

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-13-2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:

Personnel Committee Recommendations: Forestry/Parks Technician and Correctional Officer

Requested Meeting Date: 2/25/2014 Estimated Presentation Time: 5 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: NA
- 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 descriptions and wage scale

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 Interim County Administrator Roxy Traxler
From: Bobbie Danielson, HR Manager 
Date: February 11, 2014
Subject: Personnel Committee Recommendations: Forestry/Parks Technician, Land Department, and Correctional Officer, Sheriff's Office

Background

The Personnel Committee met on February 11, 2014, and unanimously recommends the following:

- 1) Fill one full-time Forestry/Parks Technician position (Grade P). This replaces the Park Foreman position (Grade P) that is currently vacant following Rich Hejny's retirement.
- 2) Fill one full-time Correctional Officer position (Grade O). This position is vacant following an employee's voluntary resignation. If the position is filled by an internal candidate, most likely a part-time CO, the request includes authorization to refill that corresponding vacancy as well.

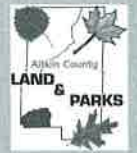
Action Requested

Motion to fill one full-time Forestry/Parks Technician position.

Motion to fill one full-time Correctional Officer position and any corresponding vacancy.

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

Mark Jacobs
Aitkin County
Land Commissioner



To: County Board
CC: County Administrator
Date: 2/14/2014
Re: Forestry/Parks Technician

Richard Hejny - Aitkin County Park Foreman retired on 11/12/2013; and my intent was to use the opportunity to evaluate our needs and fill the position based on the best option prior to spring.

Since that time the Recreation Specialist has been out with an anticipated return prior to spring. Our two Forestry/Parks Technicians were slated to cover workload over the winter, but now one of them is out and will likely not return for an extended period of time. So, we are currently down 3-FT positions out of 12 (our entire parks staff). In light of these issues, I would like to hire another Forestry/Parks Technician so that we are able to address the current workload and train someone as it increases during the busiest recreation seasons (spring-summer-fall).

The Park Foreman position was a job class "P" as is the Forestry/Parks Technician position. Mr. Hejny was at the upper end of the scale (based on 42-years experience) and his position was in my 2014 approved budget; so we will gain some budgetary advantage by hiring lower on the same scale.

I would like to start the process of filling this position so someone is in-place prior to the spring for the upcoming recreation season.

Thank you.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the left.

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
	2014 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	+2 yr Step 7	+2 yr Step 8	+2 yr Step 9	+4 yr Step 10	+4 yr Step 11	+4 yr Step 12	+4 yr 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

FORESTRY / PARKS TECHNICIAN

Department Land Department
DBM/Grade To be determined
Reports to Land Commissioner (for Parks) and Assistant Land Commissioner (for Forestry)
FLSA Status To be determined by Fox Lawson
Union Status AFSCME Courthouse Unit

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To assist land department staff in performing land, forest and recreational management of county tax-forfeited lands and county park facilities. To assist with the management of county tax-forfeited lands and county park facilities to ensure optimum economic benefits to local taxing districts and to benefit wildlife, recreation, water quality and public safety. To assist with reviewing and recording department statistics and collecting payments.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

This position reports to the Land Commissioner for parks activities, but may also receive limited work direction from the Parks Foreman and Recreation Specialist. Likewise, this position reports to the Assistant Land Commissioner for forestry activities, but may also receive limited work direction from the Foresters.

Supervision Exercised

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

Essential Functions

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

1. Assists in the set-up, appraisal, and scaling of timber harvesting on county lands, to ensure optimum yields of forest products on a sustainable basis and provides benefits to non-timber benefits/forest



Position Description

- values (i.e. recreational opportunities, wildlife habitat, etc.) On rare occasions, may also assist in the supervision of contractors harvesting timber on county lands.
2. Assists in performing forest inventory on specific forest stands to update or expand land department data on the attributes of county forest lands.
 3. Assists in boundary determinations related to activities on or affecting county lands, using established surveying techniques.
 4. Assists in the set-up, supervision and maintenance of county forest development projects including, site preparation, reforestation, timber stand improvement, pesticide application, forest roads, gravel pits, beaver control, wildlife habitat or water quality projects to protect or enhance the economic and environmental viability of county lands.
 5. Assists in maintenance and development of county recreation facilities including parks, campgrounds, public accesses or trails to provide a safe and clean environment for users of the facilities.
 6. Serves as a work leader over seasonal, part time, and/or temporary employees to assist in the timely accomplishment of workloads related to department activities.
 7. Reviews and records through accurate data entry department statistics, such as allocation of employee and equipment time, mileage, invoices, project reimbursements, and summaries of project costs.
 8. Collects and issues payment receipts for timber permits, contract for deed payments, overruns, land sales, leases, easements, campground receipts, and aerial photo sales.
 9. Provides public and office assistance by performing receptionist duties, facilitating communication via the radio with foresters, and providing information both in person and over the phone.
 10. Assists in appraisals of timber volume and value, and in determining the location and boundaries of tax-forfeited land.
 11. Attends workshops and seminars, approved by the land commissioner, to keep up-to-date on current practices, procedures, laws, ordinances or issues related to the natural resources field.
 12. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Associate's degree or higher in Forestry, Parks and Recreation, Natural Resources, or a related field, plus two or more years related experience performing land, forestry, or recreational management activities.

Pesticide Applicator license issued by the State of MN Department of Agriculture preferred.

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



Position Description

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Knowledge of the latest silvicultural methods and soil and site productivity and the ability to administer proper silvicultural methods for each timber species, to ensure maximum yield of timber and to benefit wildlife, water quality, and recreation.
3. State and local laws, rules, and regulations relevant to the work performed in this position.
4. Habitat needs of wildlife and plants.
5. Knowledge and understanding of soils, forest pests, and herbicides.
6. Different plant and tree species.
7. General office work such as telephone etiquette, filing, and data entry.
8. Surveying techniques and instruments, topography and forest management, and ability to use proper terminology and technical forms.
9. Knowledge of proper procedures and safety rules when using and applying herbicides, pesticides and assisting with explosives.

Skill in:

1. Written and oral communication skills sufficient to communicate the policies and procedures of the department to, contractors, other agencies, customers and the public.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Operating light equipment (tractors, bobcats, etc.), light machinery, spraying equipment, forestry tools and other small hand and power tools.
4. Proficient GPS and compass orienteering.
5. Strong computer skills.
6. Reading, writing, and speaking English proficiently.
7. Effectively organizing and prioritizing workload.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers and supervisors with respect, honesty, and consideration.
2. Consistently perform accurate data entry.
3. Precisely follow oral and written instructions, develop and follow detailed work plans, maintain a safe work environment, and promote county resources.
4. Read and understand legal descriptions and several different types of maps.
5. Establish and maintain effective working relationships with supervisors, co-workers, other county employees, loggers, contractors, individuals, special interest groups, government agencies and the general public.
6. Work in all types of weather and conditions
7. Physically traverse in treacherous conditions.
8. Demonstrate a high degree of self-motivation and the ability to work independently
9. Endure hazardous insect, animals, and plants.
10. Maintain accurate daily logs.
11. Motivate and direct seasonal staff as they work.
12. Safely operate chainsaws, brush axes, ATVs, snowmobiles and pickup trucks.



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 calculate figures and amounts such as percentages, acres, feet, square feet, area, circumference, diameter, and radius. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply sampling theory.

Reasoning Skills

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

Computer Skills

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

County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Inventory Management Software: TAppr (access integration with GIS), RTVision reservation Program, GIS, Arc Map, Arc View, GPS (Terra Sync) and other job-related software.

Ability to Travel

Daily travel required, approximately 100 miles per day on highways and forest roads.

Competencies

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, 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 some work indoors and outdoor activity for the majority of the day using, operating, and maintaining small tools, heavy equipment, light machinery and other specialized instruments, keeping them in safe working condition. Manual dexterity and motor coordination are required for the majority of the duties.



Position Description

The work may be dirty and hazardous at times; subject to chemicals and pesticides and annoying and hazardous insects and animals.

Equipment and Tools

Personal protective equipment, computer, copier, fax, telephone, printer, power tools, hand tools, surveying equipment, 10-key calculators, measuring and metering devices, laser levels, construction calculators, specific forest related tools such as prisms, clinometer, Biltmore sticks, statistical charts specific to forestry (i.e. stocking tables), handheld GPS units, motor graders, bobcats, and county-owned vehicles.

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. May occasionally perform heavy work, exerting up to 100 pounds of force to move objects.

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. Position requires walking long distances in sometimes difficult terrain.

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

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



CORRECTIONAL OFFICER

Department Sheriff's Office
DBM/Grade To be determined
Reports to Assistant Jail Administrator
FLSA Status To be determined
Union Status Teamsters Non-licensed Essential 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 maintain jail security by supervising inmates in accordance with established policies and procedures.

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. Ensures security of the jail for staff and inmate safety.
2. Implements and coordinates procedures for consistent and efficient operation of the jail and dispatch functions.
3. Maintains safety and security of the jail by enforcing rules and regulations, maintaining order, conducting on-site inspections, disciplining rule violations, intervening in altercations and incidents, and preventing escapes.
4. Performs bookings of prisoners, including fingerprinting, taking photos, booking sheet information, medical information and verification, property inventories, and storing of clothing and valuables.
5. Supervises and documents inmates' daily activities and care for the inmates physical needs.
6. Escorts inmates to and from cells. Prepares and serves breakfast, lunch and supper meals, assures proper clothing and bedding standards, directs cleanliness of the facility.
7. Ensures that inmates' medical needs are met by documenting medical requests and complaints, referring them to the proper medical facility and dispensing medications.



Position Description

8. Maintains ledgers for inmates' accounts, fees, fines, bail and insurance monies and issue receipts.
 9. Operates jail control center telephones, intercoms, two-way radios, doors and security elevators. Receives and documents all calls for public services or information.
 10. Maintains proper documentation and communication of all inmates and the jail.
 11. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Jailer(s) assigned to perform Transports

Jailers assigned to perform Transport Officer duties will transport prisoners of all security classifications to various locations within, and outside, of the county, including to courts, jails, medical centers, and other specified locations. Examples of transport officer duties include:

1. Escorts prisoners into surroundings requiring contact with judges, prosecuting attorneys, and other court personnel; hospital personnel such as physicians, nurses, and other medical staff; and the public.
2. Plans and executes all aspects of the trip/run including: inspection/exchanging information, search of the vehicle and security items, determination of amount and types of restraints, planning special security precautions, emergency and escape procedures, timing and routing of the trip, accommodation of needs of prisoners, inspection and storage of prisoner's personal property, and the assurance of a safe and controlled travel environment.
3. Observes prisoners' activities to detect unusual or prohibited behavior that might be a threat to the security and safety of fellow employees, other prisoners and the public.
4. Observes and immediately responds to all incidents such as assaults on employees or prisoners, prisoner disturbances, or other situations threatening the security of the transport. Controls and restrains disruptive prisoner(s) to prevent possible escapes. Protects the public from harm or danger. Minimizes contact between the public and prisoner to lessen the danger.
5. Performs counts of prisoners and conducts thorough searches of prisoners and their property for prohibited contraband items.
6. Follows departmental security policies and procedures. Maintains vigilant adherence to all departmental procedures.
7. Communicates with correctional facilities and other law enforcement agencies where prisoners are being housed, giving instructions for their departure and approximate time of arrival.
8. During necessary stops, inspects restrooms or other areas where a prisoner may be waiting or housed, for possible escape routes.
9. Maintains proper court security coverage and prevents escapes.
10. Shakes down courtroom and lock-up areas.
11. Places restraining devices on the prisoner(s) for security purposes while transporting and assures secure environment when devices are removed.
12. Verifies prisoners' identification with picture ID cards and other methods to be certain a prisoner is assigned the proper detail.
13. Reviews, handles, and distributes all related travel and court documents.



Position Description

14. Assists the prisoner in filling out any necessary forms, such as medical forms required for treatment.
15. Determines proper, shortest, and safest, travel route.
16. Trains and instructs new Jailers assigned to transport officer duties.
17. Prepares written records and reports related to the work.
18. May take part in searches for escaped prisoners.
19. May dispense prescribed medication to prisoners as directed.
20. May administer first aid.

Jailer(s) assigned to lead the STS Crew

Jailers assigned to perform STS Crew Leader duties will coordinate the Sentencing to Service (STS) Program to meet the service obligations ordered by the court in a safe, secure, and orderly manner. Jailers assigned to this responsibility must be able to perform all tasks expected of the crew. Work sites include the jail facility and other extension sites throughout Aitkin County. Examples of STS Crew Leader responsibilities include:

1. Trains and supervises adult/juvenile STS crews at assigned work sites so that projects are completed safely:
 - a. Becomes informed on backgrounds of crew members and learns their individual supervision needs;
 - b. Provides crew members with needed information concerning report times, nature of assignment, apparel and equipment needs, performance levels expected, and rules of the program. Ensures that inmates obey rules and regulations of the facility;
 - c. Trains crew members in the safe use of hand tools, power equipment, and cleaning agents;
 - d. Instructs crew members in how to perform tasks, demonstrating and leading by example;
 - e. Assigns tasks to individual crew members;
 - f. Resolves interpersonal conflicts between crew members; removes uncooperative members from a project and returns them to their appropriate location for disciplinary action;
 - g. Evaluates crew members' performances, and recommends credit for work hours performed;
 - h. Observes and reports crew members' behavior patterns to correctional and probation staff, as appropriate;
 - i. Responds to emergency situations and provides emergency first aid, if needed; completes necessary paperwork when crew members are injured, and follows up as necessary;
 - j. Works with crew members, performing skilled and non-skilled labor tasks essential to the completion of any given project. Cutting firewood at LLCC is a typical responsibility.
2. Completes mandatory training along with other Jailers in the facility and performs transports, jailer duties, and other duties and responsibilities as assigned or apparent, including maintaining secure facility and maintaining the security, safety, health, treatment, discipline and recreation for persons detained or confined.



Position Description

3. Performs custodial duties in areas of the jail where inmates are not allowed; supervises crew in performance of custodial services in all areas of the Sheriff's Office, including the basement and top floor.
4. May perform lawn care and grounds maintenance, including snow removal from sidewalks, for main County campus and other areas as assigned. Coordinates and oversees STS crews in completion of work.
5. Determines eligibility of submitted project and agency requests to meet STS guidelines. Coordinates projects with internal County departments, and external agencies within the County; develops and organizes additional projects as needed.
6. Performs work projects so that the benefits are distributed equitably among eligible entities;
 - a. Schedules and executes project work plans;
 - b. Provides transportation for inmates from pick-up points to work sites and back;
 - c. Elicits project evaluations from recipient work sites.
7. Maintains, repairs, and accounts for equipment so that equipment life is maximized;
 - a. Performs or ensures preventative maintenance on equipment is completed;
 - b. Repairs broken tools, or assures equipment is sent away for repair;
 - c. Inventories and secures all equipment;
 - d. Transports equipment according to OSHA safety regulations.
8. Performs recordkeeping duties.
9. Coordinates and communicates with Sheriff's Office, Courts, Probation, and community entities so that available STS workers are efficiently utilized and inmates complete their assigned work hours in a timely manner.

Additional Jailer Responsibilities

1. Use physical restraints, mace and other measures as needed for inmate control.
 2. Participate in on-going training and meetings.
 3. Act in a professional manner at all times, including maintaining a neat appearance and communicating effectively, both orally and in writing, with inmates, coworkers, administration, and the public.
 4. Provide back-up assistance for dispatchers as needed.
 5. Maintain information in accordance with MN Data Practices.
 6. Maintain a high level retention of policies and procedures.
 7. Assist in new employee training as directed.
- Perform other duties as assigned/required.

Minimum Qualifications

High school diploma or general education degree (GED) required. Prior training or experience in corrections is desirable, but not required. Must have excellent verbal communication skills, ability to hear normal range of radio and speech, and ability to visually observe persons and conditions. Must have ability to work independently, maintain a calm and professional manner at all times, and have the ability to physically restrain inmates if necessary. Must be able to work rotating shifts, including days, nights, weekends, and holidays as assigned.

Must pass a tuberculosis screening and receive a certificate in medication passing and Certificates of Training in CPR, First Aid, and AED within 6 months of hire.



Position Description

When advertising for vacancies, Aitkin County will state whether a bona fide occupational qualification (BFOQ) exists. For example, a BFOQ may exist related to gender for Correctional Officers to comply with DOC staffing regulations.

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

Additional requirements for Transport Officer assignment: Must have a minimum of 6 months work experience in the corrections field. Must have considerable knowledge of security procedures and techniques, departmental rules, regulations, policies and procedures. Must have knowledge of self-defense techniques, restraint application, escape, radio communication and emergency procedures.

Additional requirements for STS Crew Leader assignment: Must have a minimum of 3 years work experience in the corrections field. Prior experience coordinating STS crews is highly preferred including some knowledge and understanding of the criminal justice system, and prior experience using a variety of hand and power tools, supplies, and equipment, and considerable technical knowledge of construction, forestry, maintenance, grounds keeping, environmental cleanup and wildlife preservation. Must have knowledge of chainsaw safety and considerable experience in cutting firewood with a chainsaw. (The STS Crew cuts numerous cords of firewood per year for Long Lake Conservation Center, a county-owned conservation and environmental education center.)

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.

Skill in:

1. Computer and typing skills sufficient to complete 30 net words per minute without errors.
2. Reading, writing, and speaking English proficiently.
3. Accurate record keeping and attention to detail; operations of complex communications equipment; computer operations; operation of intercom and security lock systems; operation of various office equipment.

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. Manage time and workload effectively.
3. Maintain confidentiality.



Position Description

4. Supervise the activities of inmates, analyze and react calmly and quickly in emergency situations; remain alert to security needs in the jail by performing pat searches, contraband inspections, and handcuffing of inmates for court appearances; follow orders as directed.

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

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

Reasoning Skills

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

Computer Skills

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

County Payroll Software/E-time, Microsoft Word, Microsoft Excel, Microsoft Outlook, Jail or Dispatch Software, 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, problem solving, 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, and initiative.

Work Environment

The noise level in the work environment is usually moderate.



Position Description

Equipment and Tools

Computer, telephone, radios, fax, copier, printer, calculator, shredder and other job-related tools and 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.

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

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