

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9-18-13

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager *B. Danielson*

Title of Item:

Personnel Committee Recommendation

Requested Meeting Date: 9-24-13 Estimated Presentation Time: 5-10 minutes

Presenter: Bobbie Danielson, HR 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) \_\_\_\_\_


**Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)**

# AITKIN COUNTY HUMAN RESOURCES

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**Bobbie Danielson, HR Manager**  
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To: County Commissioners and County Administrator Patrick Wussow  
From: Bobbie Danielson, HR Manager   
Date: September 18, 2013  
Subject: Personnel Committee Recommendations

## Background

The Personnel Committee met on September 18, 2013, and unanimously recommends the following:

Refill one full-time Public Health Supervisor position. This is a budgeted position that is vacant due to a resignation, effective October 16, 2013. Grade K, \$43,707.33 to \$78,777.75 salary range. (Current incumbent is at the top of the scale.)

If the position is filled through internal promotion or transfer, the request includes authorization to refill the corresponding vacancy as well.

## Action Requested

Motion to fill one full-time Public Health Supervisor position, and to refill any corresponding vacancy if this position is filled through internal promotion or transfer.

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

APPENDIX A

SALARY SCHEDULE

Employees covered by these compensation guidelines shall receive an annual salary as approved by the Aitkin County Board of Commissioners. This schedule is based on a forty (40) hour workweek.

Effective 1/1/2011 through 12/31/2013

Grade	Minimum	Midpoint	Maximum
G	\$68,011.33	\$95,328.44	\$122,645.54
H	\$63,640.42	\$89,221.60	\$114,802.77
I	\$56,412.69	\$79,084.59	\$101,756.49
J	\$49,253.14	\$69,015.76	\$88,778.39
<b>K</b>	<b>\$43,707.33</b>	<b>\$61,242.54</b>	<b>\$78,777.75</b>
L	\$39,525.25	\$55,435.35	\$71,345.45
M	\$35,752.28	\$50,116.83	\$64,481.38
N	\$32,683.90	\$45,787.01	\$58,890.12
O	\$30,115.55	\$42,195.87	\$54,276.19
P	\$27,729.04	\$38,843.39	\$49,957.73
Q	\$26,047.11	\$36,513.69	\$46,980.27
R	\$24,887.95	\$34,865.86	\$44,843.77
S	\$23,660.60	\$33,161.21	\$42,661.81
T	\$22,546.90	\$31,638.38	\$40,729.87
U	\$21,592.28	\$30,286.02	\$38,979.75
V	\$20,751.33	\$29,070.04	\$37,388.74
W	\$20,205.83	\$28,331.35	\$36,456.87

# 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 16, 2013  
TO: Personnel Committee  
Patrick Wussow, County Administrator  
FROM: Tom Burke, Director  
RE: Public Health Supervisor Position

Cynthia Bennett has tendered her resignation as the Public Health Supervisor effective 10/16/13. I would request support in seeking a candidate to fill this position.

## SS Supervisor Position - Full Time Replacement

### Current Wage Expense

Position	Current
Supervisor	2013 Salary
	<u>\$78,777.92</u>

### Replacement Wage Expense

Beginning 2013	Ending 2013
Salary Range***	Salary Range***
<u>\$43,707.33</u>	<u>\$78,777.75</u>

\*\*\*per current S&P Compensation Guidelines



## **PUBLIC HEALTH NURSING SUPERVISOR**

**Department** Health and Human Services Department  
**DBM/Grade** To be determined  
**Reports to** Health and Human Services Director  
**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 protect and promote the health of Aitkin County residents by planning, developing, implementing, administering and evaluating adult health and family health public health programs; and coordinating programs with county and community resources. To assure that Public Health nursing services to individuals, families, communities and systems are provided in a professional manner. To carry out assigned Community Health Service (CHS) Administrative duties as described in Minnesota State Statute and Rule.

### **Supervision Received**

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

### **Supervision Exercised**

Manages more than 8 non-supervisory employees in the department, including nurses and support staff.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the HHS Director and Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

### **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. Directs, manages and oversees the staff programs and activities in the Public Health Unit of the HHS Department including evaluating staffing needs, conducting performance evaluations, and providing administrative advice and guidance to unit staff for compliance of program mandates.



## ***Position Description***

2. Directs the assigned programmatic areas including assessment, planning, implementation, evaluation, and budgetary management of individual programs to assure compliance with State, Federal, and grant regulations.
3. Develops and maintains a comprehensive county wide "Community Health Services" plan.
4. Directs disease prevention and control measures including assessment, data analysis, determination of health care needs and status of the community, and responds as appropriate.
5. Directs emergency preparedness activities including development of plans, response, and recovery.
6. Promotes general community understanding in the area of health information and provides resources and guidance to community groups through a variety of media venues, including but not limited to, public speaking, news releases, articles, newsletters, and public service announcements.
7. Develops and administers standards of practice and unit policies and procedures in accordance with county, state and federal guidelines.
8. Coordinates and prepares various administrative reports including statistical, financial, and health reports at various levels of comprehension including government agencies, agency staff and community members.
9. Serves as an information source for HHS Director on statutes, rules, regulations, legislation and trends related to public health programs, policy, and standards.
10. Collaborates with unit and other agency staff to assure continuity of service for community members.
11. Serves on various local and state working and advisory committees to provide input, coordinate or develop information on public health legislation, delivery of services, and rural issues.
12. Coordinates services with tribal partners as appropriate.
13. Ensures that all unit policies, records, documents, and requirements are maintained and consistent with HHS and county policies and procedures.
14. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the HHS Director and Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
15. Attends training as needed.
16. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Bachelor's degree (or higher) from an accredited school of Nursing, Registered Nurse License and Public Health Nurse Certificate issued by the Minnesota Board of Nursing, CPR Certification, plus four (4) or more years of experience as a public health nurse.

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.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.



## ***Position Description***

2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including regulations governing programmatic areas assigned.
3. Public health philosophy, theories, practices, policies and regulations.
4. Basic nursing principles and standards of practice and legal scope of practice in accordance with the Minnesota Nurse Practice Act.
5. Statistical methodology, analysis, and interpretation.
6. Communication methods both interpersonal and mass communications.
7. Community engagement and mobilization principles including program development, implementation and evaluation.
8. Computer programs, systems and applications.
9. Leadership strategies and techniques

### **Skill in:**

1. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
2. Organizing, prioritizing, delegating, and supervising work.
3. Computer skills and typing skill sufficient to complete 30 net words per minute without errors.
4. Preparing and making presentations to groups / public speaking.
5. Reading, writing, and speaking English proficiently.

### **Ability to:**

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration.
2. Access and compile pertinent information from existing databases.
3. Effectively utilize computer software products and packages.
4. Develop, interpret and monitor effectiveness of ordinances, regulations and standards.
5. Prepare comprehensive reports.
6. Represent the county and HHS Department to public and private officials, the general public and technical professionals and organizations.
7. Effectively communicate health concerns and disease processes to public and private officials, the general public and technical professionals and organizations.
8. Establish and maintain effective work relationships with administrators, co-workers, other agency staff, policy makers and the public.
9. Manage time and workload effectively.
10. Maintain confidentiality.
11. Travel and work in excess of standard hours when necessary.

### **Language Skills**

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.



## ***Position Description***

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **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, Excel, Outlook, Publisher, Access, PowerPoint, Public Health electronic management system, Internet, and other job-related software.

### **Ability to Travel**

Attendance at meetings and trainings can involve travel around the county and also around the state.

### **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, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

### **Work Environment**

The noise level in the work environment is usually quiet.

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, various medical and laboratory equipment, 10-key calculator, shredder, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **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 20 pounds.





## ***Position Description***

While performing the duties of this job, the employee performs light work, exerting up to 20 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 safely 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.

05/2013

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*“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”*