

ANOKA COUNTY

**MANAGEMENT COMMITTEE AGENDA**

FOR THE JANUARY 8, 2019, MEETING

9:00 A.M.

Master Conference Room #772 - Government Center

1. In accordance with the Personnel Rules and Regulations, and/or the Travel Policy, and at the request and recommendation of the respective department heads, consider approving the consent items. **See attached** consent items.
  
2. In accordance with the Personnel Rules and Regulations, and at the request and recommendation of the respective department heads, consider the following personnel transactions:
  - A. Reclassification - Employee Relations - effective February 2, 2019. PC#1992000352 (Incumbent is Melissa Tjepkes.)  
  
**FROM:** 1.0 FTE Administrative Services Assistant - Grade B009, range \$3,025 to \$4,605 per month.  
  
**TO:** 1.0 FTE Employee Relations Business Analyst - Grade C013, range \$4,451 to \$7,386 per month.  
  
**See attached** position action form.
  
3. Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes.

ANOKA COUNTY

**CONSENT ITEMS**

FOR THE JANUARY 8, 2019, MANAGEMENT COMMITTEE MEETING

*Consent items will be voted on as one item.  
At the request of any commissioner, a consent item may be  
moved to the regular agenda for discussion purposes.*

1. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
  - A. Cory Kampf, Division Manager - Finance & Central Services - to attend Government Finance Officers Association (GFOA) - Treasury Management Best Practices - Newport Beach, CA - 4 days, February 2019 - costs, which are 100% funded by GFOA, to include \$33 mileage, \$800 lodging, \$231 per diem, \$400 air fare, \$120 ground transportation, and \$80 parking.
  - B. Commissioner Rhonda Sivarajah - Administration and Nicole Swanson, Director - Human Services/Job Training Center - to attend National Association of Workforce Boards (NAWB) Conference - Washington, DC - 4 days, March 2019 - costs for each, which are 100% funded by Workforce Innovation and Opportunity Act (WIOA) grant funds, to include \$800 registration, \$26 mileage, \$1,092 lodging, \$266 Meals, \$342 air fare, and \$100 parking.

Travel and training forms are available in Administration for review.

# POSITION ACTION FORM

Revised 01/2018

<b>Department:</b> Employee Relations		
<b>Position effective date:</b> <b>02/02/2019</b>	<b>Management Committee meeting date:</b> <b>01/08/2019</b>	<b>Board meeting date:</b> <b>01/22/2019</b>

**Action requested:** Current employee Melissa Tjepkes has successfully performed the responsibilities of the Employee Relations Business Analyst position. The Classification Committee recommends reclass approval; the four-grade increase requires Management Committee and Board of Commissioners approval.

**Background:** In 2018 a transfer of employee data work responsibilities resulted in also transferring the vacant Grade 14 Payroll Manager position from Finance and Central Services to Employee Relations. The position was decreased to a Grade 13 Employee Relations Business Analyst position (informational item presented to Management Committee on 7/10/18). Anoka County Employee Relations employee Melissa Tjepkes has successfully performed the responsibilities of this role for the required timeframe prior to reclass consideration.

**Recommendations:** The Classification Committee recommends Melissa Tjepkes be reclassified from a Grade 9 Administrative Services Assistant to a Grade 13 Employee Relations Business Analyst.

<b>Funding source:</b>	<b>Budget adjustment current year</b>	<b>Budget adjustment future years</b>
Current budget	\$0.00	\$0.00

**Funding description:** Finance and Central Services has already transferred the FTE and related budget to Employee Relations.

<b>Submitted by:</b> Employee Relations Department Classification Committee	<b>Date submitted:</b> 12/28/2018
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