

ANOKA COUNTY

MANAGEMENT COMMITTEE AGENDA
Commissioners West (Chair), Look, Braastad, and Gamache

FOR THE MARCH 26, 2019, MEETING

8:45 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. **New** Position - Administration/Medical Examiner's Office - effective March 30, 2019. Incumbent is Gary Alberts. PC#2019003324

1.0 FTE Medical Examiner's Office Director - E018, range \$38.10 to \$56.06 per hour.

See attached position action form.

If approved by the Management Committee, this item may move directly to the county board for approval on March 26, 2019.

B. Restructure/Fill - Administration/Employee Relations effective March 26, 2019 - vacancy due to a promotion effective March 15, 2019. PC#1999001943

FROM: 1.0 FTE Administrative Services Assistant - Grade B009, range \$17.45 to \$26.57 per hour.

TO: 1.0 FTE Employee Relations Coordinator - Grade B011, range \$21.09 to \$31.77 per hour.

See attached position action form.

3. Consider approving Contract #C0007080, Employment Agreement with Gary Alberts, and appointing Gary as the Anoka County Medical Examiner's Office Director, effective March 30, 2019. **See attached** position action form.

If approved by the Management Committee, this item may move directly to the county board for approval on March 26, 2019.

4. Consider approving Contract #C0007107, Employment Agreement with Paul Linnell, and appointing Paul as the Anoka County Elections Manager, effective March 30, 2019. **See attached** position action form.

If approved by the Management Committee, this item may move directly to the county board for approval on March 26, 2019.

5. 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 MARCH 26, 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. Reclassifications as recommended by the Employee Relations director. **See attached** dated March 26, 2019.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Renee Hanck, Lead Dispatcher - Administration/Central Communications - to attend CIT Concepts for 9-1-1 - Arlington Heights, IL - 1 day, September 2019 - costs to include \$99 registration, \$497 mileage, \$250 lodging, and \$190 per diem.
 - B. Paul Linnell, Elections Operations Administrator - Property Records and Taxation/Elections - to attend Elections Center Special Workshop - Virginia Beach, VA - 3 days, April 2019 - costs to include \$669 registration, \$334 Lodging, \$153 per diem, \$361 air fare, and \$70 ground transportation.
 - C. Joe MacPherson, Assistant County Engineer - Transportation - to attend National Association of County Engineers Annual Conference - Wichita, KS - 5 days, April 2019 - costs to include \$695 registration, \$660 lodging, \$113 mileage (to meet up and ride share), and \$275 per diem.
 - D. Terry Stoltzman, Emergency Management Director - Administration/Emergency Management - to attend National Homeland Security Conference - Phoenix, AZ - 5 days, June 2019 - costs, which are 100% funded by UASI grant dollars, to include \$625 registration (may be waived), \$37 mileage, \$564 lodging, \$364 per diem, \$400 air fare, \$50 ground transportation, and \$144 parking.

Travel and training forms are available in Administration for review.

**Employee Relations Department
Recommendations for Reclassification**

Incumbent	Present Title	Proposed Title	Present Grade Level	Approved Grade Level	Department	Effective Date
Christine Mueller	Tech Analyst/Ops Coord	Employee Relations Project Manag	13	14	Employee Relatic	03/30/2019

POSITION ACTION FORM

Revised 01/2018

Department: Medical Examiner's Office		
Position effective date: 03/30/2019	Management Committee meeting date: 03/26/2019	Board meeting date: 03/26/2019

Action requested: Establish full-time 1.0 FTE Director of Medical Examiner's Office PC# 2019003324 and appoint temporary incumbent.
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Background:	<p>The position for the temporary, part-time Administrator of the Medical Examiner's Office was established on January 31, 2009. At that time, we had eight counties and performed approximately 300 autopsies. Over the past 10 years we have expanded the scope of responsibility in the Medical Examiner's Office from 8 counties to 26 counties where Dr. Strobl is the named Medical Examiner. In addition, we provide services for 10 additional counties as well as five different hospital systems. We presently, in 2019, will anticipate having over 1,000 autopsies. At the same time the number of staff employed or contracted with by the Medical Examiner's Office increased significantly.</p>
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Recommendations: Approve and appoint Gary Alberts to Director of Medical Examiner's Office 2019003324.

Funding source:	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description:	Current budget.
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Submitted by: Jerry Soma	Date submitted: 03/12/2019
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POSITION ACTION FORM

Revised 01/2018

Department: Employee Relations		
Position effective date: 03/26/2019	Management Committee meeting date: 03/26/2019	Board meeting date:

Action requested: Restructure vacant Grade 9 Administrative Services Assistant to Grade 11 Employee Relations Coordinator position.
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Background: In July 2018, two positions, (1) Grade 9 position and (1) Grade 11 position, were established in Employee Relations to support county-wide position recruitment efforts. As processes were developed, workloads established and additional responsibilities added to these roles, it has become clear that the roles are equal in scope. Evaluation of position responsibilities indicate both roles should be Grade 11 Employee Relations Coordinator positions to ensure proper division of labor and internal equity. Employee Relations is requesting a restructure of the now vacant Grade 9 Administrative Services Assistant position to a Grade 11, Employee Relations Coordinator. The position is vacant because the previous incumbent has earned a promotion within the department.

Recommendations: Restructure a vacant Grade 9 Administrative Services Assistant position to Grade 11 Employee Relations Coordinator position.
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Funding source:	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description: Utilize existing budget (2019 temporary employee funding) to instead restructure this vacant position.
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Submitted by: Employee Relations	Date submitted: 03/11/2019
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POSITION ACTION FORM

Revised 01/2018

Department: Property Records and Taxation Division - Elections		
Position effective date: 03/30/2019	Management Committee meeting date: 03/26/2019	Board meeting date: 03/26/2019

Action requested: Approve Elections Manager employment agreement

Background: In December 2018 the previous Elections Manager retired. It was determined that this role would be subject to an employment agreement and the recruitment process began in January 2019. Following the standard hiring process, Paul Linnell was the candidate selected to fill the position. Paul brings a wealth of knowledge about Anoka County and the election process to the role, effective March 30, 2019.

Recommendations: Approve employment agreement for Paul Linnell as Elections Manger.
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Funding source:	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description: Current budget 01310203-60110

Submitted by: Kristie Olson	Date submitted: 03/20/2019
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