



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: 9/22/2020

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)	<input type="checkbox"/> Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by: Bobbie Danielson	Department: HR Department
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 10-15 mins
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Summary of Issue:
The Personnel Committee met on 8/11/2020 and 9/8/2020 and unanimously recommends the following:

1. Create a new full-time Land Survey and Mapping Technician position in the Land Department. Rich Courtemanche, Land Commissioner, will be present for this discussion. Two survey division retirements are anticipated in 2021, only one will be refilled. This new L.S./ Mapping Technician will replace the other. So there will be some overlap for training purposes. A job description is attached. This position was included in the 2021 budget and it will not be a levy expense in 2021, per Rich. Grade 4 position.
2. Adopt the attached policy regarding reasonable suspicion drug and alcohol testing and require all members of the leadership team to complete online reasonable suspicion training by December 31, 2020. In addition to the personnel committee members, this policy has been reviewed by all department heads.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Motion to create a new full-time Land Survey and Mapping Technician position and authorize filling the vacancy.
Motion to adopt the reasonable suspicion drug and alcohol testing policy as proposed.

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:*



LAND SURVEY AND MAPPING TECHNICIAN

Department Land Department
Grade To be determined by consultant.
Reports to County Surveyor
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 assist the County Surveyor in the daily operations of the County Surveyor Division and act as the first point of contact for community members and other county offices seeking survey related information. To develop, maintain and perform research of the existing land survey records database and GIS parcel information. To assist with establishing and maintain land boundaries and land corner monuments and prepare survey related documents. To perform other land survey related duties as directed by the County Surveyor.

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, however, may serve as an occasional work leader as assigned.

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. Researches existing survey information prior to field survey work and for general public and county department inquiries.
2. Imports field data into CAD drafting system, performs analysis and prepares associated Certificate of Survey and Certificate of Location of Government Corner documents in accordance with federal regulations, state statutes and common law.
3. Reviews and maintains the database of current and historic survey information for completeness and accuracy.



Position Description

4. Performs mapping updates of all County tax system parcels as more accurate survey data becomes available.
 5. Enters, updates and maintains section corner information in GIS mapping application.
 6. Reviews submittal documents related to proposed subdivisions for completeness and accuracies.
 7. Confers with private land surveyors, firms or other county, state or federal departments on projects of mutual interest or prior experience in certain areas.
 8. Occasionally leads survey crew members in the field on land surveys, corner searches, and corner perpetuation program activities. Operates all land surveying equipment, i.e. Transit, total station, GPS sensors and receivers. Completes land surveys according to the rectangular land survey system for the determination of area and the monumentation of the same.
 9. Meets with adjacent landowners, general public, township officers, and other agencies regarding past, present and future surveys.
 10. Attends seminars and educational classes to improve knowledge and ability.
 11. Follows quality control procedures to assure data integrity and proper maintenance of computer files and backup files.
 12. Remains current with technological developments and advancements.
 13. Recommends purchase of equipment and supplies needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Associate's degree or equivalent in Land Surveying, GIS, Civil Engineering Technology, plus one or more years of experience using CAD software, or an equivalent combination of education and experience sufficient to perform the essential functions of the position.

Valid Minnesota driver's license required.

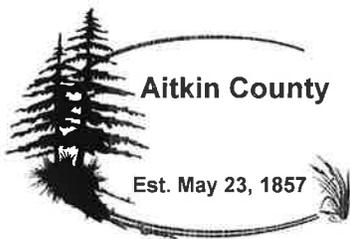
Licensed Professional Surveyor or LSIT (Land Surveyor in Training) preferred, but not required.

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. State and local laws, rules, and regulations relevant to the work performed in this position, including legal aspects of land surveying and boundary control as established both by common and statute law.
3. Thorough knowledge of land surveying principles, methods and standards.
4. Thorough knowledge of mathematics, trigonometry, geometry and an understanding of physics as it applies to land surveying.
5. Thorough knowledge and understanding of state, county and local subdivision regulations.
6. Knowledge of ArcGIS Pro or Arc GIS Desktop software and the principals, methods and techniques associated with automated mapping. General understanding of GIS terms and techniques.



Position Description

7. OSHA safety standards and regulations.
8. 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 problem solving and critical thinking skills.
3. Operating global positioning systems and software packages such as AutoCad, Trimble Business Center, Trimble Access, ArcGIS Pro or Arc GIS Desktop software, and total stations and their related accessories.
4. Proficient GPS and compass orienteering.
5. Reading, writing, and speaking English proficiently.
6. 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. Read and understand legal descriptions and several different types of maps.
3. Stay current and adapt to constantly changing equipment in the land surveying profession.
4. Read and write detailed real estate descriptions.
5. Establish lost corners when there are various options available.
6. Safely operate chainsaws, brush axes, ATVs, snowmobiles and pickup trucks.
7. Work in all types of weather and conditions
8. Physically traverse in treacherous conditions.
9. Communicate with land owners and the public using good judgment, integrity, and tact.
10. Demonstrate a high degree of self-motivation and the ability to work independently
11. Endure hazardous insect, animals, and plants.
12. Maintain accurate daily logs.
13. Motivate and direct assigned staff as they work.

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. 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



Position Description

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

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 Payroll Software, E-time, County parcel mapping applications, Microsoft Word, Excel, Outlook, AutoCad, Trimble Business Center, Trimble Access, ArcGIS Pro or Arc GIS Desktop software, and other job-related software.

Ability to Travel

Infrequent travel required for errands, site visits or off-site trainings 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 usually quiet to moderate.

Works primarily in an office environment but will occasionally need to be outside and may be exposed to very hot summer or cold winter temperatures, depending on the weather. Hazardous terrain must be negotiated while transporting moderate to heavy loads. Exposure to industrial accidents caused by vehicles and sharp cutting tools, as well as environmental hazards such as animals, wood ticks, biting and stinging insects, poison ivy and other noxious plants. Fumes from welding and petroleum products along with hearing protection required for several activities. One other hazard is people who perceive they are being cheated or deprived of some aspect of their land or ownership rights may become offensive.

Equipment and Tools

Surveying, GIS and general office equipment - transit, total station, GPS sensors and receivers, computer, copier, fax, telephone, printer, and county-owned vehicles.

Physical Activities/Requirements



Position Description

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

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.

9/1/2020 - draft

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*

Reasonable Suspicion Testing

1st Draft

DRUG AND ALCOHOL FREE WORKPLACE POLICY

(Article ____ of the Aitkin County Personnel Policy Manual)

ARTICLE ____ : DRUG AND ALCOHOL FREE WORKPLACE POLICY

____ *00 Policy*

Aitkin County is committed to protecting the safety, health and well-being of all employees and individuals in the workplace. The county recognizes that alcohol abuse and drug use pose a significant threat to job performance and the safety and security of county operations. The county has established a drug and alcohol free workplace program that balances respect for individuals with the need to maintain a drug and alcohol free environment.

____ *01 Prohibitions/Requirements*

All employees are accountable for maintaining a drug and alcohol free workplace by adhering to the following during work hours, while on the county's premises, or wherever the county's work is being performed:

- No employee shall report to work under the influence of illegal drugs, alcohol, or controlled substances. No employee shall report to work under the influence of prescription drugs which adversely affect their alertness, reaction, response, judgment, decision-making, or safety.
- No employee shall operate, use, or drive any equipment, machinery, or vehicle of the county while under the influence of prescription drugs which adversely affect their alertness, reaction, response, judgment, decision-making, or safety, or while under the influence of illegal drugs, alcohol, or controlled substances. Such employee is under an affirmative duty to immediately notify his/her supervisor that he/she is not in an appropriate mental or physical condition to operate, use, or drive county equipment or his/her personal vehicle while on county business.
- During work hours, including rest and lunch breaks, or while on the county's premises, or while operating the county's vehicle, machinery or equipment, no employee shall use, sell, manufacture, possess, or transfer illegal drugs or alcoholic beverages.
- The required transportation or possession of illegal drugs, alcohol or controlled substances as a result of performing official peace officer duties or undercover operations by order of the Sheriff is not considered in violation of this policy.
- Supervisors shall notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in their possession during work hours, or on county premises, or while operating the county's vehicle, machinery or equipment.
- Any employee engaging in the off-duty manufacture, sale, transfer, use, or possession of illegal drugs or controlled substances is subject to discipline up to and including termination of employment.
- Any employee convicted of manufacturing, using, selling, distribution or possessing a controlled substance in the workplace shall notify the county via the Human Resource Director within five (5) days of the conviction. The county will take appropriate action within thirty (30) days of notification. Appropriate action may include (a) personnel action against the employee, up to and including termination, or (b) require the employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

- The county, as the employer, may be required to report any workplace drug crimes to a federal contracting agency within ten (10) calendar days of receiving notice of a conviction.

02 Drug and/or Alcohol Testing

Any drug and/or alcohol testing undertaken by the county shall be in accordance with Minnesota Statutes 181.950-.957, the Minnesota Drug and Alcohol Testing in the Workplace Act, as amended. Any employee who has a confirmed positive drug or alcohol test may be removed from their position pending review by the county and a decision regarding the employee's status. The first time an employee has a confirmed positive test result, said employee will be given an opportunity to participate in either drug or alcohol counseling or a rehabilitation program. The employee will be responsible for expenses incurred for the counseling or rehabilitation program. The employee may be subject to disciplinary action up to and including termination of employment. Any employee desiring information concerning drug or alcohol abuse counseling and/or rehabilitation programs is encouraged to contact the county's Employee Assistance Program (EAP).

For classifications requiring Commercial Driver's License (CDL), the drug and/or alcohol testing provisions are governed by the Omnibus Transportation Employee Testing Act of 1991 and the Federal Motor Carrier Safety Administration. Testing protocols that are unique to CDL classifications are referenced in [refer to existing policy for CDL holders].

03 Data Disclosure

The county will not disclose the drug and/or alcohol test result reports and other information acquired in the drug and alcohol testing process to another employer or to a third party individual, governmental agency, or private organization without the written consent of the employee tested, unless permitted by law or court order.

~~04 Removed Pre-employment (as standing policy will apply to all), renumber sections upon adoption~~

05 Post Incident Testing

All employees **will be** subject to drug and alcohol testing when the following conditions occur:

- an accident involving a citation for unsafe or unlawful operation of a county vehicle or county owned motorized equipment;
- an accident involving a fatality;
- an accident involving a county vehicle, county motorized equipment or county machinery requiring immediate medical treatment for any party, away from the accident site.

06 Reasonable Suspicion Testing

All employees **may be** subject to drug and alcohol testing if the county has a reasonable suspicion that the employee:

- is under the influence of drugs or alcohol;
- has violated the county's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the county's premises or operating the county's vehicle, machinery, or equipment;
- has sustained a personal injury arising out of and in the course of employment, or has caused another person to sustain a personal injury; or
- has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

A reasonable suspicion referral for testing will be made on the basis of specific facts and rational inferences drawn from those facts.

_____07 Routine Physical Examination Testing

An employee may be required to undergo drug and alcohol testing as part of a routine physical examination which will occur not more than once annually. The employee will be given at least two (2) weeks written notice that a drug or alcohol test is being required as part of the physical examination.

_____08 Random Testing

Employees in safety-sensitive positions may be subject to drug and alcohol testing on a random selection basis. Employees in non-safety sensitive positions are not subject to random drug and alcohol testing procedures, except an employee who tests positive may be required to undergo random drug and alcohol tests pursuant to treatment program testing.

_____09 Treatment Program Testing

The county may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the county for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan. In this case, the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for up to two (2) years following completion of any prescribed chemical dependency treatment program.

_____10 Employee Rights during Drug and/or Alcohol Testing

If an employee refuses to take an alcohol or drug test, no test shall be given. However, if an employee refuses a test, they will be considered insubordinate and will be subject to disciplinary action, up to and including termination of employment.

No employee who refuses to undergo drug or alcohol testing of a blood sample upon religious grounds shall be deemed to have refused unless the employee also refuses to undergo drug or alcohol testing of a urine sample.

Within three (3) working days after receipt of a test result report, the county will inform the employee of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test, and of the employee's right to request and receive from the county a copy of the test result report. An employee who tests positive for drug use will be given written notice of the right to explain the positive test, and the county may request that the employee indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

An employee has a right to offer the county a written explanation of a positive test result on a confirmatory test within three (3) working days after notice of the positive test result. They also have the right to request within five (5) working days after notice of a positive test result a confirmatory retest of the original sample at another licensed testing laboratory at the employee's own expense.

11 Consequences of Violations

An employee violating this policy may be referred to treatment and/or be subject to disciplinary action up to and including termination of employment. Each situation will be reviewed on a case-by-case basis evaluating the severity and circumstances involved.

An employee will not be disciplined or discharged on the basis of a positive test result that has not been verified by a confirmatory test. An employee will not be discharged based on the employee's first confirmed positive test result unless: (1) the county has given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is appropriate; and (2) the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a confirmed positive test result after completion of the program.

12 Employee Notification of this Policy

The county will post notice that this policy providing for drug and alcohol testing has been adopted, and the county will provide a copy of this policy to every employee currently employed by the county. New employees of the county will receive a copy of this policy with their orientation materials. Copies of this policy are available for inspection during regular business hours.

13 Non-Discrimination

The county's policy on work-related substance abuse is non-discriminatory in intent and application. In accordance with Minnesota Statutes, Chapter 363A, disability does not include any condition resulting from alcohol or drug abuse which prevents a person from performing the essential functions of the job or constitutes a direct threat to property or the safety of individuals. In accordance with the Americans with Disabilities Act, an individual who is currently engaging in the illegal use of drugs is not a "qualified individual with a disability" when the employer acts on the basis of such use.