

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6/18/2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Director

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 6/24/2014 Est. Presentation Time: Consent or 5-10 Mins.

Presenter: Bobbie Danielson, HR Director

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 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 (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

Bobbie Danielson, HR Director
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Nicole Visnovec, HR Specialist
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To: Aitkin County Commissioners
Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Director



Date: June 18, 2014

Subject: Personnel Committee Recommendations

Recommendations

The Personnel Committee met on June 10, 2014, and unanimously recommends the following:

1. Fill one full-time Administrative Coordinator at LLCC. This position will be vacant due to a retirement, effective August 29, 2014. The current incumbent has held the position for 34 years; we anticipate there will be some limited training/overlap in August. Grade P \$13.79 to \$24.47/hour, 2014 scale. Grade 5 position in 2015. The job description will be updated to include instruction and website maintenance functions, both Grade 5 activities so the classification rating will not change.
2. Fill one full-time Office Assistant V position in the Zoning & Environmental Services Department. This position will be vacant when the current incumbent transitions to a seasonal position as she is semi-retiring. The non-union "temporary/seasonal/seasonal/substitute" wage scale will be updated to include a "Temporary Zoning & E.S. Office Assistant" position at the start wage rate of \$17.93 per hour for 2014. This is a unique opportunity for the department. Grade P \$13.79 to \$24.47/hour, 2014 scale. Grade 5 position in 2015. (Note, the seasonal position is also budgeted and will not exceed 67 days per calendar year.)
3. It appears the Child Support Officer position (previously authorized to be filled) will be filled with an internal candidate. Authorize back filling the corresponding vacancy.

The Personnel Committee met on June 17, 2014, and unanimously recommends the following:

4. Reaffirm recruitment procedures, Article 3, Subject 3.2, with minimal updates as noted.

Action Requested

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

Memorandum

June April 17, 2014

To: Aitkin County Personnel Committee

From: Scott Rian, LLCC Business and Marketing Manager

RE: Retirement of LLCC Administrative support and hiring to fill full time position.

Pam Carlson is retiring as of August 29, 2014. Her primary duties are the Administration and record keeping at LLCC. She responds to inquiries and questions relative to the Center and the programs offered. Maintains calendar and reservations for participating groups and summer camp programs.

Prepares correspondence, reports, program participant databases and other documents to maintain a systematic resource file system.

Keeps accurate accounts receivable and accounts payable records.

Prepares claim forms for all expenditures and submits to the Business and Marketing Manager for approval.

Researches and prepares annual budget and financial reports. Orders and maintains inventory for commissary (store). Maintains financial records for capital improvement projects which are separate from Conservation Center accounts. Additional duties of classroom instruction and web content administrator will be added in a revised job description.

A courteous knowledgeable Administrative staff reflects directly on the public's perception of Aitkin County.

The position is currently a Grade P position (Budgeted) with a 2014 wage range of \$13.79/hour to \$24.47/hour after 28 years.

In the new pay system, this will be a Grade 5 position.



ADMINISTRATIVE COORDINATOR

****Update to include web and instruction****

Department Land Department, Long Lake Conservation Center
Grade Grade 5
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 administrative and office support for the Long Lake Conservation Center and to perform accounting and recordkeeping duties.

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. Responds to inquiries and questions relative to the Center and the programs offered.
2. Maintains calendar and reservations for participating groups and summer camp programs.
3. Prepares correspondence, reports, program participant databases and other documents to maintain a systematic resource file system.
4. Compares timecards to time sheets and time off requests for those LLCC employees not using the eTime system.
5. Keeps accurate accounts receivable and accounts payable records.
6. Prepares claim forms for all expenditures and submits to the Business and Marketing Manager for approval.
7. Researches and prepares annual budget and financial reports.
8. Orders and maintains inventory for commissary (store).



Position Description

9. Maintains financial records for capital improvement projects which are separate from Conservation Center accounts.
 10. Operates and maintains office equipment efficiently to accomplish duties.
 11. Purchases supplies and equipment for all departments at the Center as needed.
 12. Performs accounting and clerical duties for Long Lake Conservation Foundation as needed.
 13. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Associate's degree or equivalent from a two-year college or technical school in an Administrative Assistant, Business, or Accounting program; plus three or more years related office experience and/or training; or an equivalent combination of education and experience.

Must have the ability to focus and work productively with continual interruptions.

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

Must be willing to work flexible hours when required, including occasional evenings for meetings and rare weekends for special events.

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, in addition to departmental policies sufficient to promote business and to interpret and explain policy, regulations and operating procedures to the general public.
3. Budgeting, accounting, and bookkeeping practices sufficient to track expenses and revenues.
4. Word processing, database, spreadsheet, and financial management programs.
5. Business English, spelling, grammar and punctuation.
6. Modern office procedures, practices and equipment.
7. The MN Government Data Practices Act requirements.

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. Outstanding computer skills and proficiency at using a variety of software programs.
3. Typing skill sufficient to complete 55 net words per minute without errors.
4. Reading, writing, and speaking English proficiently.
5. Organizing and prioritizing work.



Position Description

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. Maintain confidentiality regarding budgetary and personnel issues.
3. Understand and carry out oral and written instructions
4. Work independently and exercise good judgment, demonstrating a high degree of self-motivation.
5. Attention to detail and ability to review and/or complete a variety of forms properly.
6. Exercise independent judgment, effective organization and time management as it relates to office procedures.

Language Skills

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

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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, Excel, Outlook, Publisher, Access, 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, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.



Position Description

Work Environment

The noise level in the work environment is usually quiet.

Must have the ability to focus and concentrate despite being subject to repeated interruptions; required to sit for long periods of time and perform repetitive tasks. Standing and bending to respond to inquiries and to obtain information is required.

Equipment and Tools

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

Physical Activities/Requirements

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 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.”

Aitkin County Environmental Services Planning and Zoning
209 Second Street NW
Room 100
Aitkin, MN 56431
 Phone: 218-927-7342
 Fax: 218-927-4372



MEMORANDUM

DATE: June 6, 2014
TO: Personnel Committee
FROM: Terry Neff, Environmental Services Director 
RE: Request to Fill Secretary/Clerk/Typist Position

In August, one of our two clerical staff will be semi-retiring and will have her hours reduced from full time to part time. This will require the hiring of a full time person to assume the job duties of that position (see attached job description). With the permit activity increasing the past two years and the overall office activities increasing (phone calls, counter questions, property transfers, parcel splits, data entry) the option of not filling the position would require taking existing inspection staff away from their duties and having them do the clerical duties of this position. This office can't operate without two full time clerical and a part time clerical. At the present time we are still down one inspector staff from a 2010 retirement.

The permitted activity from 2010 to 2013 is shown below. From 2011 to 2013 there was a 22% increase in permit activity and a 27.5% increase in revenue. The variance and conditional use permit applications are up for years 2012 and 2013. Variance and conditional use permits are a large workload for the clerical positions, each requires different legal notification, and these permits create the most litigation for the department.

The wage for this position will likely decrease with a new staff person. The present clerk makes \$36,358.40 annually, the new position would make approximately \$30,300.00 annually.

	2010	2011	2012	2013
Permits	761	741	855	907
Permit Revenue	\$182,809.00	\$172,245.00	\$194,246.00	\$219,410.00
Septic System Permits	140	163	166	196
Variances	39	23	38	41
CUP's	17	12	13	14

Complaints and follow-up inspections are not getting done in a timely manner with the increase in permit activity.

At the present time we need to have a minimum of three staff members in the office to answer phones and assist clients at the counter with questions and permits. This doesn't always allow the clerical staff time to get the necessary scanning, data entry and filing of the documents completed. Therefore, we need to have one of the inspection staff stay in the office to assist with the phones and counter. This is resulting in the complaints and follow-up inspections not being investigated or completed in a timely manner.

If you have any questions, please contact me at 218-927-7342, by e-mail at tneff@co.aitkin.mn.us, or I can answer questions at the committee meeting.

c:personnelcommittee



OFFICE ASSISTANT V

Department Environmental Services
Grade Grade 5
Reports to Assistant Zoning Administrator
FLSA Status Non-Exempt
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 complete paperwork related to planning and zoning, keep records of transactions, track budgets for the department, provide customer service to citizens requiring information and permits.

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. Board of Adjustment and Planning Commission. Reviews applications to prepare publications, prepares packets, prepares notices, determines neighbors to send notices to, attends meeting, takes accurate minutes, keeps files of minutes, meetings, and tapes, responds to public inquiries and Board Member requests, prepares and submits recording document to County Recorder.
2. Answers phones and public inquiries at the counter thereby educating and assisting the public to understand and interpret ordinances; assists with permit applications; orders and maintains office supplies, forms, envelopes, etc.; maintains filing systems-hard copy, computer, permit cards, permits to public info files; operates office equipment-copier, phones, computers; takes complaints-acquires information for investigation; prepares, types correspondence; billing; mail-outgoing and incoming; researches and purchases office equipment.
3. Assists Director with writing and submitting grant proposals; special projects; the budget; correspondence for grants, contracts, reservations for conferences; ordering educational materials, Solid Waste & Recycling Program; Township Correspondence; respond to HW spill reports.



Position Description

Participates in workshops, training sessions, special projects; presents information; preparation of materials such as invitations, agendas, evaluations, informational materials, name tags, guest lists, thank you letters, etc.

4. Parcel Tracking using the Record Trax System – monitors parcel splits, compliance inspections and property transfers, sends letters of non-compliance, maintains correspondence with Attorney’s Office. Enters permits into RtVision permitting program and maintains system.
 5. Assists with year-end annual reports for solid waste and planning/zoning, solicits donations for Environmental Education Day and assists with the organization of the schools and LLCC.
 6. Bookkeeping Duties. Proofs and prepares vouchers for payments of bills, order supplies, schedules training sessions for staff, verifies deposits to Auditors Office.
 7. Prepares, types, and processes a variety of correspondence and other documents.
 8. Follows office procedures in an efficient manner to accomplish the workload of the department.
 9. Interprets and explains policies, regulations, and procedures so that laws and ordinances are understood by answering questions and inquiries posed by employees and the general public.
 10. Maintains an accurate and complete record keeping system.
 11. Assists in the training of new office support staff as directed.
 12. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Associate’s degree or equivalent from a two-year college or technical school in an Administrative Assistant, Business, or Accounting program; plus three or more years related office experience and/or training; or an equivalent combination of education and experience.

Must have the ability to focus and work productively with continual interruptions.

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 be willing to work flexible hours when necessary, including occasional evenings for meetings and occasional weekends.

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, in addition to departmental policies sufficient to interpret and explain policy, regulations and operating procedures to the general public.
3. Business English, spelling, grammar and punctuation.
4. Basic math and accounting skills sufficient to track expenses and revenues.
5. Modern office procedures, practices and equipment.
6. Data practices law and policies.



Position Description

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. Outstanding computer skills and proficiency at using a variety of software programs such as MS Office, Access, Adobe, Record Trax, ePermitting, and other programs.
3. Typing skill sufficient to complete 55 net words per minute without errors.
4. Reading, writing, and speaking English proficiently.
5. Organizing and prioritizing work.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and the general public with respect, honesty, and consideration.
2. Understand and carry out oral and written instructions
3. Work independently and exercise good judgment.
4. Attention to detail and ability to review and/or complete a variety of forms properly.
5. Deal with the public on a daily basis in a pleasant and polite and tactful manner.
6. Read, understand, and locate properties by legal 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, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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, Access, PowerPoint, e-Permitting, Record Trax and other job-related software.



Position Description

Ability to Travel

Infrequent travel may be required for errands, trainings, or 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, 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. Must have the ability to focus and concentrate despite being subject to repeated interruptions; required to sit for long periods of time and perform repetitive tasks; occasionally subject to dealing with irate customers in person and via telephone. Standing and bending to respond to inquiries and to obtain information is required.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, shredder, scanner, and county-owned vehicles.

Physical Activities/Requirements

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 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.

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



Position Description

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.”

ARTICLE 3: EMPLOYMENT

SUBJECT 3.2: RECRUITMENT PROCEDURES

Effective: 6/24/2014

Deleted: 11/28/00

PURPOSE:

The Human Resources Department has the primary responsibility for recruiting, screening, interviewing and recommending the hire of new employees. The County Administrator must approve the recommendation for a previously budgeted position. The Aitkin County Board of Commissioners must approve the recommendation for a newly created position.

1. All County job openings will be posted.
 - a. Non-union job openings will be posted internally to all employees and advertised externally simultaneously. Qualified County employees will be given consideration.
 - b. All bargaining unit job openings will be posted according to applicable collective bargaining agreements.
 - c. Minnesota Merit Service hiring practices shall apply where applicable.

Deleted: (3/24/92)

ARTICLE 3: EMPLOYMENT

SUBJECT 3.3: HIRING PRACTICES

Effective: 6/24/2014

Deleted: 11/28/00 (revised 6/5/01)

PURPOSE: To fill newly created or vacant County positions.

A. **COUNTY APPLICATION:**

Attachment 3A, to include periodic updates

B. **DESIGNATION OF DATA:**

Except for applicants to undercover law enforcement positions, the following personnel data on current and former applicants for employment by the County is public data:

- 1) Names of applicants when determined to be eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position.
- 2) Veteran's status.
- 3) Relevant test scores.
- 4) Rank on eligibility list.
- 5) Job history.
- 6) Education and training.
- 7) Work availability.

Personnel examinations and answer keys are nonpublic data, except pursuant to valid court order.

C. **APPLICATIONS FOR AND THE FILLING OF VACANCIES:**

The following procedure will be followed:

Aitkin County will afford employment to the applicant possessing the best qualifications that fit the requirements of the job regardless of race, creed, color, national origin, sexual orientation, age or other protected class status.

Job requirements will be posted and included on the job description.

A high school education or equivalent is generally required as consideration for employment.

Any testing requirements will be conducted by the Human Resources Department or by the Minnesota Merit System and will only be used for testing skills specifically required for the job.

Where applicable, Minnesota Merit System hiring practices will be used.

All applications will be required to be completed on the Aitkin County official application forms. Resumes will not be requested, but can be attached to the completed application form.

When an opening exists or is contemplated for a bargaining unit position, applicable provisions from a collective bargaining agreement shall be followed.

Job applications are to be submitted for a designated position and must be received before the published deadline.

D. ADVERTISEMENT FOR EXTERNAL APPLICANTS:

Sources for recruiting employees from outside are listed below:

1. Advertising will be placed in the officially designated County paper, and sent to AMC, Jobs and Training in Grand Rapids, the Aitkin and Brainerd Work Force Centers, and the Director of the Band of Ojibwe, Mille Lacs Lake Band. The advertisement of any County position will appear in the designated County paper twice, two editions. Additional advertisements may be placed as deemed necessary by the Human Resources Director, County Administrator and/or County Board.
2. Job applications from the general public for employment will only be accepted in the event that there are position vacancies.

Deleted: Manager

E. JOB DESCRIPTION:

The current job description for the position being advertised will be reviewed and updated if necessary by Human Resources Department after approval of the County Administrator. The Board must approve revisions if the Human Resources Department anticipates that a classification change may occur.

The required evaluation procedure and point system shall be in place prior to any recruiting for the position.

F. SCREENING PROCESS:

All applications will be reviewed and screened by the Human Resources Department.

The hiring Supervisor will review qualified applications for further screening.

The Human Resources Department will then do the final screening of this group. This final screening shall result in the candidates for the final selection interview.

G. **INTERVIEW:**

Once the applications are screened and a determination has been made that applicants are eligible for a position, the following will take place:

1. Set up a time for the interview. Interviews will be set up in an office or room where there will be privacy and freedom from interruptions.
2. An interview will begin with introductions, review of job description and duties.
3. The candidate will be asked prepared interview questions. The same questions will be asked of all candidates being interviewed. Follow-up questions may be asked based on the individual's response.
4. The length of the interview will depend on the type of job being filled.
5. The results of the interviews will be recorded on the interview questionnaire form.

The interview teams for all positions will include a representative from the Human Resources Department, the Supervisor or designated representative, and the Department Head or designated representative. County Board representative(s) may participate in the interview portion of the hiring process if the opening is for a Department Head position.

Any candidate not receiving an interview will be notified in writing. If a candidate is interviewed, but not selected for the position, the Human Resources Department shall notify the candidate in writing. The Human Resources Department shall be responsible for notification of the candidates.

H. **CONDITIONAL JOB OFFER:**

Once a candidate is selected for the position, a written conditional job offer will be made. At that time, the candidate is informed of:

Deleted: verbal

[renumber...]

3. The conditional starting date, if determined.
4. The statement that a conditional job offer is pending the results of a pre-employment physical, references check(s), background check(s), proof of eligibility for employment and final County Administrator or County Board approval.

Deleted: 1. The beginning wage for the position ¶
2. To expect a written conditional job offer letter ¶
The conditional job offer letter will include:¶
1. The date the conditional job offer was made.¶
Deleted: 2. The date when the candidate accepted the conditional job offer.¶

5. Insurance and benefit information.
6. The starting wage.
7. When the individual may expect a wage increase.
8. Information regarding the County's two-week hold back procedure on pay.
9. The probationary period.
10. To whom and where to report on the start date.
11. The union collective bargaining agreement, when applicable.

Deleted: , vacation, sick leave, and personal leave information

I. **REFERENCE AND BACKGROUND CHECKS:**

Employment references will be checked on all candidates conditionally offered employment with Aitkin County. Personal references may also be checked.

Deleted: and personal

Background checks will be done by McDowell Agency, the Bureau of Criminal Apprehension, and/or Aitkin County Sheriff's Department on the candidate conditionally offered employment with Aitkin County and in accordance with the law.

J. **PRE-EMPLOYMENT PHYSICAL:**

Candidates for designated positions who have received a conditional offer of employment will be required to pass a Health Screening/Pre-Employment Physical, Attachment 3B

1. The Health Screening/Pre-Employment Physical shall be conducted by a local medical facility, at no cost to the applicant.
2. Class I Pre-Employment Physicals will be completed at a local medical facility at no cost to the applicant.
3. Class II and III Pre-Employment Physicals will be completed at a local medical facility at no cost to the applicant.
4. The Human Resources Director or County Administrator may approve an alternate pre-employment physical site when deemed necessary.

Deleted: Manager

K. **HIRING OF RELATIVES:**

The employment of relatives in the same area of an organization may cause conflicts. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried into day-to-day working relationships.

Relatives of persons currently employed by Aitkin County may be hired only if they will not be working directly for or supervising a relative within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Aitkin County employees cannot be transferred into such a reporting relationship.

For the purposes of this policy, a relative includes: child, step-child, parent, step-parent, sibling, step-sibling, grandparent, grandchild, the employee's spouse, spouse's parent, spouse's step-parent, spouse's sibling, spouse's step-sibling and any other person whom the employee has been declared legal guardian.

PRE-EMPLOYMENT JOB MEDICAL CATEGORIES AND PHYSICAL ACTIVITY DETERMINATION FORM

JOB MEDICAL CATEGORY I:

Vehicles operated as part of the job are usually limited to County cars or private vehicles. During an average day, an employee in Category I is required to sit most of the time. Occasionally, while performing a job, an employee may be required to bend/stoop, squat, kneel, push/pull, or reach above or below shoulder level.

The types of machines, tools, and equipment used in Category I jobs are limited to office equipment or the equipment needed in the health or social services departments. Physical activity includes occasional lifting and carrying of weights under 15 pounds, simple grasping and use of foot controls when driving. The employee is usually not exposed to extreme temperatures, dust, chemicals, fumes, etc. Using the head and neck in frequent rotation is generally not required. Employee works indoors nearly all of the time.

JOB MEDICAL CATEGORY II:

Vehicles operated as part of the job include cars and pickup trucks. During an average day, an employee is required to stand or walk more frequently than sit. While performing the job, the employee is required to bend/stoop, push/pull, reach above and below shoulder level frequently, and squat, kneel, and balance occasionally.

The types of machines, tools, and office equipment are more extensive than those used in Category I. They require more physical activity when used by the employee. These include hand tools, cooking equipment, and other specific equipment needed on the job.

Frequently, the employee must lift and carry weights under 15 pounds, and occasionally 15-50 pounds. The job requires some exposure to extreme temperatures, dust, solvents, chemicals or fumes. The head and neck are used in frequent rotation. The majority of work is performed indoors, but occasionally the employee is required to work outside.

JOB MEDICAL CATEGORY III:

The list of vehicles operated as part of the job is more extensive than in Job Categories I and II. Some jobs require operation of graders, dump trucks, forklifts and other shop vehicles. Employees frequently operate half to three-quarter ton pickup trucks.

Standing and walking take up the majority of an average day. The employee is frequently required to bend/stoop, squat, kneel, climb ladders, push/pull, balance, reach above and below shoulder level, walk on uneven ground, and occasionally crawl.

Machines, tools, and equipment used include general hand tools, road tools, equipment used in construction operations, etc. Employees frequently lift and carry weights up to 35 pounds and occasionally lift and carry 50 pounds. Simple and firm grasping are used frequently.

Employees are commonly exposed to high and low temperatures, dust, chemicals, paints, exhaust fumes or gasses. The head and neck are used in frequent rotation. A greater percentage of the workday is spent outside than in Categories I and II.

Attachment 3B Physical Activity Determination Form

PHYSICAL ACTIVITY DETERMINATION FORM

DEPARTMENT _____

CLASSIFICATION _____

WORKING TITLE _____

1. Listing of vehicles operated as part of job.

_____	_____
_____	_____
_____	_____
_____	_____

2. In an average day, the employee is required to:

a. Sit/Number of Hours:	1	2	3	4	5	6	7	8
b. Stand/Number of Hours:	1	2	3	4	5	6	7	8
c. Walk/Number of Hours:	1	2	3	4	5	6	7	8

3. While performing job, employee is required to:

	<u>Never</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continually</u>
a. Bend/Stoop	_____	_____	_____	_____
b. Squat	_____	_____	_____	_____
c. Kneel	_____	_____	_____	_____
d. Climb Ladders	_____	_____	_____	_____
e. Push/Pull	_____	_____	_____	_____
f. Balance	_____	_____	_____	_____
g. Reach Above Shoulder Level	_____	_____	_____	_____
h. Reach Below Shoulder Level	_____	_____	_____	_____
i. Walk on Uneven Ground	_____	_____	_____	_____
j. Crawl	_____	_____	_____	_____

4. Types of machines, tools, office equipment, and other special equipment used in job:

_____	_____
_____	_____
_____	_____
_____	_____

5. Physical Activity Required

	<u>Never</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continually</u>
Lifting Under 15 lbs.	_____	_____	_____	_____
Lifting 15-35 lbs.	_____	_____	_____	_____
Lifting 35-50 lbs.	_____	_____	_____	_____
Lifting 50-75 lbs.	_____	_____	_____	_____
Lifting Over 75 lbs.	_____	_____	_____	_____
Carrying Under 15 lbs.	_____	_____	_____	_____
Carrying 15-35 lbs.	_____	_____	_____	_____
Carrying 35-50 lbs.	_____	_____	_____	_____
Carrying 50-75 lbs.	_____	_____	_____	_____
Carrying Over 75 lbs.	_____	_____	_____	_____
Simple Grasping	_____	_____	_____	_____
Firm Grasping	_____	_____	_____	_____
Use of Feet in Operating Foot Controls	_____	_____	_____	_____

6. Employee's job requires exposure to high temperatures, dust, solvents, chemicals, paint, fumes, and gases: _____ Yes _____ No

Explain: _____

7. Employee must use head and neck in frequent rotating: _____ Yes _____ No

8. Employee works inside _____ %, outside _____ %, = 100%.

9. Any other special physical requirements of job:

