

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



To: Chairperson, Aitkin County Board of Commissioners

Date: January 8, 2014

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: Jan. 14, 2014 Estimated Presentation Time: 10 minutes

Presenter: Bobbie Danielson, HR Manager

**Type of Action Requested** (check all that apply)

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

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: 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
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

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

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

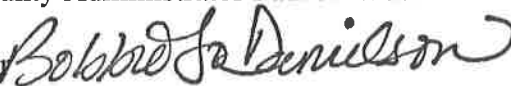
# AITKIN COUNTY HUMAN RESOURCES

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To: County Commissioners and County Administrator Patrick Wussow

From: Bobbie Danielson, HR Manager



Date: January 8, 2014

Subject: Personnel Committee Recommendations  
School Year Instructor/Naturalist at LLCC

## **Background**

The Personnel Committee met on December 17, 2013, and recommended hiring one full-time Instructor/Naturalist position at LLCC, contingent upon a budget review by Land Commissioner Jacobs and County Administrator Wussow.

Tanya Swanson, part-time Instructor/Naturalist resigned effective January 2, 2014. Another part-time Instructor/Naturalist will begin student teaching in March 2014 as part of a Master's Degree in Education program and is expected to be unavailable for the remainder of the school year.

## **Instructor/Naturalist cost estimates/comparisons:**

Part-time (29 hours/week, no insurance): \$28,624.07

Full-time (with insurance): \$48,606.68\*

\*Includes wage, PERA, FICA, Medicare, Health and Life Insurance, and Employer VEBA contribution.

Both estimates assume a starting rate of pay at \$16.16 per hour.

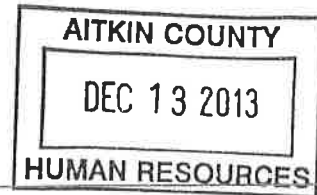
A memo from Scott Rian, LLCC Business and Marketing Manager, pay scale, and job description are attached.

## **Action Requested**

Motion to fill one full-time Instructor/Naturalist position.

If you have any questions or require additional information prior to the meeting, please feel free to contact Scott Rian at 218-768-4653 or the Personnel Committee members.

# Memorandum



December 13, 2013

To: Aitkin County Personnel Committee

From: Scott Rian, LLCC Business and Marketing Manager

RE: changing part time naturalist position to full time naturalist position.

Long Lake Conservation Center has recently had one of its part time naturalists resign their position this memo is to serve as a request to the personnel committee to recommend to the Aitkin County Board of County Commissioners to fill this vacated part time position with a full time position.

This position has been based on a 9 month work period from School year to school year and was considered a permanent position. Filling this position with a full time employee will allow us the flexibility of manpower we have not had with the part time position. We are experiencing more demand for our instructors and it seems no longer cost effective to have this position as part time.

The need to fill this position is important in order for LLCC to continue to carry out its programs and provide the best possible experience for its clientele along with teaching this position also serves to help with program development and care of our live reptiles and amphibians

**APPENDIX A**

**SALARY SCHEDULE**

Employees covered by these compensation guidelines shall receive an annual salary as approved by the Aitkin County Board of Commissioners. This schedule is based on a forty (40) hour workweek. (FLSA non-exempt employees are paid on an hourly equivalent basis and are eligible for overtime compensation.)

Effective 1/1/2014 through 12/31/2014

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>G</b>	\$ 68,931.20	\$ 96,262.40	\$ 123,593.60
<b>H</b>	\$ 64,584.00	\$ 90,168.00	\$ 115,752.00
<b>I</b>	\$ 57,345.60	\$ 80,007.20	\$ 102,668.80
<b>J</b>	\$ 50,190.40	\$ 69,950.40	\$ 89,710.40
<b>K</b>	\$ 44,636.80	\$ 62,171.20	\$ 79,705.60
<b>L</b>	\$ 40,456.00	\$ 56,368.00	\$ 72,280.00
<b>M</b>	\$ 36,691.20	\$ 51,053.60	\$ 65,416.00
<b>N</b>	<b>\$ 33,612.80</b>	<b>\$ 46,716.80</b>	<b>\$ 59,820.80</b>
<b>O</b>	\$ 31,054.40	\$ 43,139.20	\$ 55,224.00
<b>P</b>	\$ 28,683.20	\$ 39,790.40	\$ 50,897.60
<b>Q</b>	\$ 26,956.80	\$ 37,440.00	\$ 47,923.20
<b>R</b>	\$ 25,833.60	\$ 35,807.20	\$ 45,780.80
<b>S</b>	\$ 24,585.60	\$ 34,091.20	\$ 43,596.80
<b>T</b>	\$ 23,504.00	\$ 32,583.20	\$ 41,662.40
<b>U</b>	\$ 22,526.40	\$ 31,220.80	\$ 39,915.20
<b>V</b>	\$ 21,673.60	\$ 29,993.60	\$ 38,313.60
<b>W</b>	\$ 21,132.80	\$ 29,265.60	\$ 37,398.40



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## **INSTRUCTOR NATURALIST (SCHOOL YEAR POSITION, NOT REQUIRED TO LIVE ON-SITE)**

**Department** Land Department, Long Lake Conservation Center  
**DBM/Grade** To be determined  
**Reports to** Instruction Coordinator  
**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 lead students, teachers and parents in conservation education programs and activities, conduct programs for students and adults in environmental education and outdoor recreation, and to oversee and cares for resident live animals.

### **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.

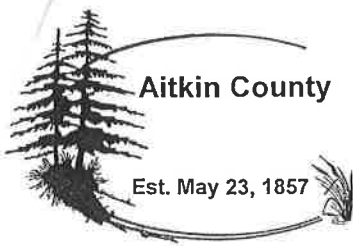
### **Supervision Exercised**

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

### **Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Leads and teaches participants in environmental education activities and outdoor recreation programs.
2. Researches and develops new curriculum.
3. Oversees and cares for resident live animals.
4. Maintains educational equipment and helps maintain facilities.
5. Concludes program activities by cleaning and storing all equipment.
6. Maintains current first aid & CPR knowledge.
7. Assists other departments when needed.
8. Attends environmental education workshops.



- 9. Provides supervision and training of Seasonal Naturalists to maintain efficient operation of the Center and to ensure the goals and objectives of the Center are met.
  - 10. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

**Minimum Qualifications**

Bachelor's degree in Natural Science, Environmental Education, Recreation or a related field.  
First Aid/CPR Certified.

MN Teaching license preferred, but not required.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks, a criminal background check (including FBI fingerprint check), and pre-employment physical will be performed as part of the pre-employment process.

Must be willing to work flexible hours as assigned, including evenings and some weekends for special events.

**Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Curriculum and activities in the above fields, current educational techniques, laws and requirements of student and adult education.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and guests sufficient to exchange or convey information and to receive work direction.
2. Teaching, public speaking, outdoor activities; administration of first aid/CPR (certified); using audio visual equipment; computers and other office equipment; and care/handling of live specimens.
3. Reading, writing, and speaking English proficiently.
4. 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 all county staff and guests with respect, honesty, and consideration.
2. Lead, instruct and evaluate programs and activities to carry out objectives.
3. Deal tactfully but firmly while supervising students.
4. Employ positive public relations both on and off the Conservation Center.
5. Communicate with co-workers, students and the general public.
6. Establish and maintain effective working relationship with co-workers, supervisors, students and the general public.
7. Create, evaluate, and update curriculum.



8. Issue and follow oral and written instructions.
9. Endure adverse weather conditions and hazardous and annoying insects.

**Language Skills**

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**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.

Microsoft Word, Excel, PowerPoint, Outlook, Publisher, Access, Internet, and other job-related software.

**Ability to Travel**

Infrequent travel is required for errands, trainings, meetings, and/or business at the courthouse.

**Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

**Work Environment**

The noise level in the work environment is usually moderate.

This position requires both indoor and outdoor work in all types of weather, including hot summer and cold winter temperatures. Outdoors may be exposed to bees, flies, mosquitoes, ticks, and poison ivy. May occasionally be exposed to blood or other body fluids from guest illness or injury.



## ***Position Description***

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### **Equipment and Tools**

Computer, copier, fax, telephone, printer, calculator, shredder, scanner, canoe and paddle, skis, snowshoes, recreational 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, daily 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

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