

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9-4-13

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 9-10-13 Estimated Presentation Time: 5-10 minutes

Presenter: Bobbie Danielson, HR Manager *Bobbie Danielson*

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) _____

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

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

Phone 218-927-7306
Job Hotline 218-927-7393
Fax 218-927-7374
www.co.aitkin.mn.us

To: County Commissioners and County Administrator Patrick Wussow

From: Bobbie Danielson, HR Manager



Date: September 4, 2013

Subject: Personnel Committee Recommendations

Background

The Personnel Committee met on September 4, 2013, and unanimously recommends the following:

1. Refill one full-time 911 Dispatcher position. This is a budgeted position that is vacant due to a resignation, effective September 16, 2013. Grade O, \$14.48 to \$26.10 per hour. (Current incumbent is at \$18.98, step 6.)
2. Refill one full-time Financial Worker position. This is a budgeted position that is vacant due to a resignation, effective September 5, 2013. Grade P, \$13.34 to \$24.02 per hour. (Current incumbent is at \$18.30, step 7.)
3. Refill one part-time Cook at LLCC. This is a budgeted position that is vacant due to a resignation, effective August 28, 2013. Grade T, \$10.85 to \$19.58 per hour. (Last incumbent was at \$10.85, start step.)

If any of the positions are filled through internal promotions or transfers, the request includes authorization to refill those corresponding vacancies as well.

Action Requested

1. Motion to fill one full-time Dispatcher, one full-time Financial Worker, and one part-time Cook at LLCC, and to refill any corresponding vacancies if these positions are filled through internal promotions or transfers.

If you have any questions or require additional information prior to the meeting, please feel free to contact me or Patrick Wussow.

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

218-927-7435 Emergency 911
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887
TOLL FREE 1-888-900-2138

MEMO

TO: Personnel Committe

DATE: August 30, 2013

FROM: Sheriff Scott Turner

RE: Request to fill Dispatcher Vacancy

Yesterday we received the resignation of Dispatcher Jennifer Rikala. Her last day of work will be on September 13, 2013.

As you are aware, the dispatcher position is a critical public safety position that requires 24/7/365 coverage. At our current "full" staffing level we are at a minimum level of staffing for the volume of calls for service that comes into our dispatch center and the other duties imposed upon those positions.

My recommendation would be to advertise internally and if there is an internal applicant that meets the qualifications, then to transfer within and back fill the vacated position. It would be the filling of **one** position that has been vacated. This is a budgeted position.

If you have any questions, please do not hesitate to call. Thanks

JOB TITLE

Dispatcher

Reports to: Jail Administrator
Classification: Grade O
FLSA: Non Exempt
Supervision Exercised: Limited

Department: Sheriff
Site: Aitkin Jail
Union: Teamster's
Date: July 3, 2008

JOB SUMMARY: Under limited supervision, this position is responsible for performing emergency telecommunications and jail control tasks.

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

- *1. Answers and documents emergency/911/informational calls from the general public, gathers incident information, and dispatches appropriate emergency safety personnel such as police, fire departments, and ambulance. Prioritizes calls based on urgency. Maintain telephone contact with callers during dangerous situations. Maintain status of police and emergency personnel regarding safety, availability, and location. (20%)
- *2. Provide information to police regarding outstanding warrants, suspect/subject data, and driver vehicle information as needed. (10 %)
- *3. Operate radio and telephone communications systems so that county-wide radio contact with deputy patrol units and emergency agencies is maintained by using trained experience in radio communications systems operations, and utilizing knowledge of the call type, condition of the emergency, county location, and geography. (20 %)
- *4. Monitor alarm systems such as fire, bank and burglary alarms; relay calls and emergencies accurately and expediently. (10%)
- *5. Use of State and National Computer systems for: relaying and sending teletype messages through the National Law Enforcement Teletype Systems (NLETS); enter, modify, query and cancel records for stolen property, guns, boats, motor vehicles and missing and wanted persons. (15%)
- *6. Receive, validate and enter warrants into the State and National computer files. Confirm all warrants with the appropriate agency before an arrest is made. (3%)
- *7. Maintain direct security, custody, and control of the jail and inmates by operating jail control system to help prevent escapes. Assist jailers by responding to incidents in the jail as needed (20%)
- *8. Initiates disaster and dangerous weather alerts to the public. Relays dangerous weather development to the National Weather Service. Monitors NAWAS weather services. Activates warning sirens and issues warnings to emergency personnel and the public. (2%)

ADDITIONAL RESPONSIBILITIES:

1. Perform back up jailer job duties as needed

2. Perform the Civil Defense Test and Fire Department pager test, according to schedules.
3. Document and maintain accurate records and Criminal History information for the Criminal Justice Systems.
4. Assist in new employee training as directed.
5. Maintain information according to MN Data Practices.
6. Act in a professional manner at all times, including maintaining a neat appearance and communicating effectively, both orally and in writing, with inmates, coworkers, administration, and the public.
7. Maintain a high level retention of policies and procedures.
8. Participate in trainings and meetings.
9. Performs other work related duties as assigned/required.

MINIMUM REQUIRMENTS:

1. High school diploma or equivalent. Eighteen years of age.
2. Valid Minnesota driver's license.
3. BCA CJIS certification on the computer system within 1 year.

EDUCTION, EXPERIENCE, SKILLS REQUIRED:

1. Knowledge of the following: FCC rules and regulations applying to communications equipment; State and National computer and teletype system; street and highway system and geography of area necessary to relay information regarding location of call in a clear and direct manner; federal, state and county laws as they relate to inmates; procedures regarding radio equipment operations to maintain county and statewide communication with law enforcement, fire and medical agencies.
2. Skills in the following: Accurate record keeping; operation of complex communications equipment; computer operation; operation of intercom and security lock system; operation of various office equipment; typing.
3. Ability to do the following: Develop skill and speed in the operation of telephone, radio and teletype equipment; speak clearly, calmly and distinctly when using communication systems; supervise the activities of inmates, react calmly using common sense in emergency situations; remain alert to security needs in the jail; meet and receive the general public in a professional manner favorable to the department; learn the various county agencies for referral of the public needs; use and operate various video and audio recording devices.
4. First Aid/CPR training completed within one year.

Working Conditions/Physical Requirement:

Incumbent is working in a secured facility, which has limited access to outside windows. Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements needed to operate jail control console and emergency computer systems. Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to restrain or subdue individuals. Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as repetitive keyboard use may cause some discomfort. Limited exposure to odors/smoke, toxic agents, violence, and disease may cause some discomfort and there is a risk of injury and death. Ability to sit at workstation for extended periods of time, with limited ability to move about the area.

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.

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 3, 2013
TO: Personnel Committee
FROM: Tom Burke
RE: Replace Income Maintenance Financial Worker Position

We have received a written resignation notification from Julia Hendrickson effective September 6, 2013.

We would like to present our formal request to the Personnel Committee for replacement of the Financial Worker position to be vacated by Julia Hendrickson. Based on recent discussion of the request for the new position, I feel we need to maintain this position. Our need for the number of Financial Workers has not changed with the numerous changes coming not only in Health Care but also SNAP (Supplemental Nutrition Assistance Program).

cc: County Administrator Patrick Wussow

JOB TITLE: ELIGIBILITY TECHNICIAN

Reports to: Income Maintenance Supervisor
Classification: P
FLSA:
Supervision
Exercised: No

Department: Human Services
Site: Family Service
Union: AFSCME
Date: June 26, 2008

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).

To: Personnel Committee
From: Mark Jacobs, Land Commissioner
Date: September 4, 2013
Subject: Request to fill Vacant Part-time Cook at LLCC

Nancy Eddy, part-time Cook at LLCC, resigned effective August 28, 2013. This is a budgeted position. We are requesting to refill the position. This a limited term position, scheduled as needed and the last incumbent (Eddy) worked 242 hours year to date at \$10.85 per hour. This is a Grade T position with a salary range of \$10.85 to \$19.58 per hour.

A handwritten signature in black ink, appearing to be 'Mark Jacobs', is centered below the text. The signature is stylized and cursive.

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

Aitkin County

	2013 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
	2013 Minimum	+6 Mnths Step 1	+6 Mnths Step 2	+1 yr Step 3	+1 yr Step 4	+1 yr Step 5	+2 yr Step 6	+2 yr Step 7	+2 yr Step 8	+2 yr Step 9	+4 yr Step 10	+4 yr Step 11	+4 yr Step 12	+4 yr 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 <i>Dispatcher</i>	\$ 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 <i>Fin.</i>	\$ 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 <i>Wkr</i>	\$ 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 <i>Cook</i>	\$ 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

County Board adopted 4/9/2013