

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-5-13
Via: Patrick Wussow, County Administrator
From: Patrick Wussow, County Administrator and Bobbie Danielson, HR Manager
Title of Item:

Personnel Committee Recommendation

Requested Meeting Date: 11-12-13 Estimated Presentation Time: 5-10 minutes

Presenter: Patrick Wussow, County Administrator and 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: salaries and wages, fringe benefits

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) job description and payscale

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 ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Personnel Committee Recommendation

DATE: November 5, 2013

Richard Hejny, Parks Foreman, Land Department, resigned effective November 12, 2013. His position was a level "P" position, step 11, at \$21.94 per hour and eligible for overtime.

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

1. Fill the currently vacant full-time position as Parks Custodian, Land Department, and any subsequent vacancy created if the position is filled internally by transfer or promotion. At staff's recommendation, this position is being changed to a level "R" position. The 2013 wage chart is attached showing that for 2013 the pay range is from \$11.97 to \$21.56. Additional information is attached, including the original staff request.

Action Requested

Motion to fill the full-time Parks Custodian position and to authorize filling any subsequent vacancy created if the Parks Custodian is filled internally by transfer or promotion.

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

Aitkin County

2013 Start	6 Mnths	1 Year	2 Years	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
2013 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
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

County Board adopted 4/9/2013

**Mark Jacobs
Aitkin County
Land Commissioner**



To: Personnel Committee
CC: County Administrator, Human Resource Mgr
Date: 10/25/2013
Re: Richard Hejny (Park Foreman) retirement

I've been notified that Richard Hejny - Aitkin County Park Foreman is retiring effective 11/12/2013.

This position is responsible for general maintenance of campgrounds (4), public water accesses (21), maintains/grooms ski trails (3), and snowplows the County Park shop, ski trail parking areas, and in the past two-years snowplows the Court House parking lot.

The position is a job class "P" and Mr. Hejny was at the upper end of the scale (based on 42-years experience).

I would like to start the process of filling this position ASAP so someone is in-place for the winter season.

Thank you.



PARKS CUSTODIAN - DRAFT

Department Land Department
DBM/Grade To be determined
Reports to Land Commissioner
FLSA Status Grade R
Union Status AFSCME Courthouse Unit

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 oversee the maintenance of parks and recreation facilities and select tax-forfeited parcels, including custodial, maintenance, and groundskeeping services.

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.

This position reports to the Land Commissioner, but also receives limited work direction from the Recreation Specialist.

Supervision Exercised

Serves as a work leader for the seasonal park crew leader and laborers. Elements of direct control over these positions include assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, and providing input into supervisor's actions.

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 and punctuality are essential requirements of this position.

1. Assists in directing and assigning groundskeeping and maintenance tasks to the seasonal park crew leader and laborers. Provides safety information, and personal protective equipment to seasonal workers. Documents hours and creates work schedules to assist in timely completion of workloads for the Land Department. Provides input to Land Commissioner on employee performance.
2. Performs maintenance, cleaning, improvement, and development of recreational facilities and tax-forfeited structures using a variety of tools and basic carpentry, plumbing, and heating skills.



Position Description

3. Performs maintenance on department equipment such as tractors, mowers, grass whips, ATV's, snowmobiles, chainsaws, brush cutters, trail groomers, trucks, graders, etc. so safe and proper working conditions are maintained.
 4. Performs groundskeeping tasks on County fee and tax-forfeited lands to maintain an attractive appearance. Responsible for the mowing, trimming and raking of lawns; shoveling and plowing snow from sidewalks and park areas; and pick-up and removal of trash.
 5. Performs maintenance on forest roads, ATV, snowmobile, hiking and cross-country ski trails assuring safe recreation use during all seasons.
 6. Builds, replaces, or repairs information signs for parks, picnic areas, trails, beaches, accesses and forest roads as needed.
 7. Secures public recreational areas, campgrounds, beaches, waysides and public accesses to assure safety, cleanliness and security.
 8. Collects campground fees.
 9. Makes occasional court appearances regarding ordinance violations.
 10. Assures on-site deliveries of culverts, dirt, lumber etc. as needed for department projects.
 11. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly.
 12. Attends educational and training meetings and classes.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

High school diploma or GED, plus five years experience in repair and maintenance work, at least two of which have been with a park system, or an equivalent combination of education and experience sufficient to perform the essential functions of the position.

U.S. Citizenship required. Employment reference checks, a criminal background check, and pre-employment physical will be performed as part of the pre-employment process.

Valid Minnesota driver's license required.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, state and local laws as related to the department, including OSHA requirements and the proper wearing, use and maintenance of personal safety equipment.
3. Considerable knowledge of equipment, materials, and supplies used in trail, building, and grounds maintenance. Working knowledge of equipment and supplies used to do repairs.
4. Basic mechanical, carpentry and welding principles sufficient to build, improve, repair and maintain equipment, facilities, and property.
5. Working knowledge of first aid and applicable safety precautions.



Position Description

6. Knowledge of proper procedures and safety rules when using and applying herbicides and pesticides.
7. Turf, trees, flowers and shrubs.
8. Rules and regulations to maintain correct and accurate signage and placement of signage for trail and other recreational facilities.

Skill in:

1. Written and oral communication skills sufficient to communicate the policies and procedures of the department to staff, contractors, other agencies, customers and the public.
2. Skill in the operation of job-related tools and equipment.
3. Proficient GPS and compass orienteering.
4. Basic computer skills.
5. Reading, writing, and speaking English proficiently.
6. Effectively organizing and prioritizing workload.

Ability to:

1. 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.
2. Establish and maintain effective working relationships with supervisors, co-workers, other county employees, contractors, and the general public.
3. Precisely follow oral and written instructions, develop and follow detailed work plans, maintain a safe work environment, and promote county resources.
4. Read and understand legal descriptions and several different types of maps.
5. Work in all types of weather and conditions
6. Demonstrate a high degree of self-motivation and the ability to work independently
7. Endure hazardous insect, animals, and plants.
8. Maintain accurate daily logs.
9. Motivate and direct seasonal staff as they work.
10. Use equipment and tools properly and safely.
11. Lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Basic 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.



Position Description

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

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

County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, and other job-related software.

Ability to Travel

Daily travel required, approximately 100 miles per day on highways to campground and other locations.

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, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, delegating, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

The noise level in the work environment is usually loud.

The work may be dirty and hazardous at times. At times is subject to poor atmospheric conditions such as fumes, odors, dusts, solvents, gases, to hazardous materials such as chemicals for sanitation or body fluids when cleaning restrooms, to annoying and hazardous insects and animals, to hazardous physical conditions such as mechanical parts, electrical currents, vibrations, etc. It is also subject to heavy physical labor, at times working in confined areas with poor lighting, and to working in very hot summer and very cold winter temperatures. Manual dexterity and motor coordination are required for the majority of the duties.

Equipment and Tools

Personal protective equipment, lawn and landscaping equipment including tractors, mowers, ATVs, snowmobiles, chain saw, edgers, weed trimmers, electric motors, sprinklers, sprayer, fertilizer hopper, seeder, carpentry, painting, plumbing, electrical, and cement finishing tools, washers, pumps, boilers, valves, filtration devices, gauges, mobile radios, trail grooming equipment, computer, copier, fax, telephone, printer, power tools, hand tools, welder, woodworking equipment, measuring and metering devices, bobcats, county-owned vehicles, and other job-related tools and equipment.



Position Description

Physical Activities/Requirements

While performing the duties of this job, the employee typically performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move, with assistance, more than 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and hot and cold weather conditions; fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

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.

11/2013

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