advocate for clients with Managed Care Representatives and other companies, Coordinate Team Meetings, Set-up & Participate in Home Visits, Staff Outreach Sites, Present Orientation Information, Participate in Student Education and Career Fairs. Make independent judgments of legal court documents that pertain to each individual client (divorce decrees, tax forms, Etal.). Work with vendors on behalf of the clients. (15%)

ADDITIONAL RESPONSIBILITIES:

1. Lead worker on rotation basis when supervisor is out of the agency.
2. Assist in training new workers and interns.
3. Present pertinent information at Agency conferences and appeals.
4. Compose correspondence and fraud financial statements as needed.
5. Respond to complaints of clients.
6. Testify for court actions on our case loads.
7. Prism access and referrals.
8. Cost effective health insurance and TPL entering of information.
9. Nursing home and GRH consult.

10. Child Care.

MINIMUM REQUIREMENTS:

1. Three years of clerical experience or experience working with the public, or some combination of the two totaling three years.
OR
2. Two years of clerical experience in a social services/human services agency.
OR
3. Two years of study at an accredited two or four years college or university or similar institution, with emphasis in the behavioral sciences, business, or closely related subjects.
OR
4. Successful completion of the technical college Public welfare Financial Worker Diploma program
OR
5. Successful completion of the technical college Public Welfare Financial Worker certificate program will substitute for one year of the required clerical experience or experience working with the public.
6. Valid MN's driver's license.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. 2. *Type of knowledge of facts, rules, things, procedures, etc. necessary for the job:*
 - Knowledge of interviewing techniques and skills in conducting interviews.
 - Knowledge of agency programs, operations, policies and procedures.
 - Knowledge of available community resources.
 - Knowledge of the MAXIS data information system.
 - Knowledge of human behavior.
3. *The abilities and skills necessary for the job:*
 - Ability to establish and maintain effective working relationships with clients, public, co-workers and agency administration.
 - Ability to organize and coordinate job activities.
 - Ability to make decisions.
 - Ability to remain objective.
 - Ability to accurately and rapidly process detailed information.
 - Ability to establish and maintain accurate and systematic records.
 - Ability to express ideas clearly and ability to comprehend and follow complex written and verbal instructions.
 - Ability to communicate effectively, both orally and in writing.
 - Ability to interpret legal documents, complex rules, manual materials and bulletins as they apply to income maintenance programs.

Working Conditions/Physical Requirement:

This position requires indoor work in an office setting where there is noise and activity.

This position requires a variety of sitting, standing, bending, and lifting in a multi-level building.

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.

(The a above two paragraphs are mandatory for each job description).

AITKIN COUNTY BUILDINGS & MAINTENANCE

**Bill Thompson, Supervisor
Aitkin County Courthouse
209 2nd St. N.W., Rm 115
Aitkin, MN 56431
Phone: (218) 927-7363
Fax: (218) 927-7374**

September 19th, 2012

To: Patrick Wussow, County Administrator

From: Bill Thompson, Maintenance Supervisor

Subject: Fill Full-Time Court house Maintenance Custodian position

Roy Egstad, full-time Maintenance Custodian, will be retiring on October 5, 2012. This position is currently assigned to clean the courthouse. I am requesting to refill the position as a full-time position. It is a Grade S job class and the current incumbent is on step 9, \$17.10/hour. The replacement starting hourly rate would be \$11.37 per hour.

Currently, this position is assigned to clean the courthouse and west annex offices, including floor and carpet care. It is also responsible for light repairs and entry glass cleaning.

In the past, we had full time Maintenance Custodians scheduled to work afternoon shifts in the courthouse, jail, and HHS building. When the last two full-time Maintenance Custodian positions became vacant, the positions were refilled with part-time staff. The courthouse and west annex are larger areas to maintain than the jail and HHS building. I have received many compliments over the years on how attractive and well-kept the courthouse is for an older building. Again, I am requesting the position be refilled as a full-time position.

Thank you for your consideration in this matter.

Enclosed: Current job description for this position.

AITKIN COUNTY ADMINISTRATION

** Previous Memo*

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.