



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: 2/26/2019

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

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

The Personnel Committee met on February 12, 2019, and unanimously recommends the following:

Create a Licensed Court Bailiff position (temporary position not to exceed 67 days per calendar year). Grade 4, non-union position. Pay rate \$17.24/hour or higher as determined by Administration, depending on qualifications. Funds are available in the Sheriff's 2019 budget to cover this expense. A job description is attached.

Create a Sr. Forester position. Grade 7, Afscome Courthouse union position. Pay range attached. Funds are available in the Land Department 2019 budget to cover this expense. A job description is attached. This job will be posted internally and we anticipate internal candidates from the Afscome Courthouse union will apply.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to create and authorize filling a (new) Grade 4 Licensed Court Bailiff position (67 day per calendar year temporary position).

Motion to create and authorize filling a (new) Grade 7 Sr. Forester position.

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:*

Both positions can be fit into the current 2019 budget, due to vacancies and reorganization.



BAILIFF – COURT SECURITY (P.O.S.T. BOARD LICENSED)

Department Sheriff's Office
Grade Grade 4
Reports to Undersheriff
FLSA Status Non-exempt / Paid Hourly
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 maintain order and decorum and provide security functions within courtrooms and adjacent public areas to ensure the personal protection of judges, jurors, witnesses, attorneys and other persons involved with the court, including the general public.

Supervision Received

Employees working in this position usually work under general supervision and 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. Provides a conspicuous security presence in courthouses and courtrooms in order to maintain order and control.
2. Removes, restrains or contains disruptive individuals as necessary.
3. Conducts regular searches of courtrooms and adjacent areas to detect and confiscate contraband and items posing a security risk. Observes, investigates, and resolves risks; reporting unusual security threats to sworn staff.
4. Screens individuals and items entering the courthouse and courtrooms visually or electronically, and assists with security during high-risk proceedings.
5. Escorts non-combative custodial defendants from the courtrooms to probation, court administration offices, and detention facilities located within the courthouse as required. Assists with the escort of non-combative custodial defendants between detention facilities located within the courthouse and various courtrooms.



Position Description

6. Obtains fingerprints, photographs, and DNA samples from non-custodial defendants as required by law.
 7. As necessary, provides information and responds to questions from individuals accessing the courthouse; assists individuals in locating appropriate areas within the building; interacts with each individual in a courteous, respectful, and pleasant manner.
 8. Escorts and provides security to sequestered jurors inside and outside the courthouse, preventing contact with outside influences.
 9. Renders first aid and summons medical personnel to the courtroom when appropriate, provides assistance/direction during potential or actual emergency situations.
 10. Writes reports and documents activity as necessary.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Licensed or eligible to be licensed by the Minnesota P.O.S.T. Board, which includes two years post-secondary education or more; and continues to receive education credits to be licensed.

Valid Minnesota driver's license required. Employment reference checks, a criminal background check, pre-employment physical and psychological evaluation will be performed as part of the pre-employment process.

Must be First Aid, CPR/AED certified or obtain within 30 days of hire.

Candidates with related training in law enforcement, military law enforcement or private security training and/or experience are preferred.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices to safely and effectively accomplish the needs of the department.
1. Considerable knowledge of courtroom procedures and security equipment, methods, procedures and techniques.
2. Knowledge of applicable local, state and federal laws relevant to the work performed in the position, including the Civil Rights of individuals.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the public sufficient to exchange or convey information and to receive work direction.
2. Tactics for law enforcement.
3. Proper care and use of firearms. Use of intermediate weapons such as soft hand, hard hand, Taser, asp, baton, and mace.
4. Reading, writing, and speaking English.
5. Working as a team and contributing to building a positive team spirit.



Position Description

6. Demonstrated skill in the use of self-defense, physical confrontation, restraint and constraint techniques.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all staff and guests with respect, honesty, and consideration.
2. Respond to emergencies in a safe, efficient manner; record activities and proceedings in order to prepare clear, concise, and accurate reports.
3. Interpret statutes and apply them to the crimes in order to determine if a suspect should be arrested for a specific offense.
4. Operate security equipment, computer terminals, fingerprint equipment, and obtain DNA specimens.
5. Provide first aid and CPR/AED procedures.
6. Exercise sound judgment and maintain composure in response to stressful situations.
7. Effectively diffuse confrontational situations using tact and minimal force when interacting with disruptive or combative persons.
8. React to emergency situations and use physical force as necessary to defend oneself and others.
9. Deal with frequent change, delays, or unexpected events, including extended work hours.
10. Communicate effectively in oral and written form.
11. Interact effectively at various social levels and across diverse cultures.
12. Remain visually and mentally alert in order to rapidly identify and respond to security hazards and take appropriate action to intervene.
13. Establish and maintain effective working relationships with Judges, Court Administration staff, Probation Officers, Attorneys and the general public.

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, Outlook, and other job-related software.



Position Description

Ability to Travel

Occasional travel is required to attend trainings and 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, leadership, 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 to loud.

Equipment and Tools as Assigned, which may include:

Personal protective equipment, squad car and equipment, portable radios, firearms, Taser, asp, baton, mace, handcuffs, first aid, AED units, audio and video equipment, computer and software, printer, telephone, copier, fax, county-owned vehicles, and other job-related equipment.

Physical Activities/Requirements

CONSTANT: Stand; hearing up to 20 feet; vision; work around others; customer/public contact and work inside.

FREQUENT: Lift and carry up to 10 pounds; push/pull up to 20 pounds; bend neck; climb stairs; feel/use fingers; grasp/handle; maintain posture; move about; reach; rotate neck; talk/speak; twist at waist; walk; hear within 5 feet; use an earphone; near, midrange and far vision; depth perception; visual accommodation; work with others; and clients with behavioral challenges.

OCCASIONAL: Push/pull up to 70 pounds; balance; crouch/squat; reach above shoulder; sit; static neck position; stoop/bend; taste/smell; right and left wrist turn; color vision; exposure to blood-borne pathogens; work alone; extended days; work outside and drive.

RARE: Restrain individuals.

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.

2/26/2019

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

2019 One-half percent (0.5%) General Adjustment 1/1/2019

Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/O
7	\$ 21.89	\$ 22.53	\$ 23.19	\$ 23.86	\$ 24.56	\$ 25.27	\$ 26.01	\$ 26.77	\$ 27.55	\$ 28.36	\$ 29.19	\$ 30.05	\$ 30.93	\$ 31.84	\$ 32.50
6	\$ 20.34	\$ 20.93	\$ 21.54	\$ 22.16	\$ 22.81	\$ 23.47	\$ 24.16	\$ 24.86	\$ 25.59	\$ 26.33	\$ 27.10	\$ 27.90	\$ 28.71	\$ 29.56	\$ 30.17
5	\$ 18.79	\$ 19.33	\$ 19.89	\$ 20.47	\$ 21.06	\$ 21.67	\$ 22.30	\$ 22.95	\$ 23.62	\$ 24.31	\$ 25.02	\$ 25.75	\$ 26.50	\$ 27.28	\$ 27.85
4	\$ 17.24	\$ 17.73	\$ 18.24	\$ 18.77	\$ 19.31	\$ 19.87	\$ 20.45	\$ 21.04	\$ 21.65	\$ 22.28	\$ 22.93	\$ 23.60	\$ 24.29	\$ 25.00	\$ 25.52
3	\$ 15.68	\$ 16.13	\$ 16.60	\$ 17.07	\$ 17.57	\$ 18.07	\$ 18.60	\$ 19.13	\$ 19.69	\$ 20.26	\$ 20.84	\$ 21.45	\$ 22.07	\$ 22.72	\$ 23.19
2	\$ 14.13	\$ 14.53	\$ 14.95	\$ 15.38	\$ 15.82	\$ 16.27	\$ 16.74	\$ 17.22	\$ 17.72	\$ 18.23	\$ 18.76	\$ 19.30	\$ 19.86	\$ 20.43	\$ 20.86
1	\$ 12.58	\$ 12.93	\$ 13.30	\$ 13.68	\$ 14.07	\$ 14.47	\$ 14.89	\$ 15.31	\$ 15.75	\$ 16.21	\$ 16.67	\$ 17.15	\$ 17.65	\$ 18.15	\$ 18.53



Position Description

Sr. Forester

Department Land Department
Grade Grade 7
Reports to Assistant Land Commissioner
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 manage county tax-forfeited lands using multiple-use practices to enhance wildlife, recreational, and forestry interests. To collect and maintain accurate forest resource information/field inventories used by the department for forest planning activities. This includes forest inventory, hardwood inventory, wildlife data, invasive species, and road and trail updates. Also monitors and maintains accurate GIS layers, timber management databases, timber scales, site level evaluations, performance measurements, and best management practices. Works in collaboration with the GIS Coordinator. Assists in developing management plans and allowable cuts, conducts field forestry audits, and verifies that forestry staff is meeting planning and harvest goals. Oversees the forest development program including but not limited to tree planting, site preparation, herbicide program, wildlife brushing, timber stand improvement (TSI).

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

Serves as a work leader with forestry staff in planning, implementing, and verification of the forestry program including silvicultural prescriptions and timber sale administration. Has oversight of the forest road program. Also serves as a work leader over seasonal, part time, and/or temporary employees to assist in the timely accomplishment of workloads related to department activities. Elements of direct control over these positions may include prioritizing and assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, establishing work standards, coordinating work schedules, and providing input into supervisor's actions.

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.



Position Description

1. Performs forest inventory to determine productivity and vegetative/physical characteristics of Aitkin County managed lands via field inspections to assist with department planning activities.
 2. Plans, coordinates, and monitors forest development, and other projects on County lands. Prepares contracts, ensures accurate records of costs, project reports, and projects.
 3. Oversees timber harvest plans, verifies timber drain reports. Assists Assistant Land Commissioner on developing and implementing 5 year tactical plan and timber drain.
 4. Serves as a work leader to 3-4 district foresters, providing verification and feedback on work quality and accuracy in silvicultural prescriptions and timber sale administration. Verifies accuracy of cruise information, wood utilization, and best management practices.
 5. Gathers information for department administration and assists with FSC audit preparation.
 6. Monitors ACLD lands to determine planting, release, insect and disease problems, harvesting needs and then develops management prescriptions to address those needs.
 7. Develops and revises multi-table information system through tabular data entry and related alterations of spatial data (maps) as a major component of the department GIS.
 8. Assists GIS Coordinator with data/information issues. Ensures data integrity of all collected data and makes yearly archive of files at year's end.
 9. Oversees management and monitoring of wildlife habitat information based on field observations and makes recommendations when needed.
 10. Maintains master copy of ACLD road and trail files and associated GIS applications. Confers with GIS Coordinator on a regular basis throughout the year.
 11. Assists with the development of strategic and tactical planning activities by providing analysis of raw data.
 12. Assists in boundary determinations using established surveying techniques, appraisals of timber volume and value, related to county administered lands. (from F/P T)
 13. Serves as a work leader over seasonal, part time, and/or temporary employees to assist in the timely accomplishment of workloads related to department activities. (from F/P T)
 14. Makes public presentations to various groups.
 15. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree or higher in Forestry, Natural Resource Management, or a related field, plus two or more years related experience and/or training, or an equivalent combination of education and experience sufficient to perform the essential functions of the position. Must have considerable experience reading maps and legal descriptions and using geographic information systems (GIS) and global positioning systems (GPS) for navigation and electronic data recorders to collect and input forest inventory data.

Must have considerable knowledge of the Ecological Classification System developed by the Minnesota Department of Natural Resources and the U.S. Forest Service for ecological mapping and landscape classification in Minnesota, which follows the National Hierarchical Framework of Ecological Units.



Position Description

Valid Minnesota driver's license required. Employment reference checks, a criminal background check, and pre-employment physical 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. Silviculture practices.
3. Forest inventory systems, forest sampling methods and sampling statistics.
4. Best practices for land management activities.
5. General office work such as filing and recording information.

Skill in:

1. Written and oral communication skills sufficient to communicate the policies and procedures of the department to land owners and the general public.
2. Strong computer and analytical skills.
3. Proficient GPS and compass orienteering.
4. Reading, writing, and speaking English proficiently.
5. Effectively 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 subordinates with respect, honesty, and consideration.
2. Pass tests on the quality and accuracy of collected field data to ensure quality information.
3. Serve as a technical resource to staff on complex programmatic and technical issues, including preparing technical reports and other technical documents and providing recommendations to upper management.
4. Effectively perform calculations and data analysis.
5. Read legal descriptions and several different types of maps.
6. Clearly understand the technical and policy aspects of issues.
7. Work in all types of weather and conditions
8. Physically walk on/pass through variable and uneven terrain.
9. Demonstrate a high degree of self-motivation and the ability to work independently
10. Endure hazardous insect, animals, and plants.
11. Maintain accurate daily logs.

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 rate, ratio, and percent and to draw and interpret bar graphs.



Position Description

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. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

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, Link, Microsoft Word, Excel, Outlook, Access, ESRI ArcMap, GIS software, SQL database management system, and other job-related software.

Ability to Travel

Daily travel is typically required, on average about 15,000 miles per year.

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 usually moderate.

This position requires outdoor work in a variety of weather conditions on variable terrain. Good physical condition is necessary as is the ability to endure annoying and hazardous insects and animals/plants.

Equipment and Tools

Forest inventory field equipment, GPS, computer, copier, telephone, printer, and county-owned vehicles.



Position Description

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 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Position requires walking long distances in sometimes difficult terrain.

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

Disclaimer

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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.

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