

Aitkin County Board of Commissioners Board Meeting Attendance Record

Date: Feb. 11, 2025

Name	Please check the boxes that apply		
	Aitkin County Citizen	Aitkin County Employee	Company Representative – Please list
MARV Jeffers		✓	ECONOMIC DEVELOPMENT
Jeanne Schram	✓		Aitkin Age
Andrew Carstrom		✓	ESPZ
Jess Johnson	✓		Talon Metals
DJ Thompson		✓	Land
Bobbie Danielson		✓	HR

County Administrator Recruitment Process

Step 1: Approval to Fill the Vacancy

When a resignation is submitted, the County Board reviews the current job description and assesses the vacancy. This includes evaluating the department's present and future needs, determining whether to fill the position as is, consider restructuring, adjust duties, or modify the position's status (full-time or part-time). The Board also reviews budget implications and other relevant factors before making a recommendation on the best path forward for the department and organization.

Step 2: Job Posting

All permanent job openings are posted internally and externally simultaneously. A list of posting locations is attached. A list of education and experience criteria will be used to assist in selecting finalists.

Step 3: Application Process

Applications are submitted electronically. The position is advertised as "open until filled," with the first review of applications scheduled for 3/6/2025.

Step 4: Screening and Selection of Finalists

- 3/6/2025 – Applications are sent to the Personnel Committee Commissioners (or any two Commissioners designated by the Board as a subcommittee to select finalists).
- HR schedules interviews, reserves rooms, and provides instructions to finalists.

Step 5: Interview Process

- Interview packets are prepared for each panel member, including:
 - Interview schedule
 - Job description
 - Open range pay scale
 - Budget information
 - Interview questions
 - Copies of each finalist's application
- Interview instructions are reviewed at the start of the day.
- Interviews are held in the Board Room.
- The interview panel consists of all Commissioners (Committee of the Whole posted), with the HR Director present to guide the process.

Step 6: Conditional Job Offer

- HR extends the conditional job offer in writing.
- The selected finalist signs electronically to accept the conditional job offer.

Step 7: Reference & Background Checks

- Employment references and criminal background checks are conducted.

Step 8: Pre-Employment Screening

- Martin McAllister will conduct pre-employment screening.

Step 9: Final Hiring & Probation

- The selected finalist completes onboarding.
- All new employees must complete a one-year probationary period.

Additional Notes:

- HR guides the process from start to finish, keeping Commissioners informed.
- Be mindful of the Minnesota Government Data Practices Act—applicant names must not be disclosed before they become finalists.
- All communication with applicants shall go through HR to ensure consistent messaging and documentation.
- For questions, contact Human Resources.

Recruitment Timeline

2025 Calendar

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

February 11, 2025

- County Board approves filling the vacancy.
- County Administrator **Skills and Qualities Survey** is sent to Department Heads.

February 13, 2025

- Deadline for Department Head feedback.
- Position announcement is finalized and posted for a minimum of three weeks.
- The interview date is included in the job announcement.

March 6, 2025

- First review of applications by a subcommittee of the Board (two Commissioners).
- Applicant names remain non-public data until they are named as finalists.

March 11, 2025

- HR Director provides an update to the Board.
- Interviews are scheduled with selected finalists.

March 20, 2025

- In-person interviews are conducted by the Committee of the Whole. **No virtual interviews will be offered.**
- HR Director is present to facilitate the interview process.

March 25, 2025

- HR Director provides an update to the Board.
- A conditional job offer is made in writing.
- Upon acceptance, the background check process begins.

April 8, 2025

- HR Director provides an update to the Board.
- Start date is finalized upon satisfactory completion of the background check.

Advertising Locations

Aitkin County Intranet

Aitkin County Internet

Aitkin County Job Opportunities page on Facebook

Association of MN Counties and affiliate links, including MACA

League of MN Cities

Minnesota City/County Management Association, a state affiliate of ICMA

Government Jobs.com

Direct email to all Minnesota County Administrators, Coordinators, Auditors

Handshake (covering multiple private and public colleges)

Official County Newspaper (Aitkin Age), Voyager, Herald

LinkedIn

Mille Lacs Band of Ojibwe

Office of Job Training, CareerForce locations across the state, such as Aitkin, Duluth, Grand Rapids, International Falls, Hibbing, Virginia, Cloquet, Brainerd, Little Falls, St. Cloud, Mankato, and more.