

ANOKA COUNTY

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

FOR THE AUGUST 13, 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 - Employee Relations - effective August 13, 2019. PC#2019003343

1.0 FTE Employee Relations Consultant - Grade C012, range \$23.28 to \$34.90 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 August 13, 2019.

B. Restructure/fill - Finance and Central Services - effective August 13, 2019:

FROM: 1.0 FTE Payroll Specialist - Grade B009, range \$17.45 to \$26.57 per hour.
Vacancy effective April 27, 2018. PC#1992000350

and

.625 FTE Claims Coordinator - Grade B011, range \$21.09 to \$31.77 per hour.
Vacancy effective June 21, 2019. PC#2011002961

TO: .625 FTE Office Support Specialist - Grade A008, range \$16.08 to \$24.62
per hour. PC#1992000350

and

1.0 FTE Risk Management Coordinator - Grade C012, range \$23.28 to
\$34.90 per hour. PC#2011002961

See attached position action form.

If approved by the Management Committee, this item may move directly to the county board for approval on August 13, 2019.

- C. Restructure/fill - Library - effective August 13, 2019 - vacancy effective August 3, 2019.
PC#1992001372

FROM: 1.0 FTE Senior Office Manager - Grade C012, range \$23.28 to \$34.90 per hour.

TO: 1.0 FTE Office Administration Supervisor - Grade C013, range \$25.68 to \$42.61 per hour.

See attached position action form.

3. Consider amending the August 14, 2018, Management Committee Agenda Item #2B and Report #3B to redact the employee's name and separation description.
4. 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 AUGUST 13, 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 August 13, 2019.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Denise Kirmis, Manager, and Leslie Lundequam, Adult Protection Supervisor - Human Services/Community Social Services and Behavioral Health - to attend National Adult Protection Services Association Annual Conference - Denver, CO - 4 days, August 2019 - costs for each to include \$575 registration, \$800 lodging, \$189 meals, \$272 airfare, and \$60 ground transportation. All expenses funded by an Elder Abuse Grant through Alexandra House.

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 |
|-----------|-----------------------|-----------------------------|---------------------|----------------------|----------------|----------------|
| Jill Kent | Admin Services Assist | Office Services Coordinator | 9 | 11 | Transportation | 08/17/2019 |

POSITION ACTION FORM

Revised 06/21/19

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| Department Employee Relations | | |
| Position effective date 08/17/2019 | Management Committee meeting date 08/13/2019 | Board meeting date 08/13/2019 |

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| Action requested | Approve the establishment of a new 1.0 FTE non-contingent Employee Relations Consultant position (PCN 2019003343), effective August 17, 2019. |
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| Background | <p>On July 23, 2019, the reclassification of PCN#2018003316 from a Grade C013 Technical Analyst/Operations Coordinator position to a Continuous Improvement Manager Grade E018 position was approved effective August 3, 2019. This action created a vacancy in the Employee Relations Department when the above role was filled by the former Employee Relations Director. The director role is currently funded and will be held open until a permanent hiring decision is made.</p> <p>Movement of responsibilities and work to other Employee Relations team members and re-prioritization of work has occurred within the department to ensure business needs can be met during the interim. Despite these efforts, the department has identified the need for a 1.0 FTE Employee Relations Consultant Grade C012 position to meet business needs.</p> <p>Because the Employee Relations Director position within Employee Relations is funded and vacant, it allows interim funding for the above-requested FTE position without a target increase and ensures business needs can be met. Funding for this new position would be re-evaluated when long-term hiring decisions for the director role are made, with a goal of not increasing the department's FTE count or budget target.</p> |
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| Recommendations | Approve the establishment of new 1.0 FTE non-contingent Employee Relations Consultant position (PCN 2019003343), effective August 17, 2019. |
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| Funding source | Budget adjustment current year | Budget adjustment future years |
| Current budget | \$0.00 | \$0.00 |

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| Funding description | Because the Employee Relations Director position within Employee Relations is funded and vacant, it allows interim funding for this new position without a target increase and ensures business needs can be met. This FTE would be re-evaluated when a long-term hiring decision for the director role is made, with a goal of not increasing the department's FTE count or budget target. |
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| Submitted by Steph Beito-Ziemer, Interim Employee Relations Director | Date submitted 08/08/2019 |
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POSITION ACTION FORM

Revised 06/21/19

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| Department Finance and Central Services Division | | |
| Position effective date 08/17/2019 | Management Committee meeting date 08/13/2019 | Board meeting date 08/13/2019 |

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| Action requested | Restructure from: 1.0 FTE vacant position (PCN#1992000350) Grade B009, Payroll Specialist and .625 FTE vacant position (PCN#2011002961) Grade B011 Claims Coordinator, to: .625 FTE Grade A008, Office Support Specialist (regular part-time, to be filled from temp conversion) and .375 FTE added to vacant PCN#2011002961 (for 1.0 FTE) Grade C012, Risk Management Coordinator. |
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| Background | <p>Evaluation of needs within the F & CS department determined that the following functions would best serve the department and the County in utilization of a vacant PCN.</p> <p>1) A part-time temporary employee has worked at the Information Desk for over two years. The Information Desk is the triage point for individuals accessing Anoka County Services and Courts. Previously, Information Desk coverage included 2 FTEs, but as a budget reduction, 1 FTE was eliminated following a retirement. The volume of visits and phone calls to the Government Center and Courts continues to increase, as well as other administrative duties. A designated part-time Office Support Specialist position is needed in this role to provide continuity and assure coverage and service in this highly visible area.</p> <p>2) Risk management has a critical function in protecting the County's resources, analyzing insurance coverage and benefit plans, and effectively negotiating and coordinating claims. In 2015 a Central Services restructure eliminated a 1 FTE role, that also worked with 1 full-time and 1 part-time Claims Coordinators. That reduction has proven to be sustainable, if additional hours and responsibilities can be shifted. The classification committee reviewed the identified and expanded job activities needed in filling the vacant role and determined it to be Grade C012. Claims administration (including worker's comp, general liability, auto and property damage) must be prompt, efficient and equitable. Additionally, benefit plan analysis, statistical and empirical data collection, oversight of health and wellness allocations and other benefit-related negotiations and management are crucial, therefore the additional .375 will provide a full-time Risk Management Coordinator.</p> |
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| Recommendations | Restructure from: 1.0 FTE vacant position (PCN#1992000350) Grade B009, Payroll Specialist and .625 FTE vacant position (PCN#2011002961) Grade B011 Claims Coordinator, to: .625 FTE Grade A008, Office Support Specialist (regular part-time, to be filled from temp conversion) and .375 FTE added to vacant PCN#2011002961 (for 1.0 FTE) Grade C012, Risk Management Coordinator. |
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| Funding source | Budget adjustment current year | Budget adjustment future years |
| Current budget | \$0.00 | \$0.00 |

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| Funding description | Funding for the conversion of temporary staff was adopted as part of the 2019 Budget. The Risk Management Coordinator, will use vacancy savings for 2019 and an adjustment to our 2020 Budget to include the request without a Target adjustment. |
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| Submitted by Cory Kampf | Date submitted 07/23/2019 |
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POSITION ACTION FORM

Revised 06/21/19

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| Department Library | | |
| Position effective date August 13, 2019 | Management Committee meeting date August 13, 2019 | Board meeting date |

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| Action requested | Restructure vacant 1.0 FTE PCN #1992001372, Grade C012 Senior Office Manager, to 1.0 FTE Grade C013 Office Administration Supervisor. | |
| Background | Restructuring this position allows us to consolidate tasks and provide centralized operational administration and project management for the Library. It includes a high level of responsibility and independent work in research, planning, organization, project design, monitoring, evaluation, budget monitoring, and grant administration. The Employee Relations classification committee reviewed the job activities and recommended classification as Grade C013. | |
| Recommendations | Restructure vacant 1.0 FTE PCN #1992001372, Grade C012 Senior Office Manager, to 1.0 FTE Grade C013 Office Administration Supervisor | |
| Funding source | Budget adjustment current year | Budget adjustment future years |
| Current budget | \$0.00 | \$0.00 |
| Funding description | Cost for the grade increase is covered by the current budget by the retirement of a long-term employee. Differences in salary will be used for salary adjustments in deficient areas. | |

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| Submitted by Maggie Snow | Date submitted 07/24/2019 |
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