



# Board of County Commissioners Agenda Request

## 6A

Agenda Item #

**Requested Meeting Date:** February 11, 2025

**Title of Item:** Personnel Committee Recommendations - County Administrator Recruitment

<input checked="" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> HR Dept.
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> 15 minutes
<b>Summary of Issue:</b> <p>The personnel committee met on February 5, 2025 to discuss options for filling the upcoming County Administrator vacancy. Recommendations are attached [as they did not fit in this space], along with a copy of the current job description and recruitment procedures.</p> <p>The 2025 salary range for this position is \$118,751 - \$164,115. (Grade 21)</p> <p>Recommended Action/Motion:          Motion to authorize the HR Director to coordinate the full-time County Administrator recruitment process, in close collaboration with the Board. The two Commissioners assigned to the Personnel Committee will screen applications and HR will bring their recommendation to the full Board. The full Board (Committee of the Whole) will interview finalists. Communication with applicants and finalists will be handled through HR to ensure consistent messaging.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> See above [full text did not fit in this space].		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ \$139,463.11 is budgeted in 2025. (Biweekly \$5,363.97) <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> PTO cash out expense is being reviewed at time of agenda deadline.		

## **Bobbie J. Danielson**

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**From:** Bobbie J. Danielson  
**Sent:** Wednesday, February 5, 2025 4:16 PM  
**To:** Commissioners; Jessica Seibert  
**Subject:** Update from Personnel Committee – County Administrator Recruitment Recommendations

Dear Commissioners,

Good afternoon! The Personnel Committee met today to discuss the next steps following Jessica's resignation. This email provides an update following the Personnel Committee meeting on February 5, 2025. The committee has made the following recommendations, which will be presented to the County Board for consideration at the February 11, 2025, meeting:

### **1. County Administrator Model**

- The Personnel Committee discussed the County Administrator and County Coordinator models.
- Given the complexity of the Administrator's role in daily operations, the Commissioners' preference for centralized department head supervision, the Administrator's role in legislative monitoring, and the lower liability associated with the Administrator model, the committee recommends refilling the position as a full-time County Administrator.
- Over the past two years, significant efforts have been made to reorganize the County structure, break down silos, and implement a strategic plan. The committee believes continuing with the Administrator model supports these efforts.
- Commissioners are asked to review the attached job description and notify the HR Director if any changes are recommended.
- On February 11, 2025, the HR Director will attend the Board meeting to discuss the recruitment policy and process.

### **2. Recruitment Process Recommendations**

- The current policy (recruitment procedures) was provided to all members.
- It is recommended the recruitment process be conducted internally.
- It is standard practice that the departing incumbent does not participate in the hiring process for their replacement.
- If the position is not able to be filled internally, then DDA's \$24,000 proposal will be revisited.
- The position will be advertised for three weeks and will be posted as "open until filled, with a first review of applications on [insert date]".
- Department heads will be surveyed to identify the top three skills they value in a County Administrator candidate, which will help shape the position profile. This survey will be sent to department heads following the February 11, 2025 board meeting.
- Applications will be scored based on job qualifications and experience to help determine the top finalists. This will be drafted by the HR Director and sent to the Commissioners for review and input.
- The Personnel Committee Commissioners (Cmsr Wedel and Cmsr Kearney) will review and screen applications and recommend finalists to the Board.
- All Commissioners will be asked to provide input on the interview questions.
- The Committee of the Whole (all 5 Commissioners) will conduct interviews.
- Department heads will host a meet-and-greet session for finalists.
- All interviews will be conducted in person—no virtual interviews.
- The HR Director will provide periodic updates throughout the process to Commissioners and Department Heads.

- Communication with applicants and finalists will be handled through HR to ensure consistent messaging. Refer interested candidates to HR or ask them to watch our website for the upcoming job announcement.

### 3. Interim Appointment

- No interim appointment is recommended at this time. However, this may be revisited in March 2025, depending on the progress of the recruitment process.

#### Next Steps:

- The Personnel Committee serves as an advisory body and does not have final authority on this matter. The above recommendations are being presented to the County Board for final decision-making.
- Please review the attached job description and notify Bobbie if you would like to request any modifications.

If you have any questions about the recruitment process, please don't hesitate to reach out to HR at 218-927-7277 or 218- cell/text/after hours. (Please refrain from using "Reply All" to avoid any deliberation or decision-making outside of a public setting.)

Respectfully submitted,

Bobbie

New email address: [bobbie.danielson@aitkincountymn.gov](mailto:bobbie.danielson@aitkincountymn.gov)

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## **COUNTY ADMINISTRATOR**

**\*Please review and provide recommended updates to HR\***

**Department** Administration  
**Grade** Grade 21 – board approved 11-28-23  
**Reports to** County Board  
**FLSA Status** Exempt  
**Union Status** Non-union Position

### **Final Appointing Authority**

This position shall not be filled until final approval of the County Board. All offers of employment are made in writing.

### **Job Summary**

The County Administrator serves as the chief administrative officer of the County, per Minnesota Statute 375A.06, and is responsible for the overall operation of county government under administrative direction of the County Board of Commissioners. The County Administrator, considering the department specific input of elected officials, provides leadership, direction, and support to all County departments. The County Administrator manages and oversees the administration and coordination of County services in accordance with County Board ordinances, regulations, resolutions, policies, and state laws. The County Administrator establishes goals and objectives within the policy directives set by the County Board, and assists subordinate managers in developing and implementing procedures to accomplish goals and objectives. The County Administrator is responsible for developing and managing the County budget.

### **Supervision Received**

Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

### **Supervision Exercised**

All non-elected department heads report to the County Administrator. The County Administrator is responsible, through subordinate supervisors, for the performance of all non-elected County employees. Provides direct supervision of the Building Maintenance Supervisor, Veterans Services Officer, Economic Development/Forest Industry Coordinator, and clerical support. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **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.



## *Position Description*

1. Carries out day-to-day administrative functions of the County. Establishes goals and objectives for all departments to ensure compliance with County Board policy directives, and applicable rules and regulations. Provides assistance and management direction to County departments and programs through program review, fiscal control, and administrative overview.
2. Prepares and recommends policy to the County Board regarding county government operations. Advises the County Board regarding short and long range goals and recommends appropriate programs to attain them. Provides direction for the overall operation of county government and coordination with elected and state appointed offices.
3. Provides supervision and direction to subordinate staff and department heads in developing policy recommendations and programs and in clarifying and delegating County Board directives and policies.
4. Manages central service functions, including preparation for official Board proceedings. Provides central administrative services to all County departments, including human resources, information systems, building maintenance, property management, risk management, purchasing, motor pool, and other services. Ensures effective risk management programs and practices (safety, liability, property, etc.) exist to preserve and protect County assets. Prepares and recommends policy to the County Board regarding County government operations.
5. May participate in union contract negotiations and act as the chief negotiator. Participates in the management of said contracts. Adjusts grievances on behalf of the employer.
6. Directs and coordinates the management of County finances, including the preparation and presentation of proposed annual budgets and a Capital Improvement Plan. Analyzes data and makes recommendations. Reviews and revises department budget proposals, consolidates department budgets, reviews and/or alters any budget County-wide; prepares the budget message, presents the preliminary and final budget proposals, and administers the approved budget. Directs the establishment and development of the County's budgetary system to be used by all departments, including County-wide accounting policies and procedures.
7. Represents the county and communicates on behalf of the county to individuals, groups, organizations, other units of government, and media. Leads the County-wide management team and conducts management team meetings and communications. Establishes effective team relations with county administrative elected officials.
8. Strategic planning: continually evaluates the organization, administration and services provided by county government. Advises in the formulation of legislative proposals.
9. Provides supervision and leadership to department heads, the Administration department staff and, indirectly, all County employees. Has the authority to discipline, hire, and fire appointed department heads upon County Board authorization. Conducts ongoing feedback, coaching, mentoring, and performance reviews, and evaluates performance of department heads and Administration Department staff.
10. Represents the County concerning intergovernmental relationships and initiatives at local, State, regional and federal levels. Creates and implements a program of positive and cooperative intergovernmental relations with local cities and townships and with neighboring counties.
11. Spearheads and coordinates economic development programs and initiatives in close cooperation with the business community and county, cities, and townships.
12. Attends professional meetings and keeps informed of new developments in government operation and management.



## ***Position Description***

13. Responsible for management and long range planning for county buildings and infrastructure.
  14. Responsible for communications that maintain relationships key to the function of the County; plans and carries out communications at a level that can impact the morale and performance of staff, and the overall perception by the general public. Directs and manages public relations and acts as liaison between the County Board County employees and the public. Fields and responds to complaints, suggestions, and comments from the public on County services.
  15. 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. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
  16. Conducts business in accordance with the Open Meeting law.
  17. Serves as the Minnesota Government Data Practices Act Responsible Authority. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
  18. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
  19. Attend seminars and workshops as needed.
- Performs other related duties as assigned or apparent.

### **Education and Experience**

Qualified candidates shall possess a Bachelor's degree in public administration, business administration, public finance, political science or a related field. A minimum of four years of progressively responsible work experience; three of which must be served in an administrative or managerial capacity in a government service organization. Master's degree preferred. The County Board is interested in creating a dynamic and strong pool of candidates and retains the right to substitute experience for education that provides equivalent knowledge, skills, and abilities.

Exceptional oral and written communication skills are required as well as advanced skill in planning, organizing and coordinating diverse functions. Ability to reach out to and communicate with other local governments is desired.

Training and experience in budget and financial analysis is desirable. Familiarity with the distinct operations and functions of County government or the ability to learn them is important. Ability to successfully partner with independent elected department heads is essential.

Valid Minnesota driver's license required.

### **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, including data practices, the open meeting law, accounting, purchasing, information technology, OSHA, and employee and labor relations.
3. Financial management with experience in the preparation and presentation of budgets and fund accrual accounting.
4. Roberts Rules of Order.
5. Principles, practices and legal aspects of public administration as they relate to local government.
6. Organizational theory and effective management practices.
7. Public budgeting preparation, presentation and analysis.
8. Governmental accounting and reporting and the relationships of local, state and federal funding.
9. Minnesota property tax law, impact of levies to property and their calculation.
10. Governmental structure, laws, organization and interdependency of levels of government.

### Skill in:

1. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Preparing and making presentations to groups.
4. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
5. Effectively organizing, prioritizing, and delegating 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. Maintain confidentiality.
3. Make independent decisions.
4. Multi-task and work under pressure in a sometimes demanding environment.
5. Travel and work in excess of standard hours when necessary.
6. Direct a large staff in a broad range of service areas.
7. Plan, direct, supervise and delegate work, as well as work with others in a consulting capacity.
8. Communicate effectively, demonstrating exceptional oral, written and presentation skills. Communicate effectively with County Commissioners, coworkers, government organizations, civic groups, the media and citizens.
9. Analyze and resolve management problems.
10. Understand the political issues of county government. Serve as a liaison between the Board and other elected officials.
11. Accurately calculate wage and fringe benefit costs, budget and levy figures, and forecast county finances.
12. Develop and implement short and long range administrative goals and objectives.
13. Prepare and present accurate statistical narrative reports.
14. Evaluate various types of data and make recommendations on the findings.
15. Set direction and interpret elected official needs.
16. Direct, supervise and delegate work effectively.



17. Understand human development and thought processes.
18. Maintain a safe working environment.

**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 write speeches and articles for publication that conform to prescribed style and format. 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, area, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Skills**

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills**

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

County Payroll Software E-time, Webfusion, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Inventory Management Software, Data Backup and Recovery Software, Recordkeeping Software, and other job-related software programs.

**Ability to Travel**

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 (descriptions available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.





## Position Description

### Work Environment

The noise level in the work environment is usually quiet to moderate.

### Equipment and Tools

Computer, copier, fax, telephone, cell phone, remote access equipment, printer, calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### 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 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

9/1/2016

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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*



Personnel Policy

November 26, 2024

If you have any suggestions for changes to policy content, please contact HR, or [click here to submit ideas](#) for changes. All suggestions are welcome.

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## **Section B. Recruitment Procedures**

Purpose: To ensure consistent procedures are utilized to recruit the best possible candidate in the most efficient way possible for each position.

### Subd. (1) Roles and Responsibilities

- (a) The Human Resources Director or designee has the primary responsibility for coordinating recruitment, screening, interviewing and facilitating hiring recommendations of new employees. The Human Resource Director or designee will be the primary point of contact for all applicants until a conditional job offer has been made.
- (b) The Department Head or supervisory designee is responsible for making the final recommendation on all job offers.
- (c) The County Administrator must approve the recommendation for previously budgeted positions. The Administrator may also approve recommendations for temporary unbudgeted positions, up to 67 days per calendar year in duration.
- (d) The Aitkin County Board of Commissioners must approve the recommendation for newly created or unbudgeted positions (with the exception of unbudgeted temporary positions as noted in (c) above).

### Subd. (2) All Permanent County Job Openings will be Posted

- (a) All permanent job openings will be posted internally on the intranet and on the bulletin board outside of the Human Resources office and advertised externally simultaneously, unless the County is precluded from doing so by a collective bargaining agreement. Each notice will include the posting date, job title, department, position description, pay range, and closing date or open until filled notation. Qualified County employees who apply will be given consideration. Temporary and seasonal job openings may be posted, filled by word of mouth advertising, or with returning staff members as deemed most suitable for the position.
- (b) All bargaining unit job openings will be posted according to applicable collective bargaining agreements.
- (c) All employees (probationary and non-probationary) are eligible to apply for internal vacancies or transfers, unless an applicable collective bargaining agreement provides otherwise.

- (d) If applicable, employees must be Merit System eligible. All HHS Department positions are hired from Merit System registers, except the HHS Director position which is exempted from merit personnel system coverage (5 CFR 900.602). Minnesota Merit System's online application center and hiring practices shall apply where applicable.

**Section C. Hiring Practices**

Purpose: To fill newly created or vacant County positions.

Subd. (1) County Application

Application forms and position descriptions are available in the Human Resources Department. Completed application forms are to be submitted electronically to the Human Resources Department by the published deadline. Late applications will not be considered.

Subd. (2) Designation of Data (§13.43, Subd. 3)

Except for applicants to undercover law enforcement officer positions, the following personnel data on current and former applicants for employment by the County is public data:

- (a) Names of applicants when determined to be eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position. For purposes of this section, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.
- (b) Veteran status.
- (c) Relevant test scores.
- (d) Rank on eligible list.
- (e) Job history.
- (f) Education and training.
- (g) Work availability.
- (h) Personnel examinations and answer keys are nonpublic data, except pursuant to valid court order.

Subd. (3) Applications For and the Filling of Vacancies

The following procedure will be followed:

- (a) Aitkin County will afford employment to the applicant possessing the best qualifications that fit the requirements of the job regardless of race, color, creed, religion, national origin, citizenship, sex, marital status, familial status, pregnancy, disability, public assistance status, age, sexual orientation including gender expression and identity, political affiliation, veteran status, genetic information (including family medical history), local human rights commission activity, or other protected-class status.
- (b) Job requirements will be posted and included on the position description.
- (c) A high school diploma or equivalent is generally required as consideration for employment.
- (d) Any testing requirements will be conducted by the Human Resources Director or designee or by the Minnesota Merit System and will only be used for testing skills specifically required for the job.
- (e) Where applicable, Minnesota Merit System's online application center and hiring practices will be used.
- (f) All applications will be required to be completed on the Aitkin County official application forms or Minnesota Merit System forms when applicable. Resumes cannot be substituted for the application forms.
- (g) When an opening exists or is contemplated for a bargaining unit position, applicable provisions from a collective bargaining agreement shall be followed.
- (h) Job applications are to be submitted for a designated position and must be received before the published deadline, if applicable.

Subd. (4) Advertisement for External Applicants:

Sources for recruiting employees from outside are listed below:

- (a) Advertising will be placed on the County's website, AMC website, Aitkin County Job Opportunities Facebook page, and sent to the Grand Rapids WorkForce Center, Aitkin WorkForce Center, Brainerd WorkForce Center, and the Mille Lacs Band of Ojibwe. The advertisement of select County positions may also appear in the designated County newspaper or other publications as recommended by the Department Head, Human Resources Director, County Administrator and/or County Board.

- (b) Job applications from the general public for employment will only be accepted in the event that there are position vacancies.

Subd. (5) Position Description

- (a) If the Department Head or County Administrator determines that the position description needs to be reviewed and updated, the Human Resources Director or designee will assist the Department Head to make revisions.
- (b) The County Administrator or designee may approve revisions to the position description provided the classification of the position will not increase due to the updates.
- (c) The County Board must approve revisions to the position description if the revisions will result in an increase in classification.
- (d) The minimum qualifications shall be established prior to any external advertising.

Subd. (6) Screening Process

- (a) All applications will be reviewed and screened by the Human Resources Director or designee for minimum qualifications. All candidates listed on the Minnesota Merit System Register are deemed to meet minimum qualifications.
- (b) The hiring Department Head or designee may review qualified applications for further screening, if desired. The hiring Department Head or designee may request to view all applications received for the position, regardless of qualifications.
- (c) The Department Head will choose the candidates for interview, or will delegate this responsibility to a supervisor in the department and/or to the HR Director.
- (d) Applicants who have previously been interviewed and declined for a position within the past 12 months of the interview date (deemed not the right match for the role or organization), who have been backgrounded and received negative references, who do not return calls or emails for screening or interviews, or who have not showed for interviews may be unselected or not chosen as a finalist for interview if deemed appropriate by the department head and HR Director.

Subd. (7) Interview

- (a) The Human Resources Director or designee is responsible for coordination of interviews. Best practices for interviews will be followed, as determined by legal counsel, the County Administrator, and Human Resources Director.
- (b) The interview teams for all positions will typically be comprised of a combination of the supervisor(s), department head, and HR Director or designee. The panel should include at least one employee of the county who has attended training on employment law and best practices related to interviews. Upon request of the County Administrator, County Board representative(s) or external subject matter experts may be asked to participate in the interview portion of the hiring process if the opening is for a Department Head position.
- (c) Any candidate not receiving an interview will be notified in writing or via email. If a candidate is interviewed, but not selected for the position, the Human Resources Director or designee shall notify the candidate. The Human Resources Director or designee shall be responsible for notification to the candidates.

Subd. (8) Conditional Job Offer

- (a) The Human Resources Director or designee and the Department Head or designee will review and evaluate the experience and qualifications of the applicants for a position and may assign experience credit deemed reasonable. This will be the starting salary proposed to the County Administrator for approval of the applicant.
- (b) Once a candidate is selected for the position, a conditional job offer will be made by the Human Resources Director or designee.

Subd. (9) Reference and Background Checks

- (a) Employment references will be checked on all candidates conditionally offered employment with Aitkin County.
- (b) Criminal background checks will be done by the HR Director or designee, through a firm specializing in background investigation and pre-employment screening services, by the Bureau of Criminal Apprehension, and/or by the Aitkin County Sheriff's Office on the candidate conditionally offered employment with Aitkin County and in accordance with the law.

Subd. (10) Pre-Employment Physical

- (a) Candidates in selected job classes who have received a conditional offer of employment will be required to pass a Health Screening/Pre-Employment Physical.

- (b) The Health Screening/Pre-Employment Physical shall be conducted by a local medical facility or correctional jail nurse, at no cost to the applicant.
- (c) The Human Resources Director or County Administrator may approve an alternate pre-employment physical site when deemed necessary.

Subd. (11) Hiring Of Relatives

- (a) The employment of relatives in the same area of an organization may cause conflicts. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried into day-to-day working relationships.
- (b) Relatives of persons currently employed by Aitkin County may be hired only if they will not be working directly for or supervising a relative within the organization. This policy applies to any person, higher or lower in the organization, who has the authority to review employment decisions. Aitkin County employees cannot be transferred into such a reporting relationship.
- (c) For the purposes of this section, a relative includes: child, step-child, parent, step-parent, sibling, step-sibling, grandparent, grandchild, the employee's fiancé, spouse, spouse's parent, spouse's step-parent, spouse's sibling, spouse's step-sibling and any other person whom the employee has been declared legal guardian.

Subd. (12) Employee Relationships outside of the workplace

Aitkin County desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can potentially result from intimate relationships involving managerial and supervisory employees in the County or certain other employees in the County.

Accordingly, Department Heads and Supervisors are discouraged from fraternizing or becoming romantically involved with any subordinate employee in the department.

All employees should also remember that the County maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The County will vigorously enforce this policy consistent with all applicable federal, state, and local laws.

**Section D.                   Orientation**

Purpose: To clarify a new employee's role in the organization as a whole and to explain applicable personnel policies and procedures and/or provisions of the applicable collective



bargaining agreement. The Human Resources Director or designee, the Payroll Technician or designee, and the individual's immediate Supervisor share the responsibility for orientation.

Subd. (1) The orientation of a new employee is the final step in the hiring process. The County has an orientation program for all new employees, including:

- Payroll, E-time, and Benefits Orientation (HR/Payroll)
- General Orientation, Policies, and Training (HR/Payroll)
- Position, Department, Performance Management, and Social Orientation (Immediate Supervisor or Department Head)

### **Section E. Probationary Period**

Purpose: To provide a time frame for the employee's supervisor to observe the employee's fitness for continued employment with the County. The probationary period shall be utilized by supervisors to closely observe the employee to determine whether the employee will be able to meet the organization's core values, the Department demands, and become a contributing member to the County's workforce or whether it is necessary to remove the employee whose performance does not meet the values and performance standards.

Subd. (1) All County employees will serve and successfully complete a probationary period.

Subd. (2) All newly hired or promoted non-union employees will be on a probationary period for one (1) year unless specified otherwise by statute. Employment may be terminated for any reason during this period unless specified otherwise by statute.

Subd. (3) If the employee takes a leave of absence while on probation, the probationary period shall be extended by a period of time equal to the total number of calendar days on leave.

Subd. (4) Union employees will follow the probationary periods as they are defined in the applicable collective bargaining agreement.

Subd. (5) Probationary employees are eligible to apply for other positions for which they are qualified.

### **Section F. Access To Personnel Files**

Purpose: Aitkin County maintains a personnel file on each employee. Personnel files are the property of Aitkin County. Aitkin County allows access to personnel files in accordance with applicable law.