

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-3-2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, Human Resources Director *Bobbie Danielson*

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 6-10-2014 Estimated Presentation Time: _____

Presenter: Bobbie Danielson, Human Resources Director

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: _____

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) various handouts, please see attached

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 ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners
FROM: Roxy Traxler, Interim County Administrator
RE: County Administrator Recommendation
DATE: June 4, 2014

The interview committee met with Mr. Nathan Burkett on June 4, 2014 as directed by the County Board. After this meeting, the full Personnel Committee met with him to negotiate terms:

- Starting Date June 30, 2014
- Starting Salary \$94,300 starting
6-month probation period, if satisfactory salary may go up to \$98,000; then to follow non-union compensation guidelines going forward
- PTO Bank Starting with 80 hours of PTO banked
- PTO Accrual Start at 3-year accrual level for PTO, then follow non-union compensation guideline going forward
- Severance & Notice 30 severance pay, for anything other than illegal act, in the event of termination

Interim Administrator Traxler received the background check on 6/4/14, and it was clear of any criminal history and all employment and education data was verified and correct, and reference checks have been completed.

The Personnel Committee recommends hiring Nathan Burkett as County Administrator, with the terms as above, with a start date of June 30, 2014.

AITKIN COUNTY ADMINISTRATION

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TO: Aitkin County Board of Commissioners

FROM: Roxy Traxler, Interim County Administrator

RE: Shared Assessor

DATE: June 4, 2014

Please see the draft contract as attached. Changes will be presented at the meeting as will additional information on compensation for the Aitkin County Assessor.

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Contract for Shared County Assessor Services

THIS AGREEMENT is made and entered into between Mille Lacs County, a body corporate and politic existing under the laws of the State of Minnesota, and Aitkin County, a body corporate and politic existing under the laws of the State of Minnesota, for a shared County Assessor.

WHEREAS, Mille Lacs County is in need of a County Assessor who is licensed and qualified to provide county assessor services to Mille Lacs County, and Mille Lacs County desires to enter into an agreement with Aitkin County to provide assessor services identified herein; and

WHEREAS, Aitkin County warrants that its County Assessor is licensed and qualified to perform the duties of County Assessor.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the parties agree as follows:

- I. Scope of Services. The County Assessor of Aitkin County will provide the following services:
The Aitkin County Assessor shall retain all authorities and responsibilities as provided by statute and common practice for the purposes of serving as the Aitkin County Assessor. The Aitkin County Assessor, during the term in which this Agreement is in force, shall have all the authorities and responsibilities as provided by statute and common practice for the purposes of serving as Mille Lacs County Assessor.
- II. Fees for Service. Mille Lacs County shall pay Aitkin County for Assessor services provided under this agreement using the following formula: \$2,395.20 per month (\$34.217 per hour multiplied by 70 hours per month) for 16 hours of service per week, of which 16 hours shall be on-site in Mille Lacs County.
- III. Expense Reimbursement. The Assessor shall use his own vehicle when administering services in Mille Lacs County. Mileage shall be paid by Mille Lacs County when the Assessor uses his own vehicle for County business. The rate of reimbursement for mileage shall be 10 cents less than the 2014 federal mileage rate of 56 cents per mile.
- IV. Professional Services. The Assessor shall provide on-site time of ²⁴~~30~~ hours per week in Aitkin County and 16 hours per week in Mille Lacs County. Off-site time of ~~10~~ ^{TBD} hours per week shall be provided to Aitkin County. Continuing education, shall be scheduled on days that are not on-site time for Mille Lacs County whenever possible. Time off, such as paid time off as described in the Aitkin County Non-Union Compensation Guidelines, shall be taken on days that are not on-site time for Mille Lacs County whenever possible. Mille Lacs County shall provide a suitable work site location, equipment, and staff for the Assessor.
- V. Contract Term. Term shall be 6 months from the date of the last signatures on this contract. If either party wishes to terminate this contract prior to the end of the 6 month period, the party wishing to terminate the contract shall give a minimum 2 month notice in writing to the other party. If parties wish to continue this contract beyond the 6 month period, a new contract shall be approved by both parties at least 2 months prior to the end of the 6 month period.
- VI. Termination of Contract. The parties agree that this contract will not be terminated until the services

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are provided herein, unless there is a complete failure to perform the duties herein. Mille Lacs County will notify Aitkin County if it is unsatisfied with the services being performed and allow for correction. If Mille Lacs County is still dissatisfied with the services after giving notice and time to correct performance, it may terminate the contract. In the event either party desires to terminate this agreement for any reason, the party desiring to terminate shall notify the County Administrator of the other county in writing. The written notice of intent to terminate shall be delivered to the receiving County Administrator at least 2 (two) months prior to the actual date of termination.

- VII. Aitkin County Assessor Not Considered Employee of Mille Lacs County. The Aitkin County Assessor is an Aitkin County employee and shall at all times herein be considered an Aitkin County employee. The Aitkin County Assessor will not be considered a Mille Lacs County employee. The Aitkin County Assessor shall be subject to the personnel and other policies of Aitkin County, except for any policy in conflict with this agreement. In the event any Aitkin County policy is in conflict with this agreement, this Agreement shall take precedence.
- VIII. Indemnification. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or action, including attorney's fees, which the other, its officers and employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants, or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement.
- IX. Insurance. In order to ensure that each party will be able to provide indemnification as required by the above provision, each party will maintain general liability and automobile liability with coverage limits not less than those prescribed under Minn. Stat. § 466.04; and Worker's Compensation insurance coverage or self-insurance in accordance with the Minnesota statutory requirements. Said policies shall be kept in effect during the entire term of this Agreement.
- X. Assignment. Neither Mille Lacs County nor Aitkin County may assign, delegate, or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other, which consent shall not be unreasonably withheld.
- XI. Non-Waiver and Cumulation of Remedies. The failure by either party at any time to enforce any of the provisions of this Agreement or any right or remedy available hereunder or at law or in equity, or to exercise an option herein provided, shall not constitute a waiver of such provision, right, remedy, or option or in any way affect the validity of this Agreement. The waiver of any default by either party shall not be deemed a continuing waiver, but shall apply solely to the instances to which such waiver is directed. The remedies provided under this Agreement shall be cumulative and not alternative, and the election of any one remedy for breach shall not preclude the pursuit of other remedies.
- XII. Data Privacy. Mille Lacs County and Aitkin County agree to abide by the applicable provisions of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, HIPAA requirements and all other applicable state or federal rules, regulations, or orders pertaining to privacy or confidentiality.
- XIII. Records Retention and Availability/Audit. Mille Lacs County and Aitkin County shall keep pertinent business records pursuant to this Agreement. Such records shall be maintained for at least 6 years from the date services or payment were last provided or made, or longer if any audit in

Draft

progress requires a longer retention period. All accounting records shall be kept in accordance with generally accepted accounting practices. Both parties shall have the right to audit and review all such documents and records at any time during regular business hours or upon reasonable notice. These records are subject to examination, duplication, transcription, and audit by both counties and either the Legislative or State Auditor of the State of Minnesota pursuant to Minnesota Statute § 16C.05, Subd. 5. The records may also be subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract.

XIV. Entire Agreement. This Agreement embraces the entire agreement between the parties. No oral agreement or representation concerning the Agreement shall be binding.

XV. Severability. Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so constructed is held by a court of competent jurisdiction to be invalid, illegal, or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.

XVI. Amendments. This Agreement may be altered, extended, changed, or amended in writing by mutual agreement of the parties when dated and attached hereto without altering the other terms of this Agreement.

XVII. Notice. Notice shall be given to the other party in writing and may be effectuated by delivery by U.S. Mail to the following addresses: Notice shall be made to Mille Lacs County by mailing it to Mille Lacs County Administrator, 635 2nd Street SE, Milaca, MN 56353. Notice shall be made to Aitkin County by mailing it to Aitkin County Administrator, 209 2nd Street NW, Aitkin, MN 56431.

IN WITNESS WHEREOF, Mille Lacs County and Aitkin County have caused this Agreement to be executed by the person authorized to act in their respective names on the date shown below.

Approved by the Mille Lacs County Board of Commissioners:



County Board Chair

Approved by the Aitkin County Board of Commissioners:

County Board Chair

Attest By:



Mille Lacs County Administrator

Aitkin County Auditor

Approved as to form and execution:

Mille Lacs County Attorney

Aitkin County Attorney

Dated: _____

Dated: _____

AITKIN COUNTY HUMAN RESOURCES

Bobbie Danielson, HR Director
bobbie.danielson@co.aitkin.mn.us
Nicole Visnovec, HR Specialist
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306
Job Hotline 218-927-7393
Fax 218-927-7374
www.co.aitkin.mn.us

To: Aitkin County Commissioners
Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Director



Date: June 4, 2014

Subject: Personnel Committee Recommendations

Recommendations

The Personnel Committee met on May 27, 2014, and unanimously recommends the following:

1. Fill one full-time Maintenance Coordinator position at LLCC. The position is vacant due to a retirement. Non-union, current wage range (Grade Q) \$12.96-\$23.04/hour after 28 years. The last incumbent was at \$17.92/hour, plus benefits. The 2015 wage range for this position is anticipated to be \$13.30-\$19.80/hour, steps A-O.

The Personnel Committee met on June 4, 2014, and unanimously recommends the following:

2. Fill one full-time Child Support Officer position in the HHS Department. The position will be vacant in June due to a voluntary resignation. AFSCME HHS union, 2014 wage range (Grade O) \$14.93-\$26.55/hour after 28 years. The current incumbent is at \$20.32/hour, plus benefits. The 2015 AFSCME HHS contract is not yet settled.

Action Requested

Motion to accept the Personnel Committee's recommendations as presented.

Memorandum

April 17, 2014

To: Aitkin County Personnel Committee

From: Scott Rian, LLCC Business and Marketing Manager

RE: Retirement of LLCC Maintenance Supervisory and hiring to fill full time position.

Dave Conway has decided to retire as of June 2, 2014. His primary duties are the maintenance and cleaning of all buildings and grounds on the LLCC campus he is also responsible to maintain the Garn hot water heating systems.

The maintenance supervisor has supervisory responsibilities including the oversight of the maintenance custodian that works opposite shift and volunteer crews that occasionally perform work on the campus.

This job is considered essential due to the fact that this person is responsible for the upkeep of 48,000 Square feet (7 buildings) and approximately 10 acres of campus. Having clean well maintained facilities reflects directly on the public's perception of Aitkin County.

The position is currently a Grade Q position (Budgeted) with a 2014 wage range of \$12.96/hour to \$23.04/hour after 28 years.

In the new pay system, this will be a Grade 2 position with a wage range of \$13.00 to \$19.50 per hour,

Maintenance Supervisor salary	Rate	Hourly	Pera	Social Sec	Medicare	total benefit
Salary Rate(2014)	17.92					



MAINTENANCE COORDINATOR

Department Land Department, Long Lake Conservation Center
Grade Grade 2
Reports to Business and Marketing Manager
FLSA Status Non-exempt
Union Status Non-union Position

Final Appointing Authority

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

Job Summary

To provide building maintenance, custodial, and groundskeeping services so that public buildings and grounds are clean and in efficient working condition; performs related work as required.

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 the Maintenance Custodian and other staff or volunteers who are periodically assigned to perform maintenance tasks. 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. Plans, organizes, and assigns and performs maintenance activities.
2. Cleans and maintains buildings so they are safe, sanitary, and attractive. Duties may include but not be limited to: Empty wastebaskets, mop and disinfect floors, clean and disinfect sinks, mirrors, toilet bowl-seats, urinals, and pipes, fill hand soap, paper towel, and tissue supplies, check that restroom faucets and drains are working properly, clean doors and partitions, spot clean walls and ceiling, replace lights, clean baseboards and light fixtures, clean exterior of all dispensers, vacuum carpeted areas, sweep tiled floors with dust mop, empty pencil sharpeners, clean window glass on doors, clean chalkboards, dust ledges and other surfaces, clean shades or blinds, clean and disinfect drinking fountains, clean stairs, set-up tables and chairs before meals or events, clean and put away



Position Description

- tables after meals or events, clean ceiling vents, strip/seal/wax tiled floors, shampoo carpets, sand and seal window ledges, clean furniture, desks, tables and chairs, and other related duties.
3. Performs groundskeeping activities, including mow grass, trim, rake, pull weeds, plant flowers, pick up trash, and snow and ice removal from entryways, walkways and parking lots.
 4. Cuts, splits and hauls wood for heating systems and fireplaces as needed.
 5. Makes periodic inspections of buildings to determine if custodial work is being performed satisfactorily and whether repair work is needed.
 6. Reports signs of vandalism or abuse of facilities.
 7. Schedules and performs preventative maintenance work as necessary on equipment.
 8. Maintains adequate security measures. Secures buildings by locking doors and windows and setting security lights.
 9. Operates equipment safely wearing proper personal protective equipment when necessary. Repairs and maintains equipment used on the job.
 10. Operates, maintains, and repairs boilers, waters softeners, pumps, and other related equipment.
 11. Tends fires and monitors heating systems. Operates compressors, generators, pumps, heating and air condition units so that plumbing, heating and electrical needs are met for the smooth operation of the facility. Tends to fires and fireplace fires by assuring they are properly started, maintained and extinguished. Handles firewood ensures there is an adequate supply.
 12. Disposes of all recycling materials according to LLCC policy.
 13. Paints and performs light carpentry duties as required.
 14. Assists the education department as requested with a variety of tasks which may include but not be limited to setting up beach, trails, and grounds for seasonal programs. Sets up facilities to accommodate a variety of programs and events.
 15. Maintains records and prepares reports.
 16. Keeps an inventory of supplies and materials. Picks up supplies and runs other errands as necessary.
 17. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Facilities Management Certificate or equivalent program coursework in electrical systems, mechanical systems, facilities management, project administration, preventive maintenance, energy maintenance strategies, and fire safety, plus 3 or more years of related facility maintenance experience.

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. Modern building maintenance principles and practices including custodial work and operation and maintenance of building equipment.
3. OSHA regulations and safe operation of tools and equipment.
4. Electrical systems, mechanical systems, facilities management practices, project administration, preventive maintenance, energy maintenance strategies, and fire safety.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Reading, writing, and speaking English proficiently.
3. Efficiently organizing and prioritizing work for maximum productivity.
4. Operating tractor, lawn mower, hand and small power tools.
5. Operating heating system, maintaining water softeners and all other equipment.

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. Understand and carry out oral and written instructions
3. Investigate and handle complaints effectively.
4. Maintain accurate and up-to-date records.
5. Work independently and exercise good judgment, demonstrating a high degree of self-motivation.
6. Attention to detail and ability to identify needed repairs.
7. Establish and maintain effective working relationships with supervisors, co-workers, and guests.
8. Exercise independent judgment, effective organization and good time management skills.
9. Endure physical demands of the position involving long hours of standing, heavy lifting, climbing, bending, twisting, balancing, stooping, kneeling and crouching.

Language Skills

Basic Skills - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

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.



Position Description

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.

Microsoft Word, Outlook, Internet, and other job-related software.

Ability to Travel

Occasional 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, problem solving, technical skills, customer service, interpersonal skills, oral communication, teamwork, managing people, delegation, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

This position involves indoor and outdoor work. Indoor work will involve the use of various cleaning equipment and cleaning chemicals. Outdoor work will involve working around swamps, thick brush and forested areas during periods of extreme hot or cold weather. Working conditions will frequently be in the proximity of wood ticks, deer ticks, mosquitoes, flies, bees and other insects.

Work is medium to heavy, involving lifting and carrying objects weighing over 50 pounds. Finger and manual dexterity and motor coordination are required for the variety of jobs performed. Work will be dirty and hazardous at times; subject to cuts, shock hazard, strong chemicals, burns, possible injury by power tools and subject to noise and vibrations from machinery.

While performing the duties of this position, the employee is required to communicate and to operate objects and a variety of tools and equipment as required for the job.

Equipment and Tools

Computer, copier, fax, telephone, printer, calculator, scanner, hand tools, power tools, measuring and metering devices, mowers, weed whips, garden tools, and county-owned vehicles.

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.



Position Description

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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.

05/13/2014

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

REQUEST FOR STAFF

REASONS FOR REQUEST:

1. The self-sufficiency goal of Welfare Reform.
 - a. Welfare Reform/lifetime aid limits--5 yr limit for MFIP; CS only cash option for those who have met their limit.
 - b. Dependence by that Bill on child support collections.
2. High customer service expectations
 - a. 84% of caseload is NPA
 - b. PA clients receive child support in addition to their PA grants.
3. Increasing duties in cases and more required cases
 - a. Originally only did cs collection; now
 1. Insurance/med support
 2. Uninsured medical cost collection
 3. Spousal maintenance income withholding
 4. Daycare
 - b. Originally only public assistance cases were mandatory; now
 1. Medical Assistance
 2. MinnCare
 3. Child care cases
 4. Any case with automatic income withholding
4. Harsh enforcement remedies, some started automatically, so important to monitor closely:
 - a. Driver's License suspension
 - b. Automated bank matches and levy potential
 - c. Suspension of recreational licenses
 - d. Passport denial
 - e. Income withholding
 - f. State/Federal/Property Tax interception
 - g. Credit Bureau reporting
 - h. Occupational License Suspension
 - i. Student grant holds
 - j. Interest on all arrears
5. Switch by Feds to performance based incentives
 - a. See attached performance standards
 - b. Formula based solely on performance
6. IV-D caseload is 856 (4/30/14), 84% non-public assistance

7. Mobile population – in last year we’ve averaged 13 new cases per month, closed about same number, and had multiple transfers, all of which need timely research.

Average time for activities:

Establish or modify order	10 hours
Establish paternity (contested)	20 hours
Contempt of Court	6 hours

FUNDING

Funding: Federal pays 66%, County pays 34% of administrative costs which include significant “indirect” allocations; federal and state incentives are based on collections and performance.

See separate page for CSO Wage information.

FEDERAL PERFORMANCE TIMELINES:

1. Paternity
 - a. Serve alleged father w/i 90 days of locate
 - b. Action completed w/i 1 year
 - c. 75% of cases must be w/i the 90 day frame;
 - d. 90% w/i 1 year.
2. Establishment
 - a. Serve obligor w/i 90 days of locate
 - b. 75% in this time frame
 - c. 90% w/i 1 year.
3. Review/Adjust actions
 - a. 6 months from start to finish
 - b. Pre-PRISM, DHS directive required reviewing orders every 3 yrs; directive was removed during conversion but is re-surfacing
 - c. Required @ request of parties
 - d. Worksheets and financial data required by 1999 Statute to be served in every modification action, regardless of whether or not the county initiates.
4. Intake
 - a. Complete and take action within 20 days
5. Enforcement
 - a. Monitor pymts w/i 30 days
 - b. Take other action w/i 60 days\
6. Enforce medical support/insurance
 - a. Establish orders
 - b. Modify orders
 - c. Enforce provisions
7. Interstate
 - a. Initiate action w/i 20 days of locate
 - b. Notify other states of new info in 10 days
 - c. Respond to requests w/i 30 days
 - d. Take action w/i 10 days when receiving interstate case
8. Data Integrity
 - a. If data is not in PRISM, it doesn't exist and it's considered an error (all cases fall in this category)
9. Locate
 - a. Access all sources w/i 75 days (PRISM has many automated locate assists but they generate worklists that need to be reviewed)

[unless otherwise stated, 75% of cases must meet guidelines]

Failing to meet these timelines isn't only a compliance issue; it defeats the self-sufficiency goal of Welfare Reform.

**CSO Position
Grade O**

2014 Wage Range \$14.93 - \$21.24

		Start	10 Year
Hourly Wage:		\$ 14.93	\$ 21.24
Benefits:	PERA	\$ 1.08	\$ 1.54
	FICA/MED	\$ 1.14	\$ 1.62
	Health (Family)	\$ 8.42	\$ 8.42
	Life (Family)	\$ 0.03	\$ 0.03
	Total	\$ 25.60	\$ 32.85
Yearly Wage:	*2080 Hours	\$ 53,257.51	\$ 68,337.90
County Cost:	Appx. 34%	\$ 18,107.55	\$ 23,234.89
Monthly County Cost:		\$ 1,508.96	\$ 1,936.24

2013 Child Support Expenditure/Revenue

Total Direct Expenditures:		\$344,598.00
	Federal Incentive Payment:	(\$32,132.00)
	Less: FFP on Direct Exp. Net of Incentive:	(\$206,227.00)
NET DIRECT EXPENDITURES:		<u>\$138,371.00</u>
Total Indirect Expenditures:		\$263,760.00
	Less: FFP on Indirect Exp.:	(\$174,082.00)
NET INDIRECT EXPENDITURES:		<u>\$89,678.00</u>
Total COUNTY Expenditures:		\$608,358.00
Total Child Support Enforcement Incentive Revenue:		(\$36,552.00)
NET COUNTY EXPENDITURE for 2013:		\$191,497.00



CHILD SUPPORT OFFICER

Department Health and Human Services Department

Grade Grade 5

Reports to Child Support Supervisor

FLSA Status Non-exempt

Union Status AFSCME HHS Unit

Final Appointing Authority

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

Job Summary

To establish, modify and enforce child support orders for public assistance and non-public assistance clients, locate absent parents, interview mothers and alleged fathers to establish paternity, explain rights and obligations and negotiate settlements, initiate necessary legal actions, drafts legal documents, testify in court proceedings, and maintain all necessary and legal documentation.

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. Communicates with clients, employers, attorneys, law enforcement agencies, Department of Human Services, post office, relatives, doctors and other information sources, in person and by phone or letter - to obtain and give out necessary information to manage cases.
2. Initiates necessary legal actions and drafts legal documents such as summons, complaints supporting affidavits, findings, orders and other legal documents to establish a court order for support and/or reimbursement or to enforce or modify an existing court order.
3. Testifies in court on behalf of the agency or client, prepares documents for the court, provides financial and current case status information to the court prior to and at court hearings.
4. Negotiates and facilitates child support related settlements prior to court hearings.



Position Description

5. Gathers information, reviews finances and makes recommendations for child support, medical support and child care contributions to parents, attorneys and the court.
6. Follows language in court orders for administering enforcement and consults with county attorneys when necessary.
7. Oversees the progress of cases and determines what enforcement actions are appropriate for which cases.
8. Makes referrals to other agencies such as social services, legal services, job services, etc., as appropriate.
9. Refers suspected fraud cases to appropriate financial worker to complete paperwork for investigator and obtains any additional information to assist the investigator in the preliminary investigation.
10. Implements program changes as mandated by the legislature and Department of Humans Services.
11. Responds to inquiries about the child support program from any inquiring party, including employers, attorneys, judges and clients.
12. Initiates interstate/intrastate actions to establish orders or enforce existing child support orders from other jurisdictions, including tribal entities, in order to secure child support payments.
13. Recommends new ideas, forms, policies and procedures for the child support unit to the supervisor.
14. Explains rules, manual material, policies/informational bulletins and office procedures to staff/clients.
15. Attends training and meetings as needed.
16. Performs other related duties as assigned or apparent.

Minimum Qualifications

Must be eligible for appointment by the MN Merit System.

Two years of experience as a Support Enforcement Aide or Collections Officer with responsibility for carrying out a part of child support collections.

or

Three years of experience in work related to child support collections in a county social services agency (e.g., providing clerical or other support services to the child support and collections unit).

or

Three years of college with emphasis in criminal justice, public administration, business administration, paralegal, social work, psychology, sociology, or other related human services field.

A candidate may substitute experience for education and education for experience in order to meet the qualifications. In addition to those listed above, the MN Merit System may accept other education and experience combinations too; contact the Merit System for more information.

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



Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including considerable knowledge of child support laws, rules, regulations and policies.
3. Considerable knowledge of the legal process related to child support orders and hearings.
4. Considerable knowledge of the laws and rules pertaining to data privacy.
5. Considerable knowledge of rules of evidence and court procedures.
6. Federal and state income maintenance program laws, rules and regulations.
7. Legal terms, forms and substance to be followed in drafting/writing orders of judgment and contempt actions and other legal documents.
8. Community resources.
9. Personal financial management techniques.
10. Debt collection approaches and laws.
11. Human behavior.

Skill in:

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

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. Organize and prioritize work.
3. Handle hostile or uncooperative people.
4. Analyze facts and evidence to make sound recommendations
5. Explain and interpret complex laws, rules and regulations and court orders.
6. Process a large volume of work quickly and accurately.
7. Work independently.
8. Conduct an effective interview.
9. Enter and retrieve data from a computer system using a keyboard.
10. Communicate clearly and effectively, both orally and in writing, including court testimony.
11. Develop effective working relationships with attorneys, child support magistrates, co-workers, clients, court personnel, human services staff, personnel from other organizations and employers.
12. Maintain effective working relationships with individuals from all cultural, occupational and socioeconomic backgrounds.
13. Establish and maintain thorough case files in compliance with state and federal laws, both for on-going collections and for audit process.
14. Prepare clear, concise and comprehensive reports.
15. Prepare court documents.



Position Description

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, procedure manuals, and draft legal documents. Ability to effectively present information, testify in court, facilitate child support settlement conferences, 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.

County Payroll Software E-time, Webfusion, Microsoft Word, Excel, Outlook, PRISM, MAXIS, Department of Public Safety Software, Application Xtender Document Manager, Statusview, MNCIS, Aitkin County Intranet, and Internet.

Ability to Travel

Occasional travel is required for meetings, conferences, and off site court hearings.

Competencies

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

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

Work Environment

The noise level in the work environment is usually moderate.

Equipment and Tools

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



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Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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.

05/13/2014

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