



Board of County Commissioners Agenda Request

2N

Agenda Item #

Requested Meeting Date: 3/28/2017

Title of Item: Personnel Committee Rec. - PT Admin/HR Confidential Office Assistant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: Administration/HR
Presenter (Name and Title): Jessica Seibert, County Administrator, or Bobbie Danielson, HR Director		Estimated Time Needed: N/A -consent agenda
Summary of Issue: The Personnel Committee met on March 14, 2017, and recommends hiring a part-time Admin/HR Office Assistant to cross train in the Administrative Assistant and HR Specialist positions and backfill when current incumbents are out of the office. This position will also assist with weekly employee benefits administration (transferred from Auditor's office in 2016), Merit System reporting (transferred from HHS OSS Sr. in 2017), perform scanning, assist with special projects, including labor relations activities/research, and also be available to back fill in other departments as occasionally assigned.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to authorize filling a part-time Confidential Office Assistant, not to exceed 29 hours per week on average.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Est. \$15,000 for 2017 Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> As reported to the Personnel Committee by Interim Administrator Wussow, there are ample funds in the 2017 budget to cover this position due to salary savings from both the Administrator position being PT (no benefits) for several months and the CA position being refilled at a lesser cost level.		

Legally binding agreements must have County Attorney approval prior to submission.



CONFIDENTIAL OFFICE ASSISTANT - DRAFT (Est 2-3 days/week as scheduled)

Department Administration/Human Resources
Grade To be Determined
Reports to County Administrator and Human Resources Director
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.

Job Summary

To provide secretarial and administrative support for Administration/Human Resources, including duties that are of a private and confidential nature.

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. Serves as a back-up to the Administrative Assistant (B24) and Human Resources Specialist (B23).
2. Assists in coordinating front office activities, including answering the phone, greeting customers, screening calls and visitors, taking messages, returning calls, processing mail, scheduling meetings, reserving and setting up rooms, and other related tasks.
3. Maintains department filing systems including scanning and filing. Creates and updates forms.
4. Assists with purchasing and processes vouchers as needed.
5. Assists in performing labor relations activities, including researching data, developing costing spreadsheets, compiling salary and benefit survey data, and typing proposals and contract updates as needed. Creates forms, charts, graphs, and other data used by management for labor relations purposes.



Position Description

6. Assists with employee benefits administration, open enrollment data entry, and processing new hire forms. Gathers information for HSA Advance forms. Processes employee and dependent add/delete/change requests and address change requests internally and with multiple vendors.
 7. Assists with recruitment activities. Sets up Skype interviews. Prints job applications from NeoGov system and prepares interview packets.
 8. Tracks incoming and outgoing performance evaluation forms. Processes Merit System forms.
 9. Maintains seniority lists.
 10. Processes leave donation forms and assists with other payroll-related tasks as requested.
 11. Assists with Workers' Compensation, leave of absence, and FMLA tracking.
 12. Performs research and special projects as assigned.
 13. Attends or completes online training with supervisory approval.
 14. Assists other departments as assigned and trainees as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

One or more years post-secondary education with an emphasis on Administrative Assistant, Human Resources, or a closely related field, or an equivalent combination of education and experience capable of performing the essential duties and responsibilities of the position. Must have the ability to focus and work productively with continual interruptions.

Must have outstanding computer skills in MS Word, MS Excel, and Outlook, and the ability to learn and be proficient in specialized software programs such as NeoGov, Adobe Acrobat, Application Xtender, and OPAC. Must have the ability to type 40 w.p.m. or higher.

Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Valid Minnesota driver's license 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. Knowledge of federal and state employment laws, rules, and regulations relevant to the work performed in this position.
3. HR administration and technology, recruitment and selection, safety training, FMLA and employee leaves, and workers' compensation.
4. Modern office practices, procedures, and standard office equipment including the use of computers and knowledge of software programs used.
5. Basic knowledge and understanding of each department's operations.



Position Description

Skill in:

1. Interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
2. Proper telephone etiquette when answering the phone and making phone calls, sufficient to leave callers with a favorable impression of the department and organization.
3. Typing skill sufficient to complete 40 net words per minute without errors.
4. Analytical and problem solving skills.
5. Independent decision-making skills.
6. Reading, writing, and speaking English proficiently.
7. Strong computer skills. Considerable knowledge of Microsoft Word and Excel, NeoGov, Application Xtender, OPAC, and other job-related software programs. Basic knowledge of PowerPoint sufficient to create slide presentations.
8. Sorting and filing information alphabetically and numerically.
9. Performance of arithmetic computations.
10. Writing sufficient to compose and edit a variety of documents using correct spelling, grammar, and punctuation, with the ability to pay close attention to detail and proofread work carefully.
11. Organizing and prioritizing workload.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and others with respect, honesty, and consideration.
2. Be brief and concise focusing on relevant job-related content when interacting with staff.
3. Consistently perform accurate data entry.
4. Ability to exercise good judgment when interacting with staff and the general public.
5. Ability to compile and work with numbers and statistical information.
6. Ability to create agendas and accurately take committee minutes.
7. Exercise independent judgment, strong communication skills, time management and organizational skills.
8. Maintain data privacy and confidentiality as required.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

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

Reasoning Skills

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



Position Description

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, NeoGov, Adobe Acrobat, Application Xtender, and other job-related software programs.

Basic navigation of County Financial System (IFS) system for limited use is also beneficial.

Ability to Travel

Occasional travel to off-site departments is required, such as to LLCC and the Highway Department. Travel is also required for training and meetings outside of Aitkin County.

Competencies

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

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

Work Environment

The noise level in the work environment is usually moderate.

Equipment and Tools

Computer, copier, fax, telephone, scanner, printer, 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 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



Position Description

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.

3/17/2017

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