

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5/7/2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:  
Adopt Updated Job Descriptions and Classification List

Requested Meeting Date: 5/13/2014 Estimated Presentation Time: 5-10 Minutes

Presenter: Roxy Traxler, Interim County Administrator or Bobbie Danielson, HR Manager

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

- For info only, no action requested
- For discussion with possible 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) n/a
- What type of expenditure is this?  Operating  Capital  Other (attach explanation) n/a
- 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 (negotiate impact)
- 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) classification 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  
Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager 

Date: May 7, 2014

Subject: Adopt Updated Job Descriptions and Classification List

## **Background Information**

MN Statute 471.994 requires that every political subdivision use a job evaluation system in order to determine the comparable work value of the work performed by each job class of its employees. It requires the system be “maintained and updated” to account for new job classes and changes in factors affecting job class values.

Job descriptions have been updated countywide, with input from select employees in each job classification and/or department heads. 117 descriptions were written and sent to Fox Lawson and Associates for evaluation. A sample of a completed job description in the new format/template is attached. All other job descriptions are available upon request.

The last countywide job description update was completed in approximately 1998, about 16 years ago. It is important to have accurate and up-to-date job descriptions because so many things lead directly back to the job description itself, including arbitrations, EEOC charges, litigation, etc. Job descriptions are also relied upon for recruiting, conducting staff performance evaluations, and for determining return-to-work reasonable accommodations.

Results are attached for the Board’s review and approval.

## **Action Requested**

Motion to adopt the updated job descriptions and classification list.

**CLASSIFICATION TO COUNTY BOARD 5-13-2014****GRADE**

COUNTY ADMINISTRATOR	20
COUNTY ENGINEER	17
HEALTH AND HUMAN SERVICES DIRECTOR	17
SR. ASST. COUNTY ATTORNEY	17
UNDERSHERIFF	15
IT DIRECTOR	14
ENVIRONMENTAL SERVICE DIR	14
COUNTY ASSESSOR	14
LAND COMMISSIONER	14
HUMAN RESOURCES DIRECTOR	14
JAIL ADMINISTRATOR	14
ASST. COUNTY ATTORNEY II	13
PUBLIC HEALTH NURSE SUPERVISOR	13
SOCIAL SERVICES SUPERVISOR	13
ASST. COUNTY ENGINEER	13
LLCC BUSINESS AND MARKETING MANAGER	12
ASST. COUNTY ATTORNEY I	11
ECONOMIC DEV/FOREST IND. COORD	10
FISCAL SUPERVISOR (COLLECTIONS OFFICER) HHS	10
FINANCIAL ASSISTANT SUPERVISOR (Auditor)	10
ACCOUNTANT-RD & BR	10
FINANCIAL ASSISTANCE SUPERVISOR (HHS, foss)	10
ASST. JAIL ADMINISTRATOR	10
ASST. LAND COMMISSIONER	10
ASST. ZONING ADMINISTRATOR	10
HWY. MAINT. FOREMAN	10
INSTRUCTION COORD.-LLCC	10
PUBLIC HEALTH NURSE	10
CHILD SUPPORT SUPERVISOR	9
SOCIAL WORKER	9
PATROL (ROAD) SERGEANT	9
INVESTIGATOR	9
VETERAN SERVICE OFFICER	9
NETWORK ADMINISTRATOR	9
ASST. COUNTY ASSESSOR	9
COMPLIANCE OFFICER/WETLAND SPE	9
ENVIRONMENTAL HEALTH SPEC.	9
HEALTH EDUCATOR	9
REGISTERED NURSE	9
PROGRAM COORDINATOR/DISPATCH SUPERVISOR	9
GIS COORDINATOR	9
LAND SURVEY COORDINATOR	9
RIGHT OF WAY PERMITTING AGENT	9

DEPUTY SHERIFF	8
OFFICE MANAGER/PARALEGAL	8
BUILDING & GROUNDS SUPERVISOR	7
NETWORK APPLICATION SUPPORT SPECIALIST	7
STS COORDINATOR/CO JAIL PROGRAM COORD	7
ASST. HWY. MAINT. FOREMAN	6
SR. ENGINEERING TECHICIAN	6
COMMERICAL APPRAISER	6
PARALEGAL	6
CRIME VICTIM COORDINATOR	6
CHIEF DEPUTY-RECORDER	6
DEPUTY AUDITOR/PAYROLL TECHNICIAN	6
RECREATION SPECIALIST	6
FORESTER	6
ZONING OFFICER	6
SECRETARY/CLERK	5
FINANCIAL WORKER (ELIGIBILITY WORKER)	5
CHILD SUPPORT OFFICER 1	5
SENIOR APPRAISER-ASSESSOR	5
ENGINEERING TECH	5
ACCOUNT TECHNICIAN	5
SENIOR JAILER/DISPATCHER	5
HUMAN RESOURCES SPECIALIST	5
ADMINISTRATIVE ASSISTANT	5
CHIEF DEPUTY-TREASURER	5
CONFIDENTIAL ADM. ASST. R&B	5
FOREST INVENTORY SPEC.	5
ADMINISTRATIVE COORD.-LLCC	5
LAND RECORDS TECHNICIAN (LH, AUD)	5
LAND SURVEY TECHNICIAN	5
LEGAL SECRETARY	5
SCHOOL YEAR INSTRUCTOR NATURALIST-LLCC	5
CHIEF MECHANIC	5
CONFIDENTIAL SECRETARY (HR)	5
CASE AIDE	4
CHILD SUPPORT ENFORCEMENT AIDE	4
ACCOUNT TECHNICIAN-FAMILY SER.	4
FAMILY BASE SERVICE PROVIDER	4
OFFICE SUPPORT SPECIALIST, SR.	4
APPRAISER-ASSESSOR	4
CONFIDENTIAL SECRETARY (Sheriff)	4
COMPUTER SPECIALIST/ WEB	4
DEPUTY LAND COMMISSIONER	4
DEPUTY TREASURER	4

DISPATCHER	4
JAILER	4
FORESTRY/PARKS TECHNICIAN	4
MECHANIC	4
SR. LICENSE TECHNICIAN	4
HEAVY EQUIPMENT OPERATOR	4
UTILITY MAINTENANCE CUSTODIAN	3
ASSISTANT LAND SURVEY TECHNICIAN	3
BOAT & SAFETY OFFICER	3
COMMUNITY SUPPORT TECHNICIAN	3
COMPUTER SPECIALIST/ Iseries	3
DEPUTY RECORDER	3
LICENSE TECHNICIAN	3
NATURALIST-SEASONAL LLCC	3
RECORD TECHICIAN-SHERIFF	3
SEASONAL EQUIPMENT OPERATOR	3
CLERICAL-ASSESSOR	2
OFFICE ASSISTANT (CLERK)-ASSESSOR	2
OFFICE SUPPORT SPECIALIST	2
FOOD SERVICE COORD.-LLCC	2
MAINTENANCE COORD.-LLCC	2
CUSTODIAN	2
MAINTENANCE CUSTODIAN, PART TIME	2
PARKS CUSTODIAN -PARKS DEPT.	2
COOK-HOUSEKEEPER	1
COOK-LLCC	1
COOK-SHERIFF	1
SEASONAL PARK LABORER	1



## **COUNTY ASSESSOR**

**Department** Assessor's Office  
**DBM/Grade** To be determined  
**Reports to** County Administrator  
**FLSA Status** Exempt  
**Union Status** Non-union Position

### **Final Appointing Authority**

All offers of employment are made in writing. Each county in the state is required to have a county assessor. The county assessor is appointed by the county board of commissioners based on his or her knowledge and training in the field of property assessment and taxation. The MN Commissioner of Revenue must approve the appointment before it becomes effective. The term of office of the county assessor is four years. A new term begins on January 1 of every fourth year after 1973 (2005, 2009, 2013, 2017, 2021, 2025...).

When a vacancy occurs, the county board of commissioners shall fill the office for the remainder of the term, by appointment, within 90 days. During that time, the deputy assessor, will perform the functions of the assessor.

### **Job Summary**

To fairly and uniformly appraise and classify all property in Aitkin County in accordance with State Law, Department of Revenue oversight, and County Board direction.

### **Supervision Received**

Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

### **Supervision Exercised**

Employees working in this job class have structural authority, the right to command or order an objective, and to enforce or expect compliance.

Manages one subordinate supervisor who oversees a total of two clerical employees in the department. Also directly supervises 6 non-supervisory appraisers. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.



## *Position Description*

### **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 is an essential requirement of this position.

Minnesota Statute 273.08 states that “the assessor shall actually view, and determine the market value of each tract or lot of real property listed for taxation, including the value of all improvements and structures thereon, at maximum intervals of five years and shall enter the value opposite each description.”

1. Supervises staff and all functions of the County Assessor's Office. Instructs and directs staff appraisers to perform their duties under the laws of the state to ensure that a uniform assessment of all real property in the county is attained. Keep the staff appraisers advised of all changes in assessment laws.
2. Ensures that all properties are appraised as close to true market value as possible by ensuring at least 20% of all taxable property in the County is appraised every year.
3. Ensures proper classification of all taxable property in the County, including the homestead class.
4. Properly administers property tax exemptions and decides which properties pay property tax.
5. Represents the Department and the County at meetings with taxpayers, local associations, professional associations, appeal meetings, Department of Revenue meetings, and Minnesota Tax Court.
6. Ensures proper administration of the various property tax programs, including the Green Acres, Rural Preserves, Disabled Veterans Market Value Exclusion, and This Old House program.
7. Prepares the annual departmental budget and capital equipment plan and monitors revenue and expenditures.
8. Provides information to local and county boards of appeal and equalization and ensures the proper scheduling of said meetings.
9. Ensures geographic information systems are suitable for proper valuation and classification of property.
10. Prepares a land valuation map of the county that includes the bordering tier of townships of each bordering county and shows the average market value per acre both with and without improvements, as equalized in the last assessment, or all land in each town or unorganized township which lies outside the corporate limits of cities.
11. Regularly examines all conveyances of land outside the corporate limits of cities of the first and second class and keeps a file, by description, of the considerations shown thereon. From the information obtained by the considerations shown and the assessed market values, makes recommendations to the county board of appeal and equalization of necessary changes in individual assessments or aggregate valuations.
12. Remains familiar with the values of the different items of personal property to be in a position to advise the local and county boards of appeal and equalization concerning the market values of the property.
13. Provides every possible assistance to the county board of appeal and equalization while it is in session.



## ***Position Description***

14. At the request of either the county board of commissioners or the Commissioner of Revenue, the county assessor investigates applications for reductions of valuation and abatements and settlements of taxes.
15. Makes a diligent search each year for real and personal property that has been omitted from the assessment, and reports all such omissions to the county auditor.
16. Confers with assessors in neighboring counties in order to attain a uniform and equalized assessment.
17. Remains ultimately responsible for final assessments and classifications based on the values reported by staff appraisers.
18. Maintain a record, in conjunction with other county offices, of all transfers of property to assist in determining the proper classification of property, including but not limited to, transferring homestead property and name changes on the homestead property.
19. Determines if a homestead application is necessary due to a transfer of homestead property or an owner's name change on homestead property.
20. Personally views and values any property, which may be difficult for the staff appraisers to appraise.
21. Makes all value changes ordered by the local or county board of appeal and equalization.
22. Notwithstanding any provision of the law to the contrary, in order to promote a uniform assessment and review of assessments, the Commissioner of Revenue, county assessors exchange data on property which are classified under Chapter 13 as public, nonpublic or private. The data for any property may include but is not limited to sales, income, expenses, vacancies, rentable or usable areas, anticipated income and expenses, projected vacancies, lease information, and private multiple listing service data. Data exchanged under this provision that is classified as nonpublic or private data shall retain its classification.
23. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
24. Conducts business in accordance with the Open Meeting law.
25. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
26. Coordinates annual emergency practice drills in department.
27. Attends training as needed.
28. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Bachelor's degree in Real Estate or a related field, Accredited Minnesota Assessor (AMA) license issued by the Minnesota State Board of Assessors, and five or more years of assessment experience.

Senior Accredited Minnesota Assessor (SAMA) license preferred, but not required, at time of application. Must have the ability to obtain a SAMA license within one year, following county board appointment.





## ***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.

Must continue to meet all qualifications set forth by the Minnesota State Board of Assessors.

AMA and SAMA licensing requirements check-off lists can be viewed on the Minnesota Department of Revenue website. [www.revenue.state.mn.us](http://www.revenue.state.mn.us) An assessor's license indicates one of four levels of licensure as approved by the Board of Assessors for an individual that has met certain requirements regarding assessment education and experience. The four levels of licensure are: 1. Certified Minnesota Assessor (CMA); 2. Certified Minnesota Assessor Specialist (CMAS); 3. Accredited Minnesota Assessor (AMA); 4. Senior Accredited Minnesota Assessor (SAMA).

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Knowledge of Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including data practices, the open meeting law, and basic financial and personnel management concepts.
3. Minnesota property tax laws, procedures of property appraisal for individual properties, procedures of mass property appraisal and appraisal modeling techniques.
4. Statistics sufficient to evaluate assessments including the measures of central tendency.

Skill in:

1. Determining departmental policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
2. Communicating with and relating calmly, logically and tactfully to employees, county offices/departments, and the public.
3. Performing research and analyzing and applying the research findings.
4. Typing skill sufficient to complete 30 net words per minute without errors.
5. Preparing and making presentations to groups. Includes giving presentations to a variety of groups on contentious topics.
6. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and Councils.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Multi-task and work under pressure in a sometimes demanding environment.
4. Travel and work in excess of standard hours when necessary.
5. Effectively handle conflict with members of the public and show good customer service skills at all times.
6. Exercise good judgment on appraisal problems.



## ***Position Description***

7. Read a variety of legal documents such as trust agreements, affidavits, deeds, and easements.
8. Interpret soil surveys, read aerial photos, and read and draw legal descriptions of property.
9. Assist attorney in preparing for court matters.
10. Conduct and advise Boards of Appeal in proper procedures.
11. Carry equipment, field books, and files.

### **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**

High Skills – Ability to work with mathematical concepts such as mean, median, coefficient of dispersion, price related differential, and calculation of area and volume of a variety of shapes. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **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.

Apple iOS for iPad or similar, County Payroll Software/E-time, geographic information system, Microsoft Word, Excel, Outlook, Minnesota Counties Information Systems (MCIS) property tax and Computer Aided Mass Appraisal (CAMA) systems, and Apex digital sketching software.

### **Ability to Travel**

Travel is required for trainings and meetings in and out of Aitkin County and for occasional property inspections.

### **Code of Conduct and Ethics**

Licensed Minnesota assessors are required to abide by the ethical and professional guidelines established in the Code of Conduct and Ethics developed by the Commissioner of Revenue. The purpose of this code of conduct and ethics is to instill public confidence in property assessment and promote fairness and uniformity of assessment practices. As a counterpart to this code of conduct and ethics, there is also an ethics seminar required for all licensed assessors to be completed once in every four year period starting July 1, 2004.



## ***Position Description***

### **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, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, and innovation.

### **Work Environment**

The noise level in the work environment is usually quiet to moderate and can on occasion be loud, such as during appeal meetings with several people talking in a room with poor acoustics.

A wide variety of conditions are possible when doing periodic physical property inspections. This includes the potential of encountering dangerous dogs and possible meth lab locations.

### **Equipment and Tools**

Computer, copier, fax, telephone, cell phone, handheld computer and remote access equipment, printer, 10-key calculator, measuring tape, financial calculator, shredder, emergency weather-alert 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 25 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 25 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.



## ***Position Description***

### **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.”*