

ANOKA COUNTY

**MANAGEMENT COMMITTEE AGENDA
and Meeting of the Anoka County Board of Commissioners****

FOR THE JANUARY 4, 2022, MEETING

9:00 A.M.

County Board Room #705 - Government Center

1. Public Comment: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.

2. In accordance with the Personnel Rules and Regulations, and at the request and recommendation of the respective department heads, consider the following personnel transaction:

A. New/Restructure - Human Services/Job Training Center - effective January 4, 2022.
PC#2017003199

FROM: .725 FTE Office Support Specialist - Grade A008, range \$16.56 to \$25.36 per hour.

and

.275 FTE New Office Support Specialist - Grade A008, range \$16.56 to \$25.36 per hour.

TO: 1.0 FTE Office Support Specialist - Grade A008, range \$16.56 to \$25.36 per hour.

See attached position action worksheet.

If approved by the Management Committee, this item may move directly to the county board for approval on January 4, 2022.

3. Consider approving the second and fourth Tuesday of the month be established as regular Management Committee meeting days for 2022 with the exceptions of:

- January 11, which meeting will be held on January 4, 2022
- December 13, which meeting will be held on December 2, 2022
- December 27, which meeting will be held on December 13, 2022

*** Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*

POSITION ACTION APPLICATION REQUEST

Department Job Training Center
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Action requested	Authorize to restructure PCN 2017003199 Office Support Assistant FTE .725 grade 7 to an Office Support Specialist FTE 1.0 grade 8.
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Background	Due to staffing assistance changes with the Department of Employment and Economic Development the Job Training Center is needing full-time assistance providing department reception duties, professional customer service to all individuals visiting the department and Career Lab. Also, with the onset of a majority of staff working a remote/hybrid office model due to COVID-19 there has been an increase in office related duties such as case file scanning, electronic document storage maintenance and supporting the department's evolution to a paperless record-keeping system.
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Recommendations	Authorization to restructure PCN 2017003199 Office Support Assistant FTE .725 to an Office Support Specialist FTE 1.0 grade 8.
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Funding source	Budget adjustment current year	Budget adjustment future years
Grant funded	\$0.00	\$0.00

Funding description	Blend of grant integration from all department grants from Department of Human Services, Department of Employment and Economic Development and other miscellaneous grants.
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Who to contact with questions Nicole Swanson
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Submitted by Nicole Swanson	Date submitted 11/24/2021
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Revised 04/02/2020

Submit by Email

ER USE ONLY

Employee Relations and Finance Budget Workgroup approved	Date approved
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