



Board of County Commissioners Agenda Request

5A

Agenda Item #

Requested Meeting Date: 4/25/2017

Title of Item: Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input 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: 10 minutes
Summary of Issue: The Personnel Committee met on April 11, 2017, and recommends the following: 1) The interview panel for the Community Corrections Director position be: Mark Wedel, Anne Marcotte, Jessica Seibert, and Bobbie Danielson, with the option to include a Community Corrections Director from another county if desired. 2) Support a recommendation by CC Director Liz DeRuyck to restructure within the Aitkin Community Corrections Office, re-titling the Probation Case Aide position to Administrative Specialist/Corrections Agent Assistant and reducing those office support hours from 40/week to 29/week. At the same time, the part-time 20 hr/week Assistant Corrections Agent (Grade 8) position would become a full-time Corrections Agent (Grade 9) position. This is a \$17k budget increase, which will be off-set by an anticipated \$25k cost savings in the Director position (from Director DeRuyck to new Director). The full-time Corrections Agent and part-time Administrative Specialist/Corrections Agent Assistant positions will be graded (AS/CAA) and advertised following the Board meeting if the Board supports this departmental restructuring. 3) Hire a (new) full-time Land Department Office Support position and reassign tasks related to viewing forfeited properties to the current FT office support position. Both jobs will be submitted for evaluation following Board approval.		
Alternatives, Options, Effects on Others/Comments: <div style="height: 50px;"></div>		
Recommended Action/Motion: Motion to authorize the CC Director interview panel as proposed, authorize restructuring within the CC office as proposed above, and to hire a new FT Land Dept Office Support position. (This authorization includes submitting 3 positions for re-evaluation.)		
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? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> As described above. Mark Jacobs will also be present for the discussion -- this is part of his succession plan and costs will be reduced in 2018 as retirements occur. (Increase for 2017 to Land Dept)		