

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12/11/2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item: Policy update 8.5 Job Classification

Requested Meeting Date: 12/17/2013 Est. Time: Consent agenda

Presenter: Bobbie Danielson

Type of Action Requested (check all that apply)

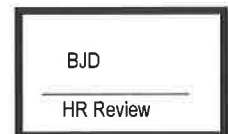
- For info only, no action requested
- Approve under Consent Agenda
- For discussion only with possible future action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide (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** be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY HUMAN RESOURCES

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To: Aitkin County Commissioners
Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Date: December 11, 2013

Subject: Policy Update, section 8.5, Job Classification



Background Information

As the County transitions to the new job classification system, the personnel policy needs to be updated to reflect the new job classification plan. The impact of classification changes are bargained with the applicable exclusive representatives.

A copy of the proposed policy is attached, in addition to the policy to be replaced.

Action Requested

Motion to adopt the Job Classification policy, Section 8.5, as proposed; noting this replaces the current Section 8.5 comparable worth policy.

ARTICLE 8 ORGANIZATION STANDARDS AND RULES

SUBJECT: 8.5 JOB CLASSIFICATION

Effective: 1/01/2014

A. Classification Plan

These policies and procedures express the Aitkin County Board of Commissioners' intent to maintain a County-wide plan which conforms with Comparable Worth standards found in Minnesota Statute 471.991-471.999 related to local governments in Minnesota.

The County Job Classification Plan provides a way for individual County jobs to be evaluated and classified according to their comparable work value. Each County job shall be evaluated and placed in a specific classification and pay grade to ensure compliance with pay equity requirements. The Human Resources Director shall provide a consistent format for position descriptions throughout the County, and a consistent process for evaluating jobs and assigning them to the appropriate pay grade.

It is the inherent right of management to redesign jobs, restructure jobs, and create new jobs in meeting the objectives of the County. From time to time, management will need to create new classifications to better respond to the needs and challenges of Aitkin County. The Plan shall be developed and maintained so that positions substantially similar with respect to knowledge and skills, supervisory authority, and working conditions, are included within the same class; and that the same schedules of compensation shall apply to all positions in the job class, as allowed by collective bargaining agreements.

B. Position Descriptions

Each job in the County shall have a corresponding position description. The position description shall define the following elements of each position:

- Objective or summary of the position;
- Essential job duties and responsibilities;
- Supervisory authority of the position, if any;
- Required Knowledge, Skills, and Abilities;
- Required education, work experience, licenses and certifications;
- Physical demands and working conditions;
- Minimum or preferred qualifications; and
- Fair Labor Standards Act (FLSA) status.

C. Position Reclassification

Position reclassification becomes necessary when a significant change takes place in the scope of the position.

The County shall review the Classification Plan periodically to ascertain whether or not it corresponds with existing conditions in the County service, and to make any revisions, where necessary.

1. Department heads or their designees are encouraged to review job descriptions during annual performance appraisals and to inform the Human Resources Director of any revisions necessary in the position description, noting if there is a significant change in the nature or scope of the work performed in the job classification. The Human Resources Director will authorize and make updates to existing job descriptions as needed. County Board approval is required when positions are reclassified to higher or lower grade levels.
2. Consideration for job classifications that experience significant change will be handled on a case-by-case basis with the department head notifying the Human Resources Director of the changes and reasons for the changes.
3. The Human Resources Director shall determine whether a position description substantially matches an existing classification. Position descriptions that do not substantially match an existing classification will be forwarded to the consultant or other authority responsible for evaluating positions in accordance with the County's classification plan. The evaluation shall include an objective methodology to evaluate the jobs, the assignment of points and pay grades accordingly, the documentation to support the decision, and notification to the Human Resources Director of the decisions. The Human Resources Director shall notify the affected employee(s) and department head of the result of the evaluation, the effective dates of any change in pay grade, and actual salary.
4. A FLSA non-exempt employee whose job classification is upgraded, within the DBM classification system, will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose job classification is upgraded, within the DBM classification system, will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).
5. If a position is evaluated at a lower pay grade, within the DBM classification system, the employee will be placed on their current step in the new lower grade, and the employee's salary shall be frozen until such time when their grade and step placement exceeds their current pay rate.
6. Pay adjustments due to position reclassification will be applied prospectively, not retroactively. The effective date of any pay adjustment shall be January 1st or the first day of the first pay period following Board approval of the classification change. Agreement with the exclusive representative will be sought prior to Board action when necessary and changes must comply with the provisions of the union contract.

D. Periodic Classification Review

In the event that an employee requests a classification review and the department head elects to not bring the request to the Human Resources Director, the employee may appeal his or her

classification by presenting facts to the Human Resources Director within ten (10) working days following the department head's response to the employee. The appeal to the Human Resources Director will be in writing and will include the department head's response.

The Human Resources Director will review the facts and respond to the employee within sixty (60) calendar days of receipt of the appeal. If the Human Resources Director agrees with the department head, the decision made by the Human Resources Director will be final. If the Human Resources Director agrees with the employee, the facts will be submitted to the County Administrator for resolution, and the decision made by the County Administrator will be final.

The Human Resources Director may also elect to submit any position to the County Administrator for review.

Periodic classification reviews can be requested by employee(s) of a particular job class, to their department head, once every 24 months when significant change has occurred to the job.

E. Classification Changes Initiated By the Human Resources Director

The Human Resources Manager, when he or she deems appropriate, may re-classify the grade of a position up or down one grade after documenting the reason in writing and discussing with the supervisor and/or Department Head. This action may be accomplished in cases where internal rankings do not conform to practiced lines of authority (i.e., office hierarchy or supervisory authority) but may also account for market relationships as well. This recommendation would be presented to the County Board for approval.

F. New Positions

If a new position classification is created, it will be the responsibility of management to define and determine essential requirements and duties of the position. The Human Resources Director will work with department heads and supervisors to develop the position description in a format consistent with all position descriptions. The position description will be assigned to a classification under the classification plan and to an appropriate pay grade in the compensation plan. Final approval of any new position classifications will require County Board approval.

ARTICLE 8 ORGANIZATION STANDARDS AND RULES

See new policy following this, page 6-8 below...

SUBJECT: 8.5 COMPARABLE WORTH POLICY

Effective: 11/28/00

A. SCOPE OF POLICIES AND PROCEDURES:

1. Purpose: These policies and procedures express the Aitkin County Board of Commissioners' intent to maintain a County-wide plan which conforms with Comparable Worth standards found in Minnesota Statute 471.991-471.999 related to local governments in Minnesota.
2. The following policies and procedures are based on the "Aitkin County Job Classification System for Pay Equity Analysis Review and Update" which was done in conjunction with Hay Management and Itasca County and accepted by the Aitkin County Board on February 22, 2000.
3. Policies and procedures found in this implementation plan shall conform with Human Resources rules and policies for Aitkin County as stated in the County's Human Resources Policies handbook, unless exceptions are specifically stated. It should be noted that in some cases union contract provisions override.

B. CLASSIFICATIONS OF NEWLY CREATED POSITIONS:

Classifications of newly created positions will be evaluated in the following manner:

1. A job description will be developed for the position by the Department Head and submitted to the Human Resources Manager.
2. After the job description is completed, the grade for this position will be determined by the Department Head and the Human Resources Manager and submitted to the County Board for approval. As a part of that determination, the Department Head will complete an Itasca Job Analysis Questionnaire (IJAQ) form recommending the levels of the various factors. If the Human Resources Manager agrees with the answers and the grade levels recommended by the Hay Management System, the recommendation will be forwarded to the County Board for approval.
3. If there is a difference of opinion between the Department Head and the Human Resources Manager that cannot be resolved, the evaluation shall be submitted to the County Administrator for resolution. The Human Resources Manager may also elect to submit any position to the County Administrator for review. The County

~~Administrator's recommendation shall be submitted to the County Board for final approval.~~

- ~~4. The Human Resources Manager and Department Head will automatically review the grade of a newly created position after the newly appointed individual has been in the position for six months. If either the Department Head or the Human Resources Manager recommends that a change be made in the evaluation of the position, those changes will be submitted to the County Administrator for review and a recommendation of either approval or denial shall be forwarded to the County Board.~~

~~————— If the Board action increases the grade level of the position, the resulting change in salary (to the newly approved grade level) will be retroactive to the date of the individual's six-month anniversary in the position.~~

~~————— If the Board action decreases the grade level of the position, the individual will remain at the present step on the salary schedule until such time as that step would have been reached under the revised grade level of the position at which time step movement eligibility will occur.~~

~~C. EXISTING POSITIONS:~~

~~————— Existing positions will be eligible for one appeal during a twelve-month period. The completed reevaluation form must be turned into the Human Resources Department by April 30th to ensure completion of the reevaluation in July prior to establishing the budget for the following year. If a new IJAQ form is completed, the employee and supervisor are required to come to a consensus. After an IJAQ consensus is reached, the Human Resources Manager will review each item on the form as well as the final scoring by Itasca County to ensure it agrees with the answers and the grade levels recommended by the Hay Management System. There are basically two types of appeals:~~

~~————— 1. Single incumbent position — one individual is in the classification and wished either for the position to be rated at a higher (or lower) grade level to correspond with the recent changes in the major job functions. This type of appeal may or may not include a change in title.~~

~~————— 2. Two or more incumbents in the position — there is more than one individual in the position. An appeal could either be presented by the entire group or by an individual within the group to have the grade level of the position raised or lowered to correspond with the recent changes in the major job. A request could be made that the level of the position not change and instead an individual, based on the work tasks, be assigned to a different position title which may or may not result in a different grade level assignment.~~

D. CLASSIFICATION CHANGES INITIATED BY THE HUMAN RESOURCES MANAGER:

The Human Resources Manager, when he or she deems appropriate, may re-classify the grade of a position up or down one grade after documenting the reason in writing and discussing with the supervisor and/or Department Head. This action may be accomplished in cases where internal rankings do not conform to practiced lines of authority (i.e., office hierarchy or supervisory authority) but may also account for market relationships as well. This recommendation would be presented to the County Board for its approval.

E. BASIS FOR APPEALS:

After the implementation year, the Department Head and/or Human Resources Manager will only initiate completing and reaching a consensus on a new IJAQ form for an existing position that contains a 25% cumulative change in major job functions from those described in the current job description.

Please note that an appeal that could result in a higher classification of a position based on new tasks that have been added within the past year may be denied because the Department Head may be instructed to create a new job description and post that job after Board approval of the new position.

Additionally, it is important to note that a cumulative change of 25% in major job functions does not guarantee a change in score on the IJAQ form, resulting in either an increase or decrease in grade level.

F. ANNUAL APPEALS PROCESS:

The following rules will govern the appeals process:

1. Appeals will be accepted from employees, supervisors, department heads or the Human Resources Manager on or before April 30th of each year, **NO LATE APPEALS WILL BE ACCEPTED.**
2. Appeals must be presented on the forms that are available in the Human Resources Department. Additional sheets may be added as necessary to support the changes requested in the appeal.
3. It will be necessary for the employee to present the appeal to his or her immediate supervisor for review as well as to the head of the department. Both the supervisor and the department head will be required to be in full agreement on the appeal. If the department head and/or supervisor and employee are not in full agreement the appeal can be submitted to the Human Resources Manager to make an initial determination as to whether or not it will be formally reviewed. The Human Resources Manager will review all appeals that are submitted in full agreement.

~~4. For the implementation year, 2000, all positions may be appealed on or before April 30, 2000. All appeals after April 30, 2000 should be subject to Section E "Basis for Appeals" and Section F "Annual Appeals Process". If a position has not changed since the original classification of the position and the individual has already appealed using the same criteria twice, no further appeals will be accepted for those same responsibilities.~~

~~If the Human Resources Manager denies the appeal the County Administrator may review the decision.~~

~~The Human Resources Manager or the County Administrator's decision on the appeal of a grade classification of a position will be based on whether or not the evidence presented supports the request as well as whether or not the request is reasonable based upon individual hierarchy factors as well as the overall hierarchy of the County.~~

~~Following approval of the County Board, any resulting changes in salary or grade classification will be effective January 1 of the following year. However, it is important to note that the salaries of union members cannot be changed without the agreement of the union and changes must comply with the provisions of the union contract.~~

~~All individuals will be notified in writing within 30 days of the outcome of their appeal and the impact, if any, that it will have on their salary.~~

~~**G. SALARY CHANGES AS A RESULT OF COMPARABLE WORTH GRADE LEVEL RECLASSIFICATIONS:**~~

~~Except as has already been stated with regard to new positions, the following rules will govern salary changes resulting from reclassifications:~~

~~1. As the compensation plan for pay equity has been in place in Aitkin County for a number of years, adjustments now are a result of reclassification. Pay adjustments from this point forward are directed at maintenance of pay equity.~~

~~2. Anniversary dates shall be recognized as the date of hire unless said employee's position has been reclassified during his/her employment with Aitkin County for other than Comparable Worth reasons or the union contract provides for a different date. Any Comparable Worth grade level reclassification of positions would not affect an employee's anniversary date.~~

~~3. If a position's grade level were reclassified downward, the following methods will be used to bring the salary of an incumbent within the new range:~~

~~a. Decrease in the % of the annual increase.~~

~~_____ b. _____ Freeze the incumbent's salary.~~

~~_____ The methods will be used in the order set forth or in a manner that will minimize the effect at any one time on the incumbent's salary.~~

~~_____ If the position is refilled, the grade of the position will be that which was determined by the re-classification and the range will be that set by the salary schedule, not by the salary of the previous incumbent.~~