

ANOKA COUNTY

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

FOR THE SEPTEMBER 10, 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. Restructure/Fill – Administration/Facilities Management & Construction effective September 14, 2019 – vacancy due to a promotion effective April 12, 2019. PC#1999001930

FROM: 1.0 FTE Office Support Assistant – Grade A007, range \$14.96 to \$23.03 per hour.

TO: 1.0 FTE Office Support Specialist – Grade A008, range \$16.08 to \$24.62 per hour.

See attached position action form.

 - B. New Position - Administration/Information Technology – effective Sept. 30, 2019. PC#2019003345

1.0 FTE Senior Network Engineer – Grade D114, range \$31.38 to \$48.07 per hour.

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 SEPTEMBER 10, 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 September 10, 2019.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. John Goebel, Systems Integration Architect – Administration/Information Technology- to attend the OnBase: Unity API Training – Online Training - 5 days, December 2019 – costs to include \$3,000 registration.
 - B. Maggie Snow, Director - Library - to attend Library Director’s Summit - Tulsa, OK - 3 days, November 2019 - costs, which are 100% funded by MELSA, to include \$188 lodging, \$138 per diem, \$265 air fare, and \$50 ground transportation.
 - C. Maggie Snow, Director - Library - to attend Public Library Association Conference – Nashville, TN - 5 days, February 2020 - costs, which are 100% funded by MELSA, to include \$305 registration, \$895 lodging, \$336 per diem, \$180 air fare, and \$50 ground transportation.

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
Lisa White	WIC Dietitian	WIC Breastfeeding Coordinator	11	12	PHES	09/14/2019

POSITION ACTION FORM

Revised 06/21/19

Department Facilities Management & Construction		
Position effective date 09/14/2019	Management Committee meeting date 09/10/2019	Board meeting date

Action requested	Approval to restructure 1.0 FTE Office Support Assistant Grade 7 to 1.0 FTE Office Support Specialist Grade 8		
Background	Currently, Office Support Assistant, grade 7. Position has been expanded to include more duties and a PDQ was submitted to ER. ER has determined that with the new responsibilities position should be a Office Support Specialist, grade 8. Position was anticipated to be a grade 9, so Budget will not need an Increase.		
Recommendations	Office Support Specialist, grade 8		
Funding source	Budget adjustment current year	Budget adjustment future years	
Current budget	\$0.00	\$0.00	
Funding description	Operation Budget		

Submitted by Andrew Dykstra/Kim Morris	Date submitted 08/28/2019
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POSITION ACTION FORM

Revised 06/21/19

Department Information Technology		
Position effective date 09/30/2019	Management Committee meeting date 09/10/2019	Board meeting date 09/24/2019

Action requested	Approval of a newly created position - Senior Network Engineer 1.0 FTE. PCN 2019003345		
Background	This position is necessary due to the impending retirement and sunseting of the Lead Data Center and Network Administrator IT position; 1992000364 will then be eliminated.		
Recommendations	Approval of new position.		
Funding source	Budget adjustment current year	Budget adjustment future years	
Current budget	\$0.00	\$0.00	
Funding description	IT has budget savings in 2019 to cover this position until the existing Lead Data Center and Network Administrator position is vacated and eliminated.		

Submitted by Susan Vreeland	Date submitted 8/23/2019
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