



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 4/14/2020

**Title of Item:** Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> HR Department
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> 10
<b>Summary of Issue:</b> <p>The Personnel Committee met on April 9, 2020, and makes the following unanimous recommendations:</p> <p>1) Aitkin County employees who wish to donate blood locally during their scheduled work shift between now and September 1, 2020, will be granted up to 1 hour of paid leave to do so, with prior supervisory approval. [Aitkin County Interim Policy: COVID-19 Program for Employees.]</p> <p>2) Modify organizational structure in Auditor and Recorder's office. Roxy Hoppe, Chief Deputy Recorder (Grade 6), retired. Tara Snyder, Deputy Recorder (Grade 4), was promoted to the Chief Deputy Recorder position. Proposing to move the Land Records Technician (Grade 5) from the Auditor's office to the Recorder's office, cross deputize the current incumbent in both the Auditor's (for signatory authority) and Recorder's office. Then, hire an Accountant (Grade 9) to fill the vacancy. A job description is attached. Mick Moriarty and Kirk Peysar will be invited to answer any questions about anticipated efficiencies to be gained in the Recorder's office processes, and the higher level auditing and accounting functions that can then be performed by the Accountant, freeing up the Chief Financial Officer's time for more analytical functions. This proposed structure change aligns with the long-term plan of the CFO (Grade 12) learning the County Auditor functions, including administration of the property tax system, financial accounting system, collection and disbursement of all county funds, licensing, land records, preservation of county records, and more. The cost is estimated to be \$9,205 over the 2020 budget, assuming a hire date of June 1, 2020 and family health insurance (start step).</p> <p>3) The full-time LLCC Food Service Coordinator will be laid off due to lack of work, effective 4/11/2020. Authorize the employer to continue paying (continued below...)</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> ...its normal share of the health insurance premiums for the Food Service Coordinator through May 31, 2020. The personnel committee will revisit LLCC staffing, budget, and work availability based on educational programs scheduled at its May 12th meeting.		
<b>Recommended Action/Motion:</b> Motion to:(1) authorize the temp blood donation leave, (2) create/fill a new Gr 9 Accountant position in the Auditor's office and authorize modification to the organizational structure, (3) authorize the employer to continue paying its share of the FSC H/L-ins prem thru 5/31/20, all described above.		
<b>Financial Impact:</b> 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 checked="" type="checkbox"/> No <i>Please Explain:</i>		
Will discuss. (Also - Informational only: Three part-time Seasonal Naturalists have received layoff notices due to lack of work (no insurance benefits apply). The part-time LLCC Office Asst will receive a layoff notice, effective 4/11/2020. All other LLCC staff will continue to work at this time.)		

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



## **ACCOUNTANT**

*(New position / Modify Organizational Structure)*

**Department** Auditor's Office  
**Grade** Grade 9  
**Reports to** Chief Financial Officer  
**FLSA Status** 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 by the Human Resources Department.

### **Job Summary**

To perform governmental accounting duties and assist with the administration of federal, state and local elections and voter registration.

### **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, but will serve as a lead worker to temporary election workers.

### **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 is an essential requirement of this position.

1. Prepares and processes receipts and disbursements accurately, according to departmental budgets using generally accepted accounting principles, and preparing and processing claims, Auditor, Commissioner and Manual warrants.
2. Performs detailed accounting procedures, on a daily and monthly basis, to maintain all financial records in accordance with state and federal regulations for the Aitkin County Auditor's Office including, but not limited to, inventory, receivables, payables, fixed assets, state and federal funding requests and other necessary accounting and auditing functions.
3. Assists in resolving accounting issues in accordance with generally accepted accounting principles and facilitates the transfer of data among the County's financial, property tax and payroll systems. Reconciles, investigates, corrects and analyzes accounts to allow monthly and yearly period closings in a timely matter. Balances out financial records to verify accurate accounting between departments.



## ***Position Description***

4. Recommends new procedures and policies when changes in federal, state and county policies or programs affect fiscal matters. Monitors compliance with governmental accounting principles and segregation of duties within the limits of personnel available.
  5. Assists in coordinating annual audit functions. Completes necessary financial reports, worksheets and financial statements for the audit.
  6. Assists in coordinating insurance coverage with Minnesota Counties Insurance Trust for all areas of insurable loss.
  7. Assists in maintaining the fixed asset inventory system and depreciation to meet all GASB requirements.
  8. Provides support and financial knowledge to department heads. Coordinates the process for departmental payments ensuring that all policies and regulations are followed and that purchases are charged to the proper account.
  9. Assists with elections, training, registration, voting, reporting, recounts, and other election-related duties. Documents, processes and records all Absentee, Mail, and UOCAVA ballots. Posts voting history for each voter for all elections. Prepares required materials, tests equipment and assists with election training sessions.
  10. Troubleshoots balloting equipment, electronic rosters, and other related equipment and software, serving as the department in-house technology expert. Sets up machines, downloads information from machines to the State system.
  11. Outreach. Not sure how this would be worded, but this person would be contacting townships, schools, etc. regarding Election related trainings, updated information related to elections, and updating our website with regards to Election information. Works with County residents by assisting them in the office and over the telephone with questions.
  12. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department.
  13. Attends conferences and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Requires a Bachelor's degree in Accounting, Finance, or a related field from a four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience. Must have advanced technology skills to serve as the in-house expert to maintain and troubleshoot elections equipment and software.

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.



## ***Position Description***

2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Generally accepted accounting principles as defined by GASB.
4. Principles and practices of municipal budget preparation and administration, financial reporting, supervision, training and performance evaluation.
5. Federal and state election laws, rules, and procedures.

### **Skill in:**

6. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
7. Accurately performing all complex accounting functions in a timely, efficient and accurate manner.
8. Advanced technology skills sufficient to troubleshoot election equipment and software.
9. Organizing and prioritizing work.
10. Computer skills and typing sufficient to complete 30 net words per minute without errors.
11. Reading, writing, and speaking English proficiently.
12. 10-key skills sufficient to accurately operate a numerical keyboard.

### **Ability to:**

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Ability to read and interpret documents such as bond documents, investment reports, financial documents, state statutes, reports, policies, and regulations, contracts, and procedure manuals.
3. Deal tactfully and efficiently with all levels of management, coworkers, and the public.
4. Maintain confidentiality.
5. Operate election equipment and machinery, and to also train staff and election judges in its use.
6. Understand and carry out complex written and oral instructions.
7. Compare data from a variety of sources for accuracy and completeness.
8. Work under pressure, meet deadlines, and perform detailed work with speed and accuracy.

### **Language Skills**

**Very High Skills** – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or governing boards.

### **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.

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.



## ***Position Description***

### **Reasoning Skills**

**High Skills** – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software.

County Financial System (IFS), County Payroll Software E-time, Webfusion, Microsoft Word, Excel, Outlook, Access, Accounting Software: ACS Highway Costing; IFS, and Internet.

### **Ability to Travel**

Occasional travel required for 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, delegation, leadership, managing people, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, and innovation.

### **Work Environment**

The noise level in the work environment is usually moderate.

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, 10-key calculator, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

Stooping, kneeling, crouching, reaching, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Semi-annually election duties arise that involve more physical types of labor involving lifting and/or carrying boxes of election materials and voting machines weighing up to 50 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

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



## **Position Description**

### **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.

### **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.

4/9/2020

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***Our Vision:*** *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

***Our Mission:*** *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

***Our Core Values:*** *Collaboration, Innovation, Integrity, People-Focused, Professionalism*