



Aitkin
County

Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: 11/28/2017

Title of Item: Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Hold Public Hearing*

Submitted by: Bobbie Danielson	Department: Administration/HR
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 5-10 minutes
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Summary of Issue:

The Personnel Committee met on November 14, 2017, and recommends the following:

- *Hire two 67 day temporary scanning clerks to prep/scan file records in the Environmental Services Dept. The department is clearing out the storage vault, making space for upcoming office/file relocations. Funds are available in the P&Z and Central Services budget to cover this expense.
- *Will propose elected Dept Head official salaries on the next board agenda. (Informational only.)
- *When the Grade 4 Computer Specialist/Web position was last evaluated, it was agreed to refill it at the higher Grade 6, Network/Application Support Specialist level when it became vacant. The current incumbent is retiring 12/8/2017, so it is being advertised at the Grade 6 level.
- *The LLCC Education Manager job description was edited to remove the on-site living requirement. A policy has been implemented to ensure on-site coverage. This edit will be effective 1/1/2018.
- *Gather additional info on the request to refill the Assistant County Attorney position. The next Personnel Cmte meeting will be held in mid December.
- *Discuss Sheriff's Salary Request

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to hire two 67 day temporary scanning clerks to prep/scan file records in the Environmental Services Dept., to refill the vacant IT position as a Grade 6 Network/Application Support Specialist position, and to remove the on-site living requirement from the LLCC Education Mgr job description.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

Funds are available in the current budget to cover all recommendations.