



Board of County Commissioners Agenda Request

20
 Agenda Item #

Requested Meeting Date: 3/28/2017

Title of Item: Personnel Committee Recommendations - Job Evaluations

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Bobbie Danielson		Department: Administration/HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: N/A -consent agenda
Summary of Issue: The Personnel Committee met on March 14, 2017, and recommends approval of the consultant's recommendations for the following positions. HHS Administrative Assistant (Grade 5, this is Julie Lueck's former OSS Sr. position in HHS), Assistant Corrections Agent (Grade 8), Corrections Agent (Grade 9), Social Worker (Grade 9), Career Corrections Agent (Grade 10), County Surveyor (Grade 12), Correctional Officer (CO) (Grade 4), Dispatcher (Grade 4).		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to accept the consultant's recommendations on the above-named positions, effective 2/22/2017 for the Assistant Corrections Agent position, and effective 3/28/2017 for the HHS Admin Assistant, Corrections Agent, Social Worker, Career Corrections Agent, County Surveyor, CO, and Dispatcher.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> These are budgeted positions and ample funds are included in the 2017 budget. (OSS Sr to HHS Admin Assistant = \$56k wages plus fringe benefits; sufficient for new hire at Grade 5.)		

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



March 10, 2017

Bobbie Danielson
Director of Human Resources
Aitkin County
217 2nd Street NW, Rm. 134
Aitkin, MN 56431

Dear Bobbie:

The County sent job descriptions for the HHS Administrative Assistant, Corrections Agent and Career Corrections Agent positions to Gallagher Benefit Services, Inc. for evaluation using the Decision Band Method®.

We reviewed the job descriptions provided to understand the essential duties, level of responsibilities and other requirements. The evaluation results are included in this letter.

We appreciate the opportunity to assist the County with its classification needs. If you have any questions or concerns, please contact me at 651.234.0851 or megan_olson@ajg.com. We look forward to assisting you again in the near future.

Sincerely,

Megan Olson
Consulting Associate
Arthur J. Gallagher & Co.
Human Resources & Compensation Consulting

HHS Administrative Assistant

This position is not currently evaluated.

This position is responsible for preparing correspondence, maintaining files, providing technical assistance, and performing other tasks related to providing office, administrative, and software support to the HHS Director and other assigned staff.

We have examined the essential duties of the position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 4/8 major responsibility areas

Percent of Time on High Banded Tasks: n/a

Degree of Difficulty/Diversity: Moderate

The position performs tasks that require "operational" decision-making such as: preparing memos, reports, and other correspondence, providing technical assistance and training to staff, and conducting research to complete assigned projects. Overall, this position has the ability to determine "how" and "when" the steps and tasks of the defined work will be done, but not the activities and steps involved in the process.

The classification receives a sub-grade of three (3), because of the moderate complexity and diversity of B2 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is B23.

Corrections Agent

This position is currently evaluated as a C43.

This position provides a wide range of case services and operates under minimal supervision. Responsibilities include preparing reports, completing risk assessments, assessing client needs and developing case plans, and providing testimony in related court cases.

We have examined the essential duties of the position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4

Number of Highest Banded Tasks: 3/7 major responsibility areas

Percent of Time on High Banded Tasks: n/a

Degree of Difficulty/Diversity: Low

The position performs tasks that require "process" decision-making such as: assessing client needs and developing case plans accordingly; providing a wide range of case services to individuals; and providing testimony in court cases. Overall, this position performs tasks that allow for the incumbent to determine processes or methodologies necessary to accomplish the essential responsibilities.

The classification receives a sub-grade of one (1), because of the low diversity of the C4 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is C41.

Career Corrections Agent

This position is not currently evaluated.

This position provides a full range of case services in standard and complex cases and operates under minimal supervision. Responsibilities include preparing reports, completing risk assessments, assessing client needs and developing case plans, providing testimony in related court cases, and handling complex supervision cases.

We have examined the essential duties of the position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4
Number of Highest Banded Tasks: 3/7 major responsibility areas
Percent of Time on High Banded Tasks: n/a
Degree of Difficulty/Diversity: Moderate

The position performs tasks that require "process" decision-making such as: assessing client needs and developing case plans accordingly; providing a full range of case services to individuals; providing testimony in court cases; and providing services to clients with severe behavioral and related issues. Overall, this position performs tasks that allow for the incumbent to determine processes or methodologies necessary to accomplish the essential responsibilities.

The classification receives a sub-grade of three (3), because of the moderate complexity of the C4 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is C43.



(New)
Replaces Sr. 055

Position Description

ADMINISTRATIVE ASSISTANT, CONFIDENTIAL

Department Health and Human Services Department
Grade Grade 5 Discussed w/Personnel Cmte 3/14/2017; Pending Board Approval 3/28/2017
Reports to Health and Human Services Director
FLSA Status Non-exempt
Union Status Non-union

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 office support, administrative services and program software support for the HHS Director and Supervisors and staff, including duties that are of a private and confidential nature.

Supervision Received

Employees working in this job class work under general supervision of the HHS Director 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 able to work independently, and may at times be physically removed from their supervisor and are 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. Manages the details of office operations for the HHS Director including: Preparation of correspondences, including memos, reports, minutes, documents, orders and statistical data such as charts, tables and graphs from written, typed, or verbal instructions, development and maintenance of files and records including usage of computer applications, and coordinates all functions of HHS Board meetings.
2. Coordinates the equipment, hardware, and software schedules as directed and orders supplies, maintains supply inventories and acts as point of contact for department repairs.
3. Maintains control files of matters in progress, contracts, purchase of service agreements, and personnel functions to monitor and expedite their completion.
4. Provide network support, technical assistance, and internal training to facilitate functions for various State of Minnesota System Software, including: SSIS, MAXIS, PRISM, MMIS, SIR,



Position Description

- SMI, MNChoices, and others. Analyzes and assists in maintaining other major systems as assigned.
5. Completes special projects, research, and other complex assignments that involve compiling data from a number of sources.
 6. Organizes and prepares training materials and PowerPoint presentations for distribution to staff and prepares newsletters, brochures and other printed materials using desktop publishing software.
 7. In collaboration with county HR and other Administration Team members assists with and coordinates new hire orientations.
 8. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral and acts as a liaison to other county departments and outside agencies.
 9. Performs other related duties as assigned or apparent.

Minimum Qualifications

Must be eligible for appointment by the MN Merit System.

(For Internal use: Will utilize Executive Assistant or Administrative Assistant Merit System Roster.)

- Associate's degree in Business Management, Administrative Assistant or closely related program, plus two years related experience; or a combination of education and experience to perform the essential functions of the position.
- Proficiency in Microsoft Word, Excel and PowerPoint.

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. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Modern office practices, procedures and standard office equipment including the use of computers.
4. Minnesota Merit System.
5. Record keeping systems in order to maintain administrative and fiscal data and to prepare reports.
6. Data practices law and policies.

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. Typing skill sufficient to complete 45 net words per minute without errors.



Position Description

3. Analytical and problem solving skills.
4. Independent decision-making skills.
5. Reading, writing, and speaking English proficiently.
6. Strong computer skills. Considerable knowledge of Microsoft Word and Excel. Basic knowledge of PowerPoint sufficient to create slide presentations.
7. Sorting and filing information alphabetically and numerically.
8. Performance of arithmetic computations for budgeting purposes.
9. 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.
10. 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. Consistently perform accurate data entry.
3. Ability to exercise good judgment when interacting with state and local officials, County personnel, County employees, other government agencies, and the general public.
4. Ability to work with budget and statistical information.
5. Ability to compile agendas and accurately record meeting minutes.
6. Exercise independent judgment, strong communication skills, time management and organizational skills.
7. Maintain data privacy and confidentiality as required.

Language Skills

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

Mathematical Skills

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

Reasoning Skills

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

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software: County Payroll Software, E-time, Microsoft Word, Excel, Outlook, PowerPoint, and other HHS/job-related software.



Position Description

Ability to Travel

Occasional travel required for trainings or errands in and out of Aitkin County.

Competencies

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, 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 moderate. Work is performed in an office setting with noise and activity. Requires the ability to be flexible and tolerate numerous interruptions while maintaining a pleasant, personable demeanor. Requires the ability to work under pressure and deal positively with stress on a daily basis.

Equipment and Tools

Computer, copier, fax, telephone system, printer, calculator, shredder, scanners, projectors, speakers, postage meter/scale, television/DVD equipment, digital cameras/recorders, overhead projectors and other job-related equipment. County-owned vehicles and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 25 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.



Position Description

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

02/21/2017

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



March 1, 2017

Bobbie Danielson
Director of Human Resources
Aitkin County
217 2nd Street NW, Rm. 134
Aitkin, MN 56431

Dear Bobbie:

The County sent job descriptions for the Assistant Corrections Agent, Social Worker and County Surveyor positions to Gallagher Benefit Services, Inc. for evaluation using the Decision Band Method®.

We reviewed the job descriptions provided to understand the essential duties, level of responsibilities and other requirements. The evaluation result is included in this letter.

We appreciate the opportunity to assist the County with its classification needs. If you have any questions or concerns, please contact me at 651.234.0851 or megan_olson@ajg.com. We look forward to assisting you again in the near future.

Sincerely,

Megan Olson
Consulting Associate
Arthur J. Gallagher & Co.
Human Resources & Compensation Consulting

Assistant Corrections Agent

This position is not currently evaluated.

This position is responsible for preparing reports, completing risk assessments, assessing client needs under the guidance of a corrections agent, and performing other tasks related to assisting corrections agents.

We have examined the essential duties of the position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B3

Number of Highest Banded Tasks: 3/5 major responsibility areas

Percent of Time on High Banded Tasks: n/a

Degree of Difficulty/Diversity: Low

The position performs tasks that require "operational" decision-making such as: completing risk assessments of offenders to recommend appropriate supervision levels; assessing client needs and developing case plans under the direction of a corrections agent; and interviewing clients to provide intervention recommendations. Overall, this position has the ability to determine "how" and "when" the steps and tasks of the defined work will be done, but not the activities and steps involved in the process.

The classification receives a sub-grade of three (2), because of the high diversity of the B2 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is B32 (note that B3 is typically used to represent formal supervision of similarly banded positions, however, we recognize that B3 is used differently within the County to better fit the internal structure).

Social Worker

This position is currently evaluated as a C41.

This position is responsible for providing counseling services, responding to crises, assessing client needs, and performing other tasks related to providing case management services.

We have examined the essential duties of the position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4
Number of Highest Banded Tasks: 4/9 major responsibility areas
Percent of Time on High Banded Tasks: n/a
Degree of Difficulty/Diversity: Low

The position performs tasks that require "process" decision-making such as: assessing client needs and developing treatment plans accordingly; investigating maltreatment cases and developing safety plans; and providing counseling and crisis intervention services. Overall, this position performs tasks that allow for the incumbent to determine processes or methodologies necessary to accomplish the essential responsibilities.

The classification receives a sub-grade of one (1), because of the low diversity of the C4 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is C41.

County Surveyor

This position is not currently evaluated.

This position is responsible for reviewing and approving plats in accordance with ordinances, supervising staff, and performing other tasks related to providing land survey services.

We have examined the essential duties of the position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C5
Number of Highest Banded Tasks: 2/6 major responsibility areas
Percent of Time on High Banded Tasks: n/a
Degree of Difficulty/Diversity: Low

The position performs tasks that require "process" decision-making such as: developing a government remonumentation plan; interpreting policies and regulations and applying them to survey functions; and participating in budget formulation. Overall, this position performs tasks that allow for the incumbent to determine processes or methodologies necessary to accomplish the essential responsibilities.

The classification receives a sub-grade of one (1), because of the low diversity of the C5 tasks in relation to similarly banded and graded classifications. The position performs formal staff supervisory tasks. Thus, the correct evaluation of this position is C51.



March 10, 2017

Bobbie Danielson
Director of Human Resources
Aitkin County
217 2nd Street NW, Rm. 134
Aitkin, MN 56431

Dear Bobbie:

The County sent job descriptions for the Correctional Officer and Dispatcher positions to Gallagher Benefit Services, Inc. to confirm placement at the B22 level.

We reviewed the job descriptions provided to understand the essential duties, level of responsibilities and other requirements. We also reviewed the Utility Maintenance Custodian job description for comparison. Upon review, we have concluded that these jobs should remain at the B22 level.

The Correctional Officer, Dispatcher and Utility Maintenance Custodian positions all have 50-60% of major responsibility areas in the highest band (B) and have low complexity in relation to similarly banded jobs. While these jobs have varying levels of working conditions (i.e. the Correctional Officer is subject to more extreme working conditions than the Utility Maintenance Custodian), working conditions do not affect job evaluation ratings. Thus, these jobs should remain at the same level.

Similarly, using the formula approach for subgrade calculation that accounts for number of job tasks at the highest band, percent of time spent at the highest band and difficulty/diversity we get the same result, placing these jobs at the B22 level. (Note that we do not have "percent of time spent at the highest band" information, however, even if these jobs were to spend 100% of time in the B band, the result would remain the same).

We appreciate the opportunity to assist the County with its classification needs. If you have any questions or concerns, please contact me at 651.234.0851 or megan_olson@ajg.com. We look forward to assisting you again in the near future.

Sincerely,

Megan Olson
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Arthur J. Gallagher & Co.
Human Resources & Compensation Consulting