

ANOKA COUNTY

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

FOR THE OCTOBER 22, 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. Restructures (22) - Human Services/Community Corrections - effective October 22, 2019:

FROM: 1.0 FTE - Juvenile Detention Officers - Grade 1108, range \$18.93 to \$28.83 per hour.

TO: 1.0 FTE - Probation Officer Aides - Grade B010, range \$19.10 to \$28.93 per hour.

PC Numbers

1992000515	1997001803	2010002931
1992000520	1997001804	2010002932
1992000523	1997001805	2017003280
1992000526	1997001806	2017003281
1992000530	1997001807	2017003285
1994001800	1997001808	2017003286
1997001801	2010002929	
1997001802	2010002930	

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 OCTOBER 22, 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 October 22, 2019.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Matt Look, County Commissioner - Administration - to attend Defined Contribution and Retirement Fall Advisory Committee Meeting - Columbus, OH - 2 days, November 2019 - costs to include \$150 lodging, \$92 per diem, \$366 air fare, and \$50 ground transportation. Lodging and per diem to be paid by NACo.
 - B. Cory Kampf, Division Manager - Finance and Central Services - to attend Government Finance Officers Association (GFOA) Treasury Management Best Practices - Chicago, IL 2 days, November 2019 - costs, which are 100% funded by GFOA, to include \$35 mileage, \$200 lodging, \$114 per diem, \$215 air fare, \$60 ground transportation, and \$60 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
Jina Hanson	Library Shelver	Library Shelver	3	5	Library	10/26/2019
Mary Healy	Librarian II	Library Branch Manager	12	13	Library	10/26/2019
Olivia Hedlund	Librarian II	Library Branch Manager	12	13	Library	10/26/2019
Shannon Melham	Librarian II	Library Branch Manager	12	13	Library	10/26/2019
Mary Oliver	Librarian II	Library Branch Manager	12	13	Library	10/26/2019
Elizabeth Ripley	Librarian II	Library Branch Manager	12	13	Library	10/26/2019
Becky Walpole	Librarian II	Library Branch Manager	12	13	Library	10/26/2019

POSITION ACTION FORM

Revised 06/21/19

Department Corrections		
Position effective date 10/22/2019	Management Committee meeting date 10/22/2019	Board meeting date

Action requested	Restructure vacant and future vacant Juvenile Detention Officer Grade 8 positions to Probation Officer Aide grade 10. Position Control Numbers: 2017003286,2017003281,1992000520,1997001808,1992000526,2010002931,1997001807, 1997001806,2010002932,1992000530,1997001804,2017003285,1997001803,1997001801,1992000515 , 1997001805,2010002930,1992000523,1997001802,2010002929,2017003280,1997001800.
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Background	<p>The Juvenile facilities operate with 3 different grade level service delivery staff. These grade levels include:</p> <ol style="list-style-type: none"> Grade 8 Juvenile Detention Officers Grade 10 Probation Officer Aides Grade 12 Probation Officers <p>Each classification has a job description which creates issues with staffing flexibility. Grade 8 Detention Officers are limited to overnight shifts, control room functions and primary custodial functions in the two secure programs. This restructure removes this limitation, improves future internal promotional opportunities and increases employee retention. Grade 10 Probation Officer Aides and Grade 12 Probation Officers are able to work all shifts in all three JC programs and are able to cover each others flexible time off and leaves. The flexibility and efficiency gains surrounding the creation of a work force which can functionally make shift coverage universal increases long term cost effectiveness. To further this plan we will also restructure, as vacancies occur, 6 grade 12 Probation Officer positions to grade 10 Probation Officer Aides. There will be an initial cost to restructure but the longterm financial benefits out weigh the short-term investment. This flexibility will become increasingly important when we begin staffing patterns to comply with the Prison Rape Elimination Act in June of 2020. We currently have 8 vacancies and plan to promote current county staff to the new grade level. In addition we have current Work Release Officer vacancies should Detention Officers desire to stay in their current grade. Current Detention Officers will either be reassigned or promoted.</p>
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Recommendations	Restructure all Juvenile Detention Officer positions to Probation Officer Aides.
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Funding source	Budget adjustment current year	Budget adjustment future years
Budget adjustment - specify amount current/future years	\$0.00	\$42,000.00

Funding description	The initial funding will be part of a market rate adjustment target increase which has previously been approved by the County Board. The gross cost of the transition is \$68,000 annually but this will be mitigated by cost savings associated with the restructure of 6 grade 12 Probation Officers to grade 10 Probation Officer Aides. No budget adjustment is needed for 2019.
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Submitted by Dylan Warkentin, Community Corrections Director	Date submitted 10/09/2019
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