

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

7A
Agenda Item #

1-4

To: Chairperson, Aitkin County Board of Commissioners

Date: 11/13/2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager



Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 11/26/2013 Estimated Presentation Time: 20 Minutes

Presenter: Patrick Wussow or 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

All positions were discussed 8/20/2013 during the 2014 budget presentations.

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 & 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 (TBD, combined AT/CSEA)

Item may impact a bargaining unit agreement or county work policy. ___ Yes No

Item may change the department's authorized staffing level. Yes ___ No

BJD

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, pay scale, and memos from HHS Director Burke, etc.

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**

AITKIN COUNTY HUMAN RESOURCES

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To: County Commissioners and County Administrator Patrick Wussow

From: Bobbie Danielson, HR Manager



Date: November 12, 2013

Subject: Personnel Committee Recommendations

Background

The Personnel Committee met on November 12, 2013, and unanimously recommends the following:

HHS Department

1 – Case Aide, Accounting/Child Support, full-time, Grade P, \$13.79 - \$24.47/hour. Barb Dobson, Child Support Enforcement Aide, retired 12/14/2012. Janice Fairchild, Accounting Technician, retired 2/28/2013. This Case Aide position combines the most important aspects of each position and blends the two full-time positions into one position. Est. 20% revenue off-set. Additional details are attached.

1 – Social Worker, Child Welfare/Child Protection, full-time, Grade L, \$19.45 - \$34.75/hour. Donna Peterson, Social Worker, resigned 9/30/2011 and the position was not refilled. A 50% minimum funding reimbursement is anticipated with this position. Additional details are attached.

1 – Public Health Nurse (PHN) or Social Worker, Community Based Case Manager, full-time, Grade L, \$19.45 - \$34.75/hour. This position relates to the MnChoices program (not to be confused with MNsure which is different and relates to health insurance coverage). From the DHS website: MnChoices is one of three DHS initiatives to improve the dignity, health and independence of people with disabilities and older Minnesotans. The other two initiatives center on Home and Community-Based Services (HCBS) Waiver Provider Standards and the Disability Waivers Rate System. The system is being implemented in March 2014, staff training and testing is required prior to implementation. A 50% minimum funding reimbursement is anticipated with this position, up to as high as 90%, per HHS Director Burke. Additional details are attached.

1 – Public Health Nurse (PHN)/Health Educator, full-time, Grade L, \$19.45 - \$34.75/hour. Lynn Kellerman, part-time PHN, resigned in January 2010, and the position was not refilled. From 2009-2011, Amy Wyant, (0.6 FTE), coordinated Phase I of the Statewide Health Improvement Program (SHIP) grant. Emergency Preparedness duties have grown as well. From the MN Dept of Health website: SHIP works to prevent disease before it starts by helping create healthier communities that support individuals seeking to make healthy choices in their daily lives. Est. 40-60% revenue off-set. Additional details are attached.

If the positions are filled internally by transfer or promotion, staff is also seeking permission to fill any corresponding vacancies.

Action Requested

1. Motion to fill one full-time Case Aide position.¹
2. Motion to fill one full-time Social Worker (Child Welfare/Child Protection) position.¹
3. Motion to fill one full-time PHN or Social Worker position (Community Based Case Manager).¹
4. Motion to fill one full-time PHN/Health Educator position.¹

¹Includes authorization to fill any corresponding vacancy if the position is filled internally.

If you have any questions or require additional information prior to the meeting, please feel free to contact Tom Burke or the Personnel Committee members.

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: October 30, 2013
TO: Personnel Committee
Patrick Wussow, County Administrator
FROM: Tom Burke, Director
SUBJECT: Request for Staff

In assessing the needs of our agency, we have identified the four attached positions as necessary. Our case loads and work requirements have stretched us as far as we can go without breaking. We are utilizing over-time to assist in covering our protection needs, however the extra work and strain on staff is causing a serious degree of burn out. I feel it is in the best interest of those we serve and to our very skilled staff to seek some support in managing the complex cases we have.

Our budget will easily support the positions being requested. In fact two of the positions we are requesting will bring in revenue that will cover at least 50% of what the position costs. It is possible we will see an even higher return on these case manager positions.

Our agency is facing up to a dozen retirements within the next 2-3 years. It is imperative that we get staff on board to transition the working knowledge our staff has. If we see that the added staff is not needed, we will have ample opportunity to reduce through attrition. We have an opportunity to address immediate needs, to be proactive so as to prevent high end cost placements and provide education and finally, prepare for our senior staff retiring.

Child Welfare/Child Protection Social Worker October 2013

In September 2011 we had a retirement in our child welfare/protection program area. It was decided at that time to not fill this position which left us with three case managers/assessment workers instead of four. Two years have now elapsed and we would like to have that fourth child protection social worker replaced.

While we feel we have been able to manage the activities of this busy program area during these two years, we believe continued effective management of this program area will be difficult to maintain without the re-addition of this fourth social worker. It is becoming increasingly difficult to maintain the pace that is necessary to manage this program area. The signs of strain and fatigue that lead to worker "burn out" are recognizable in our talented workers.

During this two-year period we have seen the number of out-of-home placements of children decrease, and we are enjoying the accompanying drop in the impact out-of-home placements have on the county budget. It is certainly because of the diligent and dedicated case work in this program area that we are seeing this decrease. However, the front loading of cases is time intensive. Without relief, staff will not be able to maintain the same level of preventative and rehabilitative case work.

We are also concerned about the liability issues that can be caused by a child protection staff that is understaffed and fatigued. These workers are serving a very vulnerable population and it is this Agency's responsibility to assess and assure the safety of children. Also, even when fully staffed, there is a high overtime accrual due to the need to meet on client schedules and at the clients' homes. Travel is a necessity for home and child placement visits.

The State of Minnesota for 2014 and beyond has provided funding to all of the counties for Parent Support Outreach Program (PSOP). This is to be offered to families who may be struggling with some issues to whom the agencies can offer prevention services and support before child protection and out-of-home placement needs arise. As our staffing pattern stands now, we are concerned that we will not be able to take full advantage of this funding stream and service array. Our workers' time at the present is mostly taken up with abuse and neglect issues that need response and assessment, and with service to children that are already in out-of-home placement. We are just ending a PSOP granting period that we have shared with Mille Lacs Band of Ojibwe. This was a very specialized, competitive grant that served only Native American families. We had opportunity to serve only a few families with this program area during the life of the grant. However, we are pleased to report that none of the families we served with this prevention program came into the child protection program area with need to respond to abuse or neglect or to place children away from their parents. As PSOP now expands to include all families in Aitkin County, we do not have the 'staff power' to expand with this opportunity.

This is a program area that has a high degree of state and federal mandates and is rigidly regulated by state and federal laws and time lines. We have presented in the past the complexities of the child welfare/protection program area. As a reminder, some of the requirements of a case load are: the federal mandate that each foster child must be

visited by the placing social worker every month and often our children are placed in facilities or with relatives at significant distances; there are state and federal mandated response times of only a few days for establishing child safety; lengthy case plans, standardized tools, computer-based documentation, reports to court, and other written work have deadlines of a few days to a few weeks; social workers must prepare court cases and testify in court; files (paper and electronic) must be maintained in audit-ready condition; social workers must remain current on direct practice issues, changes to statutes, and the complexities of revenue enhancement; workers must be able to partner effectively with other county departments such as law enforcement, county attorney and the tri-county community corrections.

A child welfare/protection social worker position is funded by revenues of different sources, and it is the work done by the employee that either draws down funding or creates the reimbursement from federal or state dollars. Not having a social worker does not mean we save those revenues. The revenues don't come in to the Agency unless we have the social worker doing the work and documenting 'billable time.' The funding streams for this position are: Child Welfare Targeted Case Management (CW-TCM), Family Assessment Response (FAR), Parent Support Outreach Program (PSOP), Social Services Time Study (SSTS), Vulnerable Children & Adult Act (VCAA), and Title XX funds.

CHILD WELFARE WORKER SALARY CHART W/BENEFITS

2014 Wage Scale	2014 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	+2 yr Step 6
CLASS L	\$ 19.45	\$ 20.34	\$ 21.27	\$ 22.24	\$ 23.24	\$ 24.29	\$ 25.42
FICA	\$ 1.49	\$ 1.56	\$ 1.63	\$ 1.70	\$ 1.78	\$ 1.86	\$ 1.94
PERA	\$ 1.41	\$ 1.47	\$ 1.54	\$ 1.61	\$ 1.68	\$ 1.76	\$ 1.84
Health/Life Single	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30
Total Hourly	\$ 26.65	\$ 27.67	\$ 28.74	\$ 29.85	\$ 31.00	\$ 32.21	\$ 33.51
Total Salary	\$ 55,427.94	\$ 57,554.97	\$ 59,777.60	\$ 62,095.82	\$ 64,485.74	\$ 66,995.16	\$ 69,695.77
CW-TCM Revenue	\$ 229.00	per hit/per month (Federal Share)					
	* 10	est. hits per month					
	\$ 2,290.00						
Monthly CW-TCM	\$ 2,290.00						
Yearly CW-TCM	\$ 27,480.00						

**Worker will also bring in SSTS Admin revenue and help keep placement costs lower.

Community Based Case Manager
October 2013

It is highly expected that we will be experiencing a rise in case load associated with the advent of MnChoices. We had expected to request 2 additional case management positions; however in looking at the most recent numbers, we feel we should request one position (either a PHN or Social Worker) at this time. Our anticipated need will be in completing assessments, case management and other general duties associated with this program.

COMMUNITY BASED CASE MANAGER
SALARY CHART W/BENEFITS

2014 Wage Scale	2014 Start	0.5	1	2	3	4	6
		+6 Mnths Step 1	+6 Mnths Step 2	+1 yr Step 3	+1 yr Step 4	+1 yr Step 5	+2 yr Step 6
CLASS L	\$ 19.45	\$ 20.34	\$ 21.27	\$ 22.24	\$ 23.24	\$ 24.29	\$ 25.42
FICA	\$ 1.49	\$ 1.56	\$ 1.63	\$ 1.70	\$ 1.78	\$ 1.86	\$ 1.94
PERA	\$ 1.41	\$ 1.47	\$ 1.54	\$ 1.61	\$ 1.68	\$ 1.76	\$ 1.84
Health/Life Single	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30
Total Hourly	\$ 26.65	\$ 27.67	\$ 28.74	\$ 29.85	\$ 31.00	\$ 32.21	\$ 33.51
Total Salary	55,427.94	57,554.97	59,777.60	62,095.82	64,485.74	66,995.16	69,695.77
CW-TCM Revenue	\$ 229.00	per hit/per month (Federal Share)					
	* 10	est. hits per month					
Monthly CW-TCM	\$ 2,290.00						
Yearly CW-TCM	\$ 27,480.00						

**Worker will also bring in SSTS Admin revenue and help keep placement costs lower.

Public Health Nurse/Educator
October 2013

During the past several years, the Public Health Unit has relinquished 1.5 nursing positions due to changing policies, requirements and in an effort to save county dollars. Since that time, duties and obligations have significantly grown in the Emergency Preparedness and State Health Improvement Program (SHIP) areas.

From 2009 -2011, there was a .6 FTE employee executing the duties of the SHIP funding grant. Because of the uncertainty of the continuity of SHIP funding the employee ended her service after the two year grant was concluded and in 2012 .6 FTE was absorbed by the Public Health Educator to work on the State Health Improvement Project. At that time, it was not known how long this funding would be maintained. During the last legislative session, a five year commitment was made to continue local SHIP initiative which necessitates the continued focus in the SHIP area.

In addition, Emergency Preparedness has progressively required more time commitment as duties have grown. Grant duties have become complicated and time consuming. Preparing for and assuring that our agency can respond to the community in a time of disaster necessitates extreme coordination and manpower as we learned from the flood response the summer of 2012. Public Health Emergency Preparedness activities meet the requirement of the *Essential Public Health Area: Prepare for and Respond to Disasters and Assist Communities in Recovery*.

The Public Health Unit is no longer able to absorb the additional requirements or reassign work tasks to assure that duties are concluded. We are no longer able to provide many of the services that were previously offered or limited time has been designated that minimally meets requirements. Examples of such services include, but are not limited to: teaching STDs/STIs, HIV/AIDS, and Family Planning classes in Aitkin County schools, general/seasonal health campaigns, health promotion, meetings with hospital and clinical staff for child and teen checkup, WIC, MCH, outreach to daycares, Head Start, and school nurses.

We respectfully request the addition of one full time Nurse/Educator.

PUBLIC HEALTH NURSE SALARY CHART W/BENEFITS

	2014 Start	0.5	1	2	3	4	6
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr
2014 Wage Scale	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	\$	\$	\$	\$	\$	\$	\$
CLASS L	19.45	20.34	21.27	22.24	23.24	24.29	25.42
	\$	\$	\$	\$	\$	\$	\$
FICA	1.49	1.56	1.63	1.70	1.78	1.86	1.94
	\$	\$	\$	\$	\$	\$	\$
PERA	1.41	1.47	1.54	1.61	1.68	1.76	1.84
	\$	\$	\$	\$	\$	\$	\$
Total Hourly	22.35	23.37	24.44	25.55	26.70	27.91	29.21
	\$	\$	\$	\$	\$	\$	\$
Total Salary	23,241.97	24,305.49	25,416.80	26,575.91	27,770.87	29,025.58	30,375.88

***Based on Step Scale - not S & P

	2014 Start	Middle	End
2014 Wage Scale			
	\$	\$	\$
CLASS L	19.45	25.42	34.75
	\$	\$	\$
FICA	1.49	1.94	2.66
	\$	\$	\$
PERA	1.41	1.84	2.52
	\$	\$	\$
Total Hourly	22.35	29.21	39.93
	\$	\$	\$
Total Salary	23,241.97	30,375.88	41,524.86

***Based on S & P
Scale

8/16/2013

SHIP

works to prevent disease before it starts by helping create healthier communities that support individuals seeking to make healthy choices in their daily lives.



minnesota statewide health improvement program

In Minnesota and nationally, the two largest causes of chronic disease and premature death are obesity, caused by poor nutrition and insufficient physical activity, and commercial tobacco use. We **MUST** do something to address these problems as individuals, as communities, and as a state.



reducing health care costs

To really make a dent in health care costs, we must think in terms of preventing illness, not just treating it. In Minnesota, adult obesity-attributable medical expenses are approximately **\$1.3 billion** (2003) and direct medical costs due to tobacco use are almost **\$2.9 billion** (2007).

working to make the healthy choice the easy choice

health reform
 MINNESOTA

SHIP



sustainable solutions

SHIP works on the areas of community, school, workplace and health care toward sustainable, systemic changes that create widespread, lasting results.

Instead of focusing on individual behavior change that may be hard to maintain over time, SHIP makes sustainable changes that support individual choices about health.

For example,

- Rather than only try to convince people to walk more, with SHIP local communities may see the need for more sidewalks so that people CAN walk more.
- Rather than asking people to eat healthier, with SHIP a school may decide to work with local farmers to bring in fresh produce for the students.
- Rather than only asking people to quit smoking, with SHIP more owners of multi-unit housing may make their buildings smoke-free.



meeting local needs

MDH supports local public health agencies by gathering together science-based best practices, offering technical assistance, and assisting in evaluation. Local public health professionals can choose what will work best for them from a menu of proven strategies.

leading the nation

Through SHIP, MDH has taken a national leadership role in transforming public health. The Centers for Disease Control and Prevention (CDC) looks to SHIP as they work to improve health a national scale.

building a healthier community together

health reform
MINNESOTA

Accounting/Child Support Case Aide October 2013

Accounting Staffing Concerns:

Over the past two years, the Accounting and Child Support units have each lost one full time position. We would like to combine the most important aspect of each position and blend this into one position.

The Account Technician position was vacated in February 2013 due to a retirement. The duties were split up between the Accounting Supervisor and the Account Tech. As the agency realized the ever increasing importance of managing complicated funding streams/formulas; the supervisor and account tech have become intricate participants in many of the ongoing agency meetings that impact budget issues. In addition, the duties related to county recoveries have been taken over by the accounting supervisor. This involvement has lead towards the agency being more efficient and has enhanced our ability to draw down state and federal funding. At the same time, it has stretched the staff to the point they are maxed out with their time commitments.

Due to other positions opening in our agency, we are seeing the opportunity to utilize the skills of our accounting supervisor in other areas of our business. Because of the complexity of the budget monitoring in the area of the DD waiver, and contract supervision, we would like to have accounting supervisor cover these program duties. (Previously covered by adult social services supervisor) We believe this is a good business decision to see if we can manage these duties in a new manner. However in order to attempt this, the agency will need some additional help in accounting so we can slide some day to day duties (such as processing claims, issuance of payments, and increased third party contacts) away from the supervisor.

Child Support staffing concerns:

1) Our numbers are declining in some of the areas in which our performance is measured.

- a) establishment -1.23
- b) collection of current support -5.68
- c) collection of arrears -2.88
- d) paternity establishment OK still but time for completion is lengthening.

2) Our response times are lengthening, both for responding/preparing for legal actions and for responding to customers.

3) A significant delay (several days to a week or more) of tasks delegated to the remaining SEA. And part of the ability to improve performance on the above factors involves being able to delegate time consuming data collection tasks to someone else, allowing the CSO to focus on obligor contact and enforcement methods.

4) We are also not meeting other performance standards on which we are audited which could lead to future reductions in incentives as we relegated those reports/items to a low priority status.

5) Lack of sufficient back-up when staff are absent. Between March and August, supervisor averaged over 20% of time on non-caseload duties such as meetings, contacts with DHS, evals, etc. [It's probably actually more than that as I often did not remember to add in the various problem solving consults with staff which happen multiple times per week in short amounts of time.] In the past, with 2 SEA (Support Enforcement Aide) positions, supervisor was better able to delegate more caseload duties out to the SEAs.

Lastly, by providing some relief to these program areas, the supervisors will be able to participate in both regional and state planning meetings that are critical to attend in order to gain knowledge of state and federal legislative changes.

**ACCOUNTING TECH / CHILD SUPPORT CASE AIDE
SALARY CHART W/BENEFITS**

	2013 Start	0.5	1	2	3	4	6
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr
2010 Wage Scale	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
CLASS P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48
Total Hourly	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48
Total Salary	\$ 27,747.20	\$ 29,016.00	\$ 30,326.40	\$ 31,761.60	\$ 33,238.40	\$ 34,736.00	\$ 36,358.40

	2013 Start	0.5	1	2	3	4	6
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr
2010 Wage Scale	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
CLASS P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48
Total Hourly	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48
Total Salary	\$ 27,747.20	\$ 29,016.00	\$ 30,326.40	\$ 31,761.60	\$ 33,238.40	\$ 34,736.00	\$ 36,358.40

Pay Scale and Job Descriptions

Aitkin County

	2014 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
	2014 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	\$ 33.14	\$ 34.67	\$ 36.25	\$ 37.91	\$ 39.65	\$ 41.47	\$ 43.37	\$ 45.37	\$ 47.45	\$ 49.63	\$ 51.92	\$ 54.30	\$ 56.79	\$ 59.42
H	\$ 31.05	\$ 32.46	\$ 33.95	\$ 35.50	\$ 37.14	\$ 38.84	\$ 40.62	\$ 42.47	\$ 44.43	\$ 46.48	\$ 48.61	\$ 50.86	\$ 53.20	\$ 55.65
I	\$ 27.57	\$ 28.82	\$ 30.14	\$ 31.54	\$ 32.97	\$ 34.46	\$ 36.08	\$ 37.71	\$ 39.44	\$ 41.25	\$ 43.14	\$ 45.13	\$ 47.20	\$ 49.36
J	\$ 24.13	\$ 25.21	\$ 26.34	\$ 27.57	\$ 28.82	\$ 30.11	\$ 31.51	\$ 32.96	\$ 34.46	\$ 36.06	\$ 37.69	\$ 39.43	\$ 41.24	\$ 43.13
K	\$ 21.46	\$ 22.42	\$ 23.45	\$ 24.53	\$ 25.64	\$ 26.82	\$ 28.03	\$ 29.29	\$ 30.64	\$ 32.04	\$ 33.50	\$ 35.04	\$ 36.63	\$ 38.32
L	\$ 19.45	\$ 20.34	\$ 21.27	\$ 22.24	\$ 23.24	\$ 24.29	\$ 25.42	\$ 26.57	\$ 27.79	\$ 29.06	\$ 30.39	\$ 31.77	\$ 33.22	\$ 34.75
M	\$ 17.64	\$ 18.44	\$ 19.28	\$ 20.14	\$ 21.07	\$ 22.01	\$ 23.02	\$ 24.06	\$ 25.16	\$ 26.30	\$ 27.49	\$ 28.76	\$ 30.07	\$ 31.45
N	\$ 16.16	\$ 16.88	\$ 17.64	\$ 18.44	\$ 19.28	\$ 20.14	\$ 21.07	\$ 22.01	\$ 23.02	\$ 24.07	\$ 25.16	\$ 26.30	\$ 27.49	\$ 28.76
O	\$ 14.93	\$ 15.58	\$ 16.28	\$ 17.03	\$ 17.80	\$ 18.60	\$ 19.43	\$ 20.32	\$ 21.24	\$ 22.22	\$ 23.22	\$ 24.27	\$ 25.40	\$ 26.55
P	\$ 13.79	\$ 14.40	\$ 15.03	\$ 15.72	\$ 16.43	\$ 17.15	\$ 17.93	\$ 18.75	\$ 19.61	\$ 20.49	\$ 21.43	\$ 22.39	\$ 23.41	\$ 24.47
Q	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.78	\$ 15.47	\$ 16.17	\$ 16.88	\$ 17.65	\$ 18.45	\$ 19.29	\$ 20.16	\$ 21.08	\$ 22.03	\$ 23.04
R	\$ 12.42	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.76	\$ 15.46	\$ 16.16	\$ 16.88	\$ 17.64	\$ 18.43	\$ 19.27	\$ 20.14	\$ 21.06	\$ 22.01
S	\$ 11.82	\$ 12.37	\$ 12.90	\$ 13.48	\$ 14.09	\$ 14.71	\$ 15.39	\$ 16.10	\$ 16.81	\$ 17.55	\$ 18.36	\$ 19.19	\$ 20.05	\$ 20.96
T	\$ 11.30	\$ 11.78	\$ 12.35	\$ 12.87	\$ 13.45	\$ 14.05	\$ 14.67	\$ 15.35	\$ 16.05	\$ 16.77	\$ 17.53	\$ 18.34	\$ 19.17	\$ 20.03
U	\$ 10.83	\$ 11.31	\$ 11.81	\$ 12.36	\$ 12.89	\$ 13.47	\$ 14.08	\$ 14.69	\$ 15.37	\$ 16.08	\$ 16.81	\$ 17.55	\$ 18.36	\$ 19.19
V	\$ 10.42	\$ 10.89	\$ 11.38	\$ 11.87	\$ 12.43	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.78	\$ 15.44	\$ 16.14	\$ 16.87	\$ 17.63	\$ 18.42
W	\$ 10.16	\$ 10.61	\$ 11.08	\$ 11.59	\$ 12.09	\$ 12.61	\$ 13.20	\$ 13.80	\$ 14.41	\$ 15.07	\$ 15.75	\$ 16.47	\$ 17.20	\$ 17.98

County Board adopted 4/9/2013



Position Description

SOCIAL WORKER

Department Health and Human Services Department
DBM/Grade To be determined
Reports to Social Services Supervisor
FLSA Status To be determined by Fox Lawson
Union Status AFSCME HHS 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 assist individuals and families in the areas of adult and child protection, mental health, chemical health, developmental disability, foster care licensing, TBI, elderly services by providing direct services, community referrals, case mgmt, supportive services and service coordination, including assessment of need, care planning/implementation, budget authorization and quality assurance.

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 and punctuality are essential requirements of this position.

1. Assess client's needs, develops treatment plans, coordinates with other agencies and professionals, and provides ongoing evaluations of progress.
2. Conducts investigations of maltreatment for children and adults, develops plans for the safety of these populations, and responds to crises after normal business hours if necessary.
3. Provides counseling and crisis intervention to families and individuals, in and out of the office.
4. Conducts direct service duties in residents' homes or community settings in which the conditions may be hostile and/or unsanitary, using critical thinking skills to respond to situations that may be volatile or harmful. Transports clients who may be hostile or uncooperative.
5. Maintains case records and documentation so they are in state/federal audit-ready condition.
6. Advises the Court through written reports and expert testimony on the matters of protection, custody, adoption, guardianship, pre-petition screenings, civil commitment and visitation.



Position Description

7. Monitors the spending of significant county, state and federal program dollars to ensure the prudent and most efficient use of those funding streams.
8. Monitors the provision of services by professionals and para professionals, including adult and child foster care providers, home care providers and community support providers.
9. Appointment as legal guardians or custodians for specific clients, adults and children, and in those roles, accepts responsibility for making decisions regarding living arrangements, education, employment and medical needs.
10. Acts as representative payee or authorized representative with legal authority to manage and direct the use of clients' personal funds.
11. Ensures the confidentiality of client records.
12. Conducts training to the community, specialized service providers and special groups regarding social service programs.
13. Presents information and training to ensure competency in current practice standard and job skills.
14. Attends training and meetings as needed.
15. Performs other related duties as assigned or apparent.

Minimum Qualifications

Must be eligible for appointment by the MN Merit System.

Requires a Bachelor's degree from an accredited four-year college or university with a major in social work, psychology, sociology or closely related field.

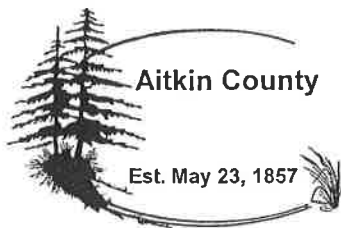
Must obtain pertinent CEU's required for assigned position.

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.
2. Current principles and practices of social work case management as they apply to the treatment of human behavior problems/disabilities..
3. Causative factors leading to social maladjustment.
4. Socio-economic factors which promote stable family life and an understanding of the elements which affect family security.
5. State and Federal laws and rules relating to relating to the protection of vulnerable consumers
6. Court procedures including due process of law, rules of evidence and testimony.
7. Requirements of permanency and or reunification as it apply to the consumers being served.
8. Case planning.
9. Principles and techniques of interviewing and recording in social work and the ability to apply them.
10. Dynamics of physical and mental illness, chemical dependency and domestic violence and their effects of functioning within social systems.



Position Description

11. Family systems and community organization and the availability and utilization of appropriate local resources and services..
12. Computer systems and electronic record keeping.
13. Knowledge of, and sensitivity to cultural differences and laws. i.e. Tribal laws.
14. Vocational and Avocational skills eligibility criteria for services funded by waiver programs, public assistance programs and associated health plans.
15. Guardianship/Conservatorship duties and responsibilities.
16. Diagnostic testing modalities.
17. Data Privacy Rights and HIPPA requirements.

Skill in:

1. Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Skill in reading, writing, and speaking English proficiently.
4. Skill in organizing and prioritizing work.
5. Detecting non-verbal communication.
6. Interviewing clients and collaterals.
7. De-escalation of angry individuals and hostile situations.
8. Self defense techniques.
9. Analytical and deductive reasoning.
10. Advocacy on behalf of clients.
11. Assessment and coordination of client needs/services.
12. Collaboration with service providers.
13. Maintaining professionalism in a variety of situations.
14. Negotiating with service providers.
15. Quick-thinking and reactions to situations in the field.
16. Technology skills sufficient to operate computers, copiers, cameras and recording equipment

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. Maintain confidentiality.
3. Communicate with diverse populations in order to advocate effectively on their behalf.
4. Testify in court under hostile cross examination.
5. Motivate the most disadvantaged segment of the community.
6. Develop and maintain effective working relationships with clients, relatives, the Courts, local law enforcement, schools and the public to enhance safety, efficiency and knowledge base.
7. Analyze complex situations and evaluate potential for improvement.
8. Manage time productively, meet deadlines and comply with state and federal law to enhance improved outcomes..
9. Effectively apply casework knowledge and skills to maximize the client's benefit.
10. Work creatively within an agency in the community setting and in effectively utilizing appropriate community resources and services toward self sufficiency.



Position Description

11. De-escalate hostile situations to enhance safety of clients and staff.
12. Productively and respectfully confront issues in families and individuals to promote personal growth and mastery of skills necessary for consumer safety, independence and a higher level of functioning.
13. Effectively access, navigate and manage complex computer data systems
14. Ability to drive a vehicle, and navigate through urban and rural areas, often in inclement weather, for the purpose of transporting clients, home visiting and providing assessments and services.
15. Work independently, and make critical decisions in the field with limited direction.
16. 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.

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, PowerPoint, SSIS, MMIS, and Internet.

Ability to Travel

Frequent travel is required to family residences, facilities, jails, foster homes, hospitals, Indian Reservations throughout the State of MN for meetings, trainings, staffings, court hearings and assessments/investigations.

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, leadership, quality management, business acumen,



Position Description

cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate.

While traveling and making home visits, may be exposed to a variety of situations including unclean houses, potential for walking into drug lab sites, unstable structures, snowy/icy roads, rotting garbage, insect infestations, dangerous dogs, sewage, disease, volatile clients, and remote locations without cell phone service.

Susceptible to worker burn-out and compassion fatigue.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, 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 50 pounds.

While performing the duties of this job, the employee 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.

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



Position Description

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



Position Description

PUBLIC HEALTH NURSE

Department Health and Human Services Department, Public Health Division
DBM/Grade To be determined
Reports to Public Health Nursing Supervisor
FLSA Status To be determined by Fox Lawson
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 perform professional public health nursing services to ensure proper administration and coordination of established public health programs. To prevent disease and promote health and wellness to individuals, families, groups and all citizens of Aitkin County.

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.

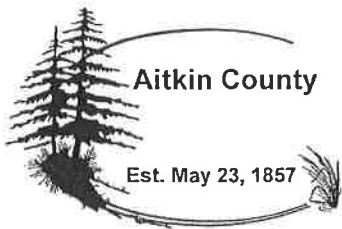
Supervision Exercised

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 and punctuality are essential requirements of this position.

1. Researches, assesses and makes recommendations concerning a diverse population of clients and families in a variety of settings by conducting health assessments in client homes and at public health clinics. Utilizes comprehensive assessment techniques to include a review of physical, functional, mental and socioeconomic status; family dynamics, roles and support systems; and educational needs. Interprets health screening findings to the client and or/family. Makes or assists with referrals to local health providers and community agencies.
2. Performs ongoing evaluation of client and family status and meets public health nursing care needs of a selected case load. Provides comprehensive case management and coordinates services provided through a multidisciplinary approach collaborating extensively with multiple community agencies.



Position Description

3. Provides public health education in the community. Meets with physicians, school personnel, Health & Human Services personnel and other interested parties to promote optimum health practices and develops health education classes and programs throughout the county for various community groups and public health programs.
4. Reviews documentation in charts to ensure compliance with federal, state and contracted provider rules and regulations for the specific program area. Initiates, maintains and updates various records and prepares reports of work activities, communicable diseases and other subjects for physicians and department, grant and program administrators at a county and/or state level.
5. Investigates and monitors reports of communicable diseases and undertakes disease prevention and control activities in accordance with public health policies, including adult and child immunization clinics. Coordinates efforts with physicians, school personnel and others regarding spread and treatment of the disease.
6. Participates with other members of the community in assessing, planning, implementing and evaluating health services including the promotion of a broad continuum of primary, secondary and tertiary prevention of illness. Represents the department on various advisory committees and at community activities throughout the county to determine community needs and assist with goal implementation and activities related to the promotion of health and the prevention of disease.
7. Ensures that clinical documentation and department billing, such as vouchering, invoicing and time recording, is timely, accurately completed, kept secure and confidential and maintained consistent with Public Health policies and procedures.
8. Pursues professional growth experiences, opportunities and trainings.
9. Participates in the development, planning, reassessing, implementation and evaluation of an emergency preparedness plan for the county. May be required to report for specialized assigned duties or perform emergency response roles.
10. Attends training and meetings as needed.
11. Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree from an accredited school of Nursing, Registered Nurse License and Public Health Nurse Certificate, both issued by the Minnesota Board of Nursing, and CPR Certification.

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. Knowledge of County and departmental policies, procedures, and practices.
2. Public health nursing and case management practices.
3. Current medical trends and evidence based nursing practice.
4. Emergency procedures.
5. Family and group dynamics.
6. Community resources and referral processes.



Position Description

7. Federal, state, county and contracted provider health-related laws and regulations of various program areas.
8. The role of Health & Human Services workers in the population served.
9. The Public Health Division's mission, policies and procedures.
10. Legal responsibility for the standards of practice in the area of public health nursing.
11. The third-party payer system.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, coworkers, and the general public sufficient to exchange or convey information and to receive work direction.
2. Computer and typing skill sufficient to complete 60 net words per minute without errors.
3. Reading, writing, and speaking English proficiently.
4. Organizing and prioritizing work.
5. Use and operation of a variety of medical and laboratory tools and equipment.
6. Operating modern office equipment.
7. Operating a motor vehicle safely.
8. Weighing and measuring adults and children accurately.

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. Maintain confidentiality.
3. Communicate effectively, both verbally and in writing with clients, families, physicians and other professionals and coworkers.
4. Implement plans of care, evaluate and revise the plans on an ongoing basis.
5. Make independent decisions in altering plans of care to fit individual situations.
6. Advocate for and make care plan recommendations to clients, families and professionals based on the client's and/or family's needs and characteristics.
7. Establish and maintain effective and supportive public relations sufficient to interpret and convey information, policies and legal requirements to inquiring individuals and organizations.
8. Integrate knowledge of public policy and resource management into program development.
9. Determine applicant eligibility based on demographics & health status.

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.

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.



Position Description

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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, PowerPoint, Public Health Activity Tracking (PHAT), SSIS, MMIS, HuBERT, MIIC, FAP, and Internet.

Ability to Travel

Frequent travel is required to client home visits, public health clinics, trainings, and meetings throughout the county, region and 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, leadership, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate.

While traveling and making home visits, may be exposed to a variety of situations including deteriorating housing, aggressive and/or threatening clients, unrestrained and/or aggressive animals and pets, infection and chronic disease exposure, and inadequate and/or poorly maintained roadways / driveways.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, lab and clinical equipment, 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 50 pounds.



Position Description

While performing the duties of this job, the employee 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.

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Disclaimer

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Reasonable Accommodation Notice

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05/2013

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



Position Description

PUBLIC HEALTH EDUCATOR / EMERGENCY PREPAREDNESS COORDINATOR

2/3 of this position involves public health education and outreach, and the administration/grant duties necessitated thereby; 1/3 of the position involves planning and preparing for public health emergencies or other emergencies to which public health has a response role and the administration/grant duties necessitated thereby.

Department Health and Human Services Department, Public Health Division
DBM/Grade To be determined
Reports to Public Health Nursing Supervisor
FLSA Status To be determined by Fox Lawson
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 assess, analyze and evaluate community health status and related data; to facilitate/collaborate with community partners to meet public health goals; to prepare for, plan for, respond to (24/7) and assist in recovery of any emergency that impacts the health of the public; to assess, analyze, evaluate and report on actions taken in health education or emergency preparedness; to educate the public.

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 and punctuality are essential requirements of this position.

1. Develops, maintains, and updates County All-Hazard Public Health Emergency Plan to mitigate, prepare for, respond to, and recover from natural or man-made disasters that effect the health of the public and/or disease outbreaks that impact the county and/or its communities.
2. Devises and defines strategies, resources, contingencies in Emergency Preparedness planning, protocol, exercise development, staff and just-in-time training.



Position Description

3. Plans, formulates, implements and oversees specific programs, activities, policies, and procedures, ensuring the use of best practices, program quality and efficiency, and compliance with federal, state, county and grant rules and regulations.
4. Coordinates staff activities to meet Health Education and Emergency Preparedness objectives and facilitate, analyze, and evaluate implementations.
5. Conducts research into and determines the specific services in and the gaps of services in county/communities and provides consultation to unit, department, organizations, agencies and elected officials to develop goals and objectives based on public health principals and best practices.
6. Serves on various local, regional and state working and/or advisory committees to provide input and coordinate or develop public health information, outreach, programs, activities or exercises.
7. Develops and maintains working relationships with, consults with and collaborates with a wide array of organizations to address community health concerns and/or enhance the community capacity for emergency response.
8. Prepares administrative and statistical reports and oral presentations on public health and emergency preparedness issues, initiatives, programs, exercises and events.
9. Plans and prepares program grant plans, reports, budgets and evaluations; directs and monitors activities and expenditures.
10. Develops educational materials such a brochures, booklets, calendars, power points, web sites, public service announcements, news releases, billboards, theatre ads, and social media.
11. Serves as communications and outreach specialist for Public Health and regional groups, coordinating Public Health initiatives such as electronic communications and information systems, maintenance of web sites.
12. Promotes general community understanding and acceptance of the area of health concerns and Public Health Emergency Preparedness.
13. Researches potential funding sources to support public health program needs and prepares and submits grant applications to appropriate funding sources.
14. Attends training and meetings as needed.
15. Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree from an accredited college/university with a major in public health education, community health education or a related field.

Experience in the following areas preferred:

- writing, designing and producing public health informational materials including fact sheets, reports, articles and pamphlets;
- researching, designing and writing public health training manuals and other training materials;
- organizing and presenting workshops or recruiting, organizing and coordinating the training of community groups;
- researching, writing, producing and distributing newsletters;
- designing and maintaining a clearinghouse of public health education materials.



Position Description

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 programs, policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Considerable knowledge of the principles of Public Health.
4. Considerable knowledge of the principles of Emergency Management, National Incident Management and ICS.
5. Considerable knowledge of Public Health Emergency Management
6. Public health programs, goals and philosophies
7. Federal, state, and county mandates, grant requirements, grant restrictions and Public Health law for program areas.
8. Knowledge and understanding of marketing to public / target marketing.
9. Concepts of population education
10. Public Health Protocols.
11. The available sources of public health information.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, coworkers, and the general public sufficient to exchange or convey information and to receive work direction.
2. Organizing and prioritizing work.
3. Computer skills and typing skill sufficient to complete 60 net words per minute without errors.
4. Preparing and making presentations to groups / public speaking.
5. Reading, writing, and speaking English proficiently.
6. Establishing, developing and facilitating effective interpersonal relationships, workgroups, and collaboratives.
7. Understanding, analyzing, and interpreting current health data, behavior trends, research, and best practices
8. Research, documentation, citation procedure and law.
9. Desktop design, photo editing, and publishing.
10. Working with businesses, agencies, and organizations to coordinate multifaceted activities.

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. Analyze, interpret and explain complex data and to develop and implement program, protocols, plans and policies on the basis thereof.
3. Present information and ideas accurately, verbally or in writing, for public, clients and/or partners.
4. Work independently and manage multiple activities and tasks.
5. Write, design, produce and utilize mass media tools to capture, inform and educate.



Position Description

6. Work under stressful conditions, to implement plans, and to act according to Incident Command Structure in various command roles.
7. Be flexible and adjust quickly to changing status quo.
8. Interpret and convey information, policies, and legal requirements regarding Public Health to local citizens, organizations, or elected officials.
9. Ability to work well with the public.

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.

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

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 Activity Tracking (PHAT), Catch3, MDH Workspace, Adobe Photoshop & Acrobat Pro, Turning Point Technology, and Internet.

Ability to Travel

Ability to travel around county and region to attend meetings and provide education. Ability to travel and stay overnight for conferences throughout the state and, rarely, out of 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, leadership, 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.



Position Description

Work Environment

The noise level in the work environment is usually quiet.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, presentation equipment, projector, Turning Point hardware, portable PA system, 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 50 pounds.

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

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05/2013

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



Position Description

CASE AIDE

Department Health and Human Services Department
DBM/Grade To be determined
Reports to Assigned Supervisor
FLSA Status Non-exempt
Union Status AFSCME HHS Unit

It is important to note that case aides do not have to know all that is in this description nor is this description inclusive of all possible duties. This is an example of what duties may be performed in order to show level of responsibilities.

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 provide paraprofessional support to administration and line staff.

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 and punctuality are essential requirements of this position.

1. Determines eligibility of clients for state and federal programs, both initially and ongoing, and maintains complete and accurate records on client eligibility. Ensures the delivery of services meets county, state, and federal laws, mandates, policy requirements and/or standards.
2. Creates, monitors, processes, and maintains case records/charts with required documentation. Reviews case records for completion of required agency forms.
3. Explains social service, income maintenance, public health, and other community programs and services to individuals or groups.
4. Explains services and application procedures to individuals or groups and assists individuals in completing social service application forms.



Position Description

5. Interviews clients to obtain and verify necessary factual information. Monitors and reports to appropriate staff the behavior of clients and their families during assigned visits and contacts. Investigates/obtains additional information from the applicant/client or collateral source when required through phone calls, correspondence, or personal contact in order to clarify or obtain necessary facts on applications and forms.
6. Makes appropriate referrals to the agency and/or other community resources.
7. Makes contact with community resources as assigned.
8. Informs clients of the right to appeal and of other rights.
9. Performs clerical functions as assigned.
10. Performs statistical operations relevant to social service program procedures, such as collecting data and generating reports required to meet state and federal requirements.
11. Assists professional staff and supervisors in processing and monitoring purchase of service contracts.
12. Composes correspondence and constructs reports as needed.
13. Assists other agency staff with client groups, day care, foster care, and volunteers. Assists staff with direct client services, such as visitation, transportation, and budgeting.
14. Manages data exchanges between county and state information systems.
15. Maintains state program equipment inventory.
16. Attends training and meetings as needed. Participates in meetings, committees, new staff orientations, workshops, training sessions, special projects and program development/evaluation.
17. Performs other related duties as assigned or apparent.

Minimum Qualifications

Must be eligible for appointment by the MN Merit System.

High school diploma, plus three years of successful clerical experience and/or experience working with the public, or the equivalent.

or

Two years of successful clerical experience in a social services/human services agency.

or

Two years of experience as a Community Service Aide or similar experience in a private non-profit agency or other public agency.

or

Two years of study at an accredited two or four year college/university or similar institution, with emphasis in the behavioral sciences (at least 23 quarter credits or 16 semester credits).

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.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Interviewing techniques and skills in conducting interviews.
4. Human behavior.
5. Agency programs, operations, policies and procedures.
6. Available community resources.
7. Basic mathematics.
8. Advanced office principles and procedures, accounting, and recordkeeping skills.
9. Working knowledge of the methods and techniques for a multitude of state and federal Health and Human Service programs.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 60 net words per minute without errors.
3. Skill in organizing and prioritizing work.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Relate to people in an appropriate manner.
3. Organize and coordinate job activities.
4. Gather and interpret facts relating to eligibility.
5. Accurately and rapidly process detailed information.
6. Make decisions.
7. Remain objective and make sound decisions.
8. Establish and maintain effective working relationships with clients, public, co-workers, and agency administration.
9. Establish and maintain accurate and systematic records.
10. Express ideas clearly.
11. Comprehend written and verbal instructions.
12. Communicate effectively, both orally and in writing.
4. Accurately enter data on departmental systems.
5. Maintain confidentiality.
6. Drive safely while traveling and transporting passengers.
7. Assess possible problems during visitations/client appointments and take appropriate actions.
8. Maintain composure under stressful situations.
9. Read and interpret court orders, legal documents and state statutes.



Position Description

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

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

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 assigned software which may include:

County Payroll Software E-time, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Follow Along Program, PHAT, MMIS, MN-ITS, CATCH3, MAXIS, PRISM, SSIS, SMI/SIR, HUBERT, Odessey, Adobe, Internet and other job-related software.

Ability to Travel

Regularly travel to various clinic sites, mandatory trainings, client transports and visits.

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, leadership, 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.

Equipment and Tools

Computer or laptop, copier, fax, telephone, printer, 10-key calculator, shredder, scanner, Cat 5 network cables, USB flash drives, Kensington locks, router, signature pad, air card, digital camera, digital scales, county-owned vehicles and personal vehicle (requires proof of insurance on file).



Position Description

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 30 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 30 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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Position Description

ACCOUNTING TECHNICIAN

Department Health and Human Services Department
DBM/Grade To be determined
Reports to Fiscal Supervisor / Collection Officer
FLSA Status Non-exempt
Union Status AFSCME HHS 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 receive, sort, correct, and reconcile a variety of accounting documents such as invoices, payment vouchers, and billings. Posts data to appropriate accounts, reviews and codes financial information, disburses funds, makes deposits and prepares financial reports. Work is performed by applying knowledge of accounting terminology and through the use of spreadsheets, database software and/or complex computer systems. There is a large emphasis in recognizing errors and/or problems, recommending alternative solutions, and implementing these procedures independently.

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 and punctuality are essential requirements of this position.

1. Collects and verifies all the required documentation and client data and submits for reimbursement. Confirms receipt of claims submitted, investigates any discrepancies and resubmits when necessary. MMIS (on-line State system): enters and updates service agreements for eligibility; enters Medical Assistance recoveries for Federal & State reimbursement. Prepares and submits Case Management (Waiver, TCM) & other miscellaneous claims by following State and Federal legislation: monitors client eligibility, validates staff time entries, and manages rate file. Prepares and submits claims billable to Third Party Liabilities: flu shots, Rule 25 assessments, immunizations, PCA assessments, Mental Health TCM, etc.



Position Description

2. Audits, confirms and processes payments to clients, providers, and outside vendors using many different payment systems, but always following accounting standards. Maintains agency vendor payment systems: continuous update of current vendors and entry of new vendors. "Friday Checks" and Board Bills issuance: verifies coding, attaché's payment documentation, dates of service, units, and etc., enters all vouchers into either IFSpi or SSIS, and completes processing steps. Verifies Foster Care placements (dates, time frames, homes or facilities), approves service arrangements for payment, and enters accurate information into SSIS, issues payments for foster care placements. Manages the Social Welfare program (Rep Payee): receipts and disburses monies from Social Security, SSI and any settlements for clients. Verifies and enters payments into on-line State Systems (MEC2): payments issued directly to clients and/or providers at the state level.
3. Receipts, records and verifies client information for all recoveries and collections made to the agency. Posts, adjusts and balances client accounts as payments are received and new charges are added. Manages the ACS (Agency Collection System): sets up the Control File, Transaction Type File, Client File, and Account File and maintains accurate information into each file which includes continual updates of new releases and new information as it comes into the Agency. Receipts and records recoveries into the proper claim system (ACS, MAXIS, MEC2, MN DOR-Revenue Recapture) and into the correct agency revenue accounts. Maintains Client Claims: enters adjustments, charges and payments. Prepares and mails monthly statements from ACS. Some of the charges entered in ACS include: Waiver Service Obligations, MA Spenddowns, Detoxifications and Elderly Respite Services. Maintains the Revenue Recapture (MN DOR) program: enters Revenue Recapture information using State mandated rules, regulations, and procedures on all clients from the ACS & MAXIS systems.
4. Maintains accurate financial records so data may be collected and compiled in to financial and statistical reports to County, State & Federal officials. Completes steps to send Child Support monies to the State when received at the County. Foster Care State Report: reports to the State Department on a quarterly basis, all activity in IV-E and Administrative Foster Care. Completes miscellaneous financial and statistical reports as required.
5. Attends training and meetings as needed.
6. Performs other related duties as assigned or apparent.

Minimum Qualifications

Must be eligible for appointment by the MN Merit System.

High school diploma, or the equivalent, and two years of experience involving a combination of office support and bookkeeping responsibilities.

Or

Completion of college coursework, vocational school, or business school in accounting may be substituted on a year-for-year basis for the experience involving a combination of office support and bookkeeping responsibilities.

Upon hire, must have the ability to obtain a Certificate of Understanding issued by DHS for Maxis, Prism, and Mec2, HIPAA Certificate, and Registered Log-on ID issued by DHS and DOR.



Position Description

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.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Accounting terminology and practices.
4. Principles of governmental accounting.
5. Business math.
6. Spreadsheets and database software.
7. The automated accounting system used in the work area.
8. General record keeping and filing systems.
9. Techniques used in locating errors.
10. Office terminology, procedures, and equipment.
11. Uses and applications of computer systems.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 60 net words per minute without errors.
3. Skill in organizing and prioritizing work.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Analyze, plan, organize and perform detailed bookkeeping procedures rapidly and accurately.
3. Analyze financial records and reports, locate errors and provide solutions.
4. Initiate departmental procedures sufficient to train or lead new workers in office practices.
5. Exercise independent judgment, initiative and discretion in developing work methods and operating procedures in order to implement departmental activities and policies.
6. Understand and carry out detailed written and oral instructions.
7. Reconcile and/or balance financial transactions and accounts.
8. Perform basic arithmetical computations (addition, subtraction, multiplication and division).
9. Compare data from a variety of sources for accuracy and completeness.
10. Interpret accounting records and documents and prepare information in summary form.
11. Work under pressure and willingness to accept responsibility for meeting deadlines.
12. Maintain effective working relationships with supervisors, co-workers, and the public.
13. Perform detailed work with speed and accuracy.



Position Description

Language Skills

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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

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 Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, MAXIS, MMIS, Mec2, SSIS, Prism, ACS, SWS, MN DOR, MN-ITS, Office Ally, PC-ACE Pro32, Internet and other job-related software.

Ability to Travel

Occasional travel is required to attend 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, leadership, 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.

Equipment and Tools

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



Position Description

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.

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.

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