

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

7B
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners
Via: Patrick Wussow, County Administrator
From: Bobbie Danielson, HR Manager

Date: 10-31-12

Title of Item: Personnel Committee Recommendations

Requested Meeting Date: 11/6/2012 Estimated Presentation Time: 15 minutes

Presenter: Bobbie Danielson, Patrick Wussow, Mark Jacobs

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) _____

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: salary and fringe benefit line items

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) job descriptions and pay scale

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

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To: County Commissioners

From: Bobbie Danielson 

Date: October 31, 2012

Subject: Personnel Committee Recommendations

Background:

The Personnel Committee met on October 30, 2012, and unanimously recommends the following positions be refilled.

Part-time Cook at LLCC. Est. 1,100 hours per year. Grade T, \$10.85 to \$13.00 per hour starting. Prior incumbent, Wendy Hunt, resigned and her last day was 9/26/2012. Her rate of pay was \$13.60 per hour. This is a budgeted position.

Full-time Recreation Specialist. Grade N, \$15.71 to \$28.31 per hour salary range. Joe Majerus, Recreation Forester, resigned and his last day was 10/12/2012. His rate of pay was \$19.69 per hour. This is a non-levy position. Note change of duties. The recreation forester position was originally created and intended to be a half time recreation position in charge of trails and parks, and a half time forestry position. The position evolved and changed as the recreation duties have increased over the years. This position is now full-time recreation in charge of trails and parks and is proposed to oversee recreation staff and seasonal staff. A draft job description is attached. Mark Jacobs will also be present to answer questions.

Action requested:

Motion to authorize refilling the part-time LLCC Cook position.

Motion to authorize creating a Recreation Specialist position and to authorize filling the full-time position.

JOB TITLE: Cook

Reports to: Food Service Coordinator
Classification: Class T
FLSA: Non-exempt
Supervision Exercised: Yes

Department: Land
Site: Long Lake Conservation Center
Section: Food Service
Union: No
Date: June 26, 2008

JOB SUMMARY: Under general supervision, performs cooking and cleaning duties for quantity meal preparation. Performs related work as required. Helps with planning for meals and cooking so the nutritional needs of participants are met. Prepares large quantities of food by following menus and standardized recipes.

MAJOR JOB FUNCTIONS:

- *1. Prepares food for 3 daily meals. (60%)
- *2. Operates all kitchen equipment sufficient to effectively and safely prepare required menus for service. (10%)
- *3. Washes and sanitizes dishes, silverware and kitchen utensils so that nutritional needs of the students are met by operating complex dish washing equipment according to procedure. (10%)
- *4. Cleans work area so that sanitation standards are upheld by sweeping, mopping, scrubbing and sanitizing work area. (10%)
- *5. Provides support services for the serving of facility food by buying groceries, stocking shelves, cleaning various areas of the kitchen and storeroom and removing garbage. (5%)
- *6. Laundry. (5%)

ADDITIONAL RESPONSIBILITIES:

- 1. Performs other work-related duties as assigned/required.
- 2. General cleaning of rooms when no schools are at the Center.
- 3. Support in maintenance department when no schools are at the Center.
- 4. Answer phones and take messages when office is closed.

MINIMUM REQUIREMENTS:

- 1. Must have High School Diploma or GED equivalent and demonstrate performance of standard written and spoken English, and mathematics.

2. Completed course work in commercial food service and/or 2 years' experience working in a commercial food service operation.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Ability to interpret menus and recipes and prepare meals accordingly.
2. Knowledge of sanitation regulations and practices as they apply to a commercial food service operation.
3. Knowledge of safe and effective operation of kitchen equipment.
4. Knowledge of safe handling of hazardous cleaning materials.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This position requires working mostly indoors in a kitchen setting where there is lifting (up to 50 pounds), standing on feet for long periods of time, and some noise.

While performing the duties of this position, the employee is required to hear, talk, read, and use his or her feet, hands and fingers to operate objects and multiple pieces of food service equipment.

OTHER:

The duties listed above are intended only as illustrations of the various types of work that maybe 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 purposes of Americans with Disabilities Act

JOB TITLE: RECREATION SPECIALIST

Reports to: Land Commissioner
Classification: N
FLSA: Non-Exempt
Supervision Exercised: Recreation staff and seasonal staff

Department: Land
Site:
Union: AFSCME CH

Date:

JOB SUMMARY: Under limited supervision, performs recreation management of county administered lands by performing planning, development, maintenance and coordination of recreation projects and facilities.

MAJOR JOB FUNCTIONS:

- *1 **Recreation Planning and Management -65 %**
Provide lead worker direction and technical guidance to the County Park System field operations and maintenance program including but not limited to monitoring the daily operations of County recreation trails, campgrounds, water access maintenance. Assists managerial staff in assessing overall recreation needs, resource potential, specific proposals and on-going activities. Plans and conducts research to determine demand and public opinion, compiles and analyzes data, and makes recommendations regarding existing or new programs/projects. Assists in the preparation, review, modification and application of dispersed recreation plans and site specific proposals. Serves as project/program manager on construction or service contracts or other agreements by monitoring compliance and completion. Prepares and processes grant applications. Conducts field assessments of recreation resource values and potential in cooperation with land department field staff. Coordinates recreational trail use and design process with volunteer clubs, landowners, county staff, and other agencies.
- *2. **Facility maintenance – 30 %**
Manage the Park System's field shop and equipment including operation, maintenance, inventory, purchasing, and providing instruction to field staff on shop policies. Working knowledge of general use software required. Organize monthly staff safety meetings including proactive safety training topics. Follow up on near misses and accident reports. Conduct regular inspections of park facilities for safety hazards.
- *3. **Land management – 5 %**
Assist with general land management activities (such as inventorying and Collecting GPS longitude and latitude locations, gate construction and repair, assisting foresters) as assigned by the Asst. Land Commissioner. Attend recreation related public meetings periodically as determined by the Land Commissioner.

ADDITIONAL RESPONSIBILITIES:

- a. Assists the foresters in developing and maintaining the forest road system.
- b. Follow all federal, state and local laws and ordinances, safety and OSHA standards as related to department activities.
- c. Attend seminars and workshops to continue education, keep licenses up to date and keep informed of current information, policies and procedures.

*file note -
put into
new job desc.
format prior to
advertising.
BD*

- d. Operate and maintain four-wheel drive pickup, snowmobile, ATV, tractor, ASV/Bobcat, trail grooming equipment and power equipment.
- e. Demonstrate independent thinking as it relates to departmental procedures, problems and policy interpretation.
- f. Establish and maintain effective working relations with coworkers, supervisors and members of the public.
- g. Communicate effectively using verbal and written correspondence and public presentation skills with other departments, state and private agencies, and the public.
- h. Direct parks technician, park foreman, and seasonal employees on recreation projects and maintenance

MINIMUM QUALIFICATIONS:

Graduate of a two year A.S. Degree in Natural Resources with emphasis in Recreation Management AND one year of field experience OR substantially equivalent education/experience in natural resources with emphasis in Recreation Management activities. Must have strong verbal and written and public relation skills. Must have experience and ability to operate personal computers. Preference given for ASV/tractor/trail groomer operation, education and experience working with Word, Excel, Access, PowerPoint, ArcView and GIS mapping.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED:

- a. Knowledge of statutes, laws and ordinances relating to the objectives and goals of the department to ensure proper departmental decisions and recommendations are made.
- b. Knowledge of various herbicides and pesticides and their applications.
- c. Basic knowledge of parks and trails construction, maintenance and cost.
- d. A working knowledge and understanding of legal descriptions, legal description terminology and ease in using maps, plat books, and aerial photos. Detailed aerial photo interpretation and knowledge of drafting techniques and instruments preferred.
- e. Computer skills in word, excel, power-point.
- f. Ability to use GIS to measure and evaluate natural resources, heavy equipment, light machinery, small tools and spraying equipment.

WORKING CONDITIONS, PHYSICAL REQUIREMENTS:

Requires outside work year round approximately 80 percent of the time in potentially adverse weather conditions. This includes sub-zero to high temperatures, wind, snow, heat and rain. Work may include being near hazardous chemicals and insects. May be in close proximity to dangerous animals, equipment, and trees. Must be able to traverse rough terrain, deep snow and wet swamps which requires strength, stamina and endurance. Must be able to lift heavy loads. This may include pulling a snowmobile out of the pickup and getting a snowmobile, pickup or ATV unstuck. Employee must be able to hear, talk, read, and use hands and fingers to operate office equipment, pickup, ATV, ASV/Bobcat, tractors, trail grooming equipment, snowmobile, chainsaw and other light equipment. Ability to work in potentially hostile situations out in the field is required.

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.

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* Essential for the purpose of Americans with Disability Act.

JOB TITLE: RECREATION FORESTER

Reports to: Land Commissioner

Classification: N

FLSA: Non-Exempt

Supervision Exercised: Seasonal Employees

Department: Land

Site:

Union: AFSCME CH

Date: December 2007

JOB SUMMARY: Under limited supervision, performs recreation management of county tax forfeited lands by performing planning, development, and coordination of forestry recreation projects. Advises and assists the foresters in performing land and forestry management of county tax forfeited lands and county park facilities to ensure optimum economic benefits to local taxing districts and to benefit wildlife, recreation, water quality, and public safety.

MAJOR JOB FUNCTIONS:

***1 Recreation Planning and Management - 50 %**

Assists managerial staff in assessing overall recreation needs, resource potential, specific proposals and on-going activities. Plans and conducts research to determine demand and public opinion, compiles and analyzes data, and makes recommendations regarding existing or new programs/projects. Assists in the preparation, review, modification and application of dispersed recreation plans and site specific proposals. Serves as project/program manager on construction or service contracts or other agreements by monitoring compliance and completion. Prepares and processes grant applications. Conducts field assessments of recreation resource values and potential in cooperation with land department field staff. Coordinates recreational trail use and design process with volunteer clubs, landowners, county staff, and other agencies.

***2. Forest and Land Management – 45 %**

Advises and assists the foresters in developing management prescriptions for County land which includes reforestation, release, timber sale planning, design and appraisal, and monitoring the results.

Assist foresters in appraising timber on land that is designated to be sold. In conjunction with the Land Commissioner, help determine which properties can or should be sold. Find properties that are suitable for exchange and help to consolidate the county land base. Supervise agricultural, gravel, and mineral leases. Lay out and review easements on county land for the private sector, governmental agencies and companies.

***3. Public Relations – 5 %**

Make public presentations for a variety of audiences. Work and communicate with township boards, local sportsmen, recreational trail groups and the logging community. Communicate and answer questions for the general public. Serve on committees that seek to promote goals that are beneficial to the Land Department and County.

ADDITIONAL RESPONSIBILITIES:

1. Assists the foresters in developing and maintaining the forest road system.

2. Follow all federal, state and local laws and ordinances, safety and OSHA standards as related to department activities.
3. Attend seminars and workshops to continue education, keep licenses up to date and keep informed of current information, policies and procedures.
4. Enforce all timber trespass laws and any other ordinances that affect the County Land Department.
5. Operate and maintain four-wheel drive pickup, snowmobile, ATV and power equipment.
6. Demonstrate independent thinking as it relates to departmental procedures, problems and policy interpretation.
7. Establish and maintain effective working relations with coworkers, supervisors and members of the public.
8. Communicate effectively using verbal and written correspondence and public presentation skills with other departments, state and private agencies, and the public.
9. Direct and supervise seasonal employees.

MINIMUM QUALIFICATIONS:

1. Two-year degree in Natural Resources and two years experience in the natural resources field.
2. A valid Minnesota driver's license.
3. Must be certified as a timber scaler by the Commissioner of Natural Resources within two years.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED:

1. Knowledge of statutes, laws and ordinances relating to the objectives and goals of the department to ensure proper departmental decisions and recommendations are made.
2. Knowledge of various herbicides and pesticides and their applications.
3. Basic knowledge of road construction, maintenance and cost.
4. Knowledge of habitat needs of native game and non-game wildlife species, and of habitat needs and life cycle of forest pests.
5. Knowledge of forest soil and site productivity.
6. A working knowledge and understanding of legal descriptions, legal description terminology and ease in using maps, plat books, and aerial photos. Detailed aerial photo

interpretation and knowledge of drafting techniques and instruments preferred.

7. Skills in surveying techniques and instruments, topography, forest measurements and proper terminology ensuring proper reporting of appraisal data.
8. Computer skills in word, excel, powerpoint.
9. Ability to use GIS to measure and evaluate natural resources, heavy equipment, light machinery, small tools and spraying equipment.
10. Ability to administer proper silvicultural methods for each timber species to ensure optimum yield of timber and to benefit wildlife and recreation.

WORKING CONDITIONS, PHYSICAL REQUIREMENTS:

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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
	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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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