

ANOKA COUNTY

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

FOR THE NOVEMBER 12, 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. Consider approving a Career Ladder Program for the Accountant II (Grade 12) positions in the Finance and Central Services Division. **See attached** action item worksheet.
3. Consider approving the 2019 proposed revisions to the County Personnel Rules and Regulations relating to the following:

<i>Section II. Definitions</i>	Regular Start Date; Recognition Date; Accrual Date; Original Hire Date; Family (Immediate Family/Extended Family); FTO; and Status Employment
<i>Section III. Employee Relations C.10. and K.</i>	C. Anoka County Sexual Harassment Policy, section 10. Employee Rights (updated language) K. Use of Electronic Communication Systems (updated section summary paragraph)
<i>Section V. Probation Period E. and F.</i>	E. Extension of Probation Period (updated language to include full probation period) F. Dismissal During Probation Period (updated to include specific language in duration of probation)
<i>Section VI. Employee Separation B.4. and F.4.</i>	B. Resignation, section 4. Resigning by Being Absent from Work without Authorization (updated language) F. Furloughs, section 4. Standards for Determining Budget Related Furlough (updated language)
<i>Section VII. Hours of Work B.3.</i>	B. Overtime, section 3. (added EMB as an accrual being calculated towards overtime)
<i>Section XI. Employee Benefits A.1.d.; 2.a.; 4.; C.1; 2.b.1., 3.d., 4., and 9.a.</i>	A. Time Off with Pay, section 1. Holidays (added specific dates for Personal Holiday, removed 1.d. referencing holiday payment during a Leave of Absence), section 2.a. Transfer of Unused Time for Catastrophic Health Conditions or Death (updated all language around this to include specific verbiage around the definitions for time/usage, and includes language around pooled dollar practice and criteria to donate/receive), section 4. EMB for Bereavement (updated language) C. Leaves without Pay (updated title to Leave Types) (updated language around: 1. Personal Leaves; and 2.b.1. Leave Request Process; 3.d. Minnesota Pregnancy, Parenting, Family Care and Safety Leaves (updated legal information to support definition and practice); 4. Medical Leave of Absence (updated language around policy and practice

	to support this leave type; 9. Special Conditions on Leaves without Pay, a. Limitations (updated language)
<i>Section XII. Employee Development B.2.b. and C.</i>	B. Tuition Refund, section 2.b. Prior Approval Process (updated language) C. Conferences and Workshops (updated all numbering sections to include specific language on criteria for conference attendance as well as the removal of language no longer relevant to the current process)
<i>Section XIII.B.</i>	B. Just Cause (added example No. 25)

See attached action item worksheet.

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 NOVEMBER 12, 2019, MANAGEMENT COMMITTEE MEETING

Consent items will be voted on as one item.

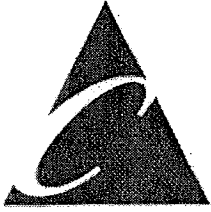
At the request of any commissioner, a consent item may be moved to the regular agenda for discussion purposes.

1. Reclassifications as recommended by the Employee Relations director. **See attached** dated November 12, 2019.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Scott Schulte, County Commissioner - Administration - to attend meeting with Ben Carson regarding Affordable Housing - Washington D.C. - 2 days, November 2019 - costs to include \$37 mileage, \$215 lodging, \$114 per diem, \$549 air fare, \$100 ground transportation, and \$25 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
Colleen Przedziecki	Office Support Assistant	Office Support Specialist	7	8	Economic Assistance	11/23/2019
Deborah Waldren	Office Support Assistant	Office Support Specialist	7	8	Economic Assistance	11/23/2019
Natalie Perez	Office Support Assistant	Office Support Specialist	7	8	Economic Assistance	11/23/2019
Tanya Herrick	Office Support Assistant	Office Support Specialist	7	8	Economic Assistance	11/23/2019
Ashley Andrus	Office Support Assistant	Office Support Specialist	7	8	Economic Assistance	11/23/2019
Sharon Konen	Office Support Assistant	Office Support Specialist	7	8	Economic Assistance	11/23/2019
Vacant	Office Support Assistant	Office Support Specialist	7	8	Economic Assistance	11/23/2019



ANOKA COUNTY BOARD

ACTION ITEM

November 12, 2019

Finance & Central Services

ACTION REQUESTED	Approve a Career Ladder Program for the Accountant II (Grade 12) positions in the Finance and Central Services Division.
BACKGROUND	<p>The Accountant II position relies on a foundation of a basic knowledge of governmental accounting for it to be successful. Governmental Accounting knowledge is generally learned on the job; as higher educational institutions that provide bachelor's degrees with Accounting, Finance and related fields within our country, do not address or train governmental accounting in detail that is required to achieve that basic knowledge and understanding. Therefore, it is essential that we provide a training regiment to provide that basic knowledge of governmental accounting as well as our own processes.</p> <p>The Accountant II position is critical to the County's ability to manage and maintain its financial records in a timely manner, providing appropriate analytical data for decision making regarding budgetary initiatives, compliance with mandates, and financial reporting requirements.</p>
SOLUTIONS	<p>The Accountant II Career Ladder will create some incentive for employees to be trained and retained for a reasonable period to the benefit of the County. In general, a basic knowledge in governmental accounting for the benefit of the County is generally attained within a two-year training window. Complex and deeper knowledge is usually attained within a five to ten-year window depending on exposure to various areas within Finance and Central Services as well as the departments we serve.</p> <p>Accountant II benchmarks for 5% pay increases are:</p> <ul style="list-style-type: none">• Two-Year Anniversary and successful completion of training and proven competencies as outlined in the Accountant II Career Ladder Program.• Five-Year Anniversary and successful completion of training and proven competencies as outlined in the Accountant II Career Ladder Program.
CONCLUSION	Recommend the County Board approve a Career Ladder Program for the Accountant II positions in the Finance and Central Services Division.



Anoka County

FINANCE & CENTRAL SERVICES DIVISION

Enriching Community | Quality Service | Financial Integrity

Career Ladder Program for Accountant II Position

The Accountant II Position is critical to the County's ability to manage and maintain its financial records in a timely manner, providing appropriate analytical data for decision making regarding budgetary initiatives, compliance with mandates, and financial reporting requirements.

Program Foundation

The Accountant II Position relies on a foundation of a basic knowledge of governmental accounting for it to be successful. Governmental Accounting knowledge is generally learned on the job; as higher educational institutions that provide bachelor's degrees within Accounting, Finance and related fields within our country, do not address or train governmental accounting in a detail that is required to achieve that basic knowledge and understanding. Therefore, it is essential that we provide a training regiment to provide that basic knowledge of governmental accounting as well as our own processes.

Program Purpose

The purpose for the Career Ladder is to create some incentive for employees to be trained and retained for a reasonable period to the benefit of the County. In general, a basic knowledge in governmental accounting for the benefit of the County is generally attained within a two-year training window. Complex and deeper knowledge is usually attained within a five to ten-year window depending on exposure to various areas within Finance & Central Services.

Program Details:

Hiring Range: Generally, Min + 3% for a Grade 12

Passing Probation: 5% Increase

Annual Merit: Set by County Board annually (has been 3% last few years)

Two-Year Anniversary: 5% increase related to successful completion of basic governmental accounting training. Supervisor required to sign-off. Employee will be able to show the successful completion of training and meet certain competence criteria as outlined in the checklist on Attachment A.

Five-year Anniversary: 5% Increase related to development of a deeper knowledge of governmental accounting and accounting processes around our overall financial processes related to financial reporting, budgeting, and grant based accounting needs. Employee will be able to who the successful completion of training and meeting core competency requirements as outlined in Attachment B.

Accountant II Career Ladder Appendix A

2-year Checklist

<u>Core Competency</u>	<u>Measurement</u>	<u>Supervisor Approval</u>
BA-1 Develop a knowledge of assigned departments business	Revenue Streams & Expense Outflows with knowledge examples provided in performance review. Review of actual projections and budget vs actual completed.	
BA-2 Ability to prepare and understand projections of covered departments budgets to actual results	Mechanical – Measure with % projections. Demonstrated ability to create and present projections to the appropriate audience.	
GFA-1 Understanding GAAP / GASB Standards – basic governmental accounting knowledge.	Complete beginning and intermediate governmental accounting classes offered by MNGFOA along with relevant courses at various conferences applicable to position (40 + hours of training within 2 years).	
GFA -2 - ERP System Knowledge	Demonstrated knowledge of Chart of Accounts (COA) and related parts. Ability to enter JE's – (supervisor approves these on a regular basis).	
GFA-3 – Audit workpaper preparation	Mechanical – understand how to develop and communicate. Review and assessment of workpapers completed for reasonable accuracy and purpose.	
GFA-4 – Technical knowledge / Skills of finance systems – development of module masters.	Maintain assigned finance system module or program by adding/ updating pertinent fields, pick lists, users etc..... Show a basic knowledge level through general use and coordinating with other users.	
R -1 - Basic knowledge of our financial reporting system	Demonstrated understanding of where to find reports (dashboards, and stories) and how to create a report based on a request received.	

Financial Accounting Emphasis

<u>Core Competency</u>	<u>Measurement</u>	<u>Supervisor Approval</u>
FAE -1 Develop a basic understanding of the CAFR Document	Demonstrate knowledge of where to pull information from (audit workpapers, internet, checklists, etc....)	
FAE -2 Provide detailed reports on assigned area.	Demonstrated knowledge on how to assemble reports and where to look for specific general ledger information within the system.	
FAE-3 Develop an understanding of our G/L Code structure	Ability to demonstrate components of general ledger structure, including program, cost center, department, and object codes. Demonstrated understanding of how we use Job Ledger Keys and codes.	
FAE-3 Develop a working knowledge of our CAFR Online software tool.	Demonstrated ability to input information and add tables with basic formulas. Review of files within the software and audit folder.	

Grant Based Accounting Emphasis

<u>Core Competency</u>	<u>Measurement</u>	<u>Supervisor Approval</u>
GAE -1 Develop an understanding of grants and the grant reporting processes.	Demonstrated familiarity with the information through review of sources, frequency, and allocations prepared through review of reports in various systems.	
GAE-2 Develop a basic understanding of Federal Single audit requirements	Demonstrated understanding of what a single audit is. Showing a basic understanding of the uniform guidance documents as shown within reports and /or work papers as prepared.	
GAE-3 Prepare and submit grant reports as required.	Demonstrated through submitting them timely and materially error free	
GAE-4 Ability to work with grant support staff and aid in the operation management of various grants	Quarterly meetings, review of results and purpose of grant.	

Budget and Capital Analysis Emphasis

<u>Core Competency</u>	<u>Measurement</u>	<u>Supervisor Approval</u>
BAE-1 Develop and understanding of the County's budget and capital improvement process.	Demonstrated knowledge of difference between operating and capital budgets. Ability to navigate County's budget system, create budgets, and assist in preparation of presentation documents	
BAE-2 Ability to Prepare budget analysis for assigned areas	Demonstrated ability through review of reports created and variances shown highlighting areas of concern. YE Projections.	
BAE-3 Demonstrate understanding of Capital Improvement Budget Process	Knowledge of the requirement to qualify for a CIP Project. Demonstrated ability to track the funding and expenditures of a CIP Project against the approved budget.	
BAE-4 Develop an understanding of the allocation process.	Demonstrated understanding of the purpose of the allocations and their mechanics as shown through use of the budget tool and projections.	

Accountant II Career Ladder Appendix B

5-year Checklist

<u>Core Competency</u>	<u>Measurement</u>	<u>Supervisor Approval</u>
BA-1 Deep working knowledge of assigned departments business	Demonstrated detailed understanding of departments assessed based on surveying department contacts, demonstrated work documents such as projections, analytical reports, department knowledge.	
BA-2 Ability to prepare, understand, and coach projections of covered departments budgets to actual results	Demonstrated ability to review results of projections with various audiences and provide historical influence and context. Based on reports, measurements using %, surveys of department and other relevant contacts.	
GFA-1 Understanding GAAP / GASB Standards – basic governmental accounting knowledge.	Complete Advanced government accounting classes offered by MNGFOA along with other relevant conference and training applicable to position (about 50 hours in 3 years)	
GFA -2 - ERP System Knowledge	Demonstrated ability to analyze chart of accounts structure and set up various components as needed.	
GFA-3 – Audit workpaper preparation	Demonstrated ability to complete audit workpapers, adjust as needed to new requirements, including a deeper understanding that is communicated to newer staff.	
GFA-4 – Technical knowledge / Skills of finance systems – development of module masters.	Demonstrate developed knowledge of entire process or processes related to finance system modules or programs that have been assigned	
R -1 – Advanced knowledge of our financial reporting system	Demonstrated ability to create or compile a complex report of requested information.	

Financial Accounting Emphasis

<u>Core Competency</u>	<u>Measurement</u>	<u>Supervisor Approval</u>
FAE -1 Advanced understanding of the CAFR Document	Demonstrated knowledge of how numbers are compiled, including relevant information for note and Management letter disclosures.	
FAE -2 Provide detailed reports on assigned area.	Demonstrated ability to complete complex analytical reports and analysis the data.	
FAE-3 Demonstrate a good working knowledge of our G/L Code structure	Demonstrated understanding of the background parts of the Chart of accounts, including the GL keys and objects.	
FAE-4 Advanced knowledge of our CAFR Online software tool.	Demonstrated ability to format pages and perform mapping, including understanding background of how reports are developed and placed within.	

Grant Based Accounting Emphasis

<u>Core Competency</u>	<u>Measurement</u>	<u>Supervisor Approval</u>
GAE -1 Develop an understanding of grants and the grant reporting processes.	Demonstrated understanding of grantor publications, purpose and basic knowledge of grant agreement components.	
GAE-2 Develop a basic understanding of Federal Single audit requirements	Preparation and execution of statements and supporting documents for the Single Audit.	
GAE-3 Prepare and submit grant reports as required.	Demonstrated ability to submit grant reports on-time, materially error free and understanding the background related to the grants.	
GAE-4 Ability to work with grant support staff and aid in the operation management of various grants	Demonstrated ability to show leadership through speaking and offering advice related to the grant. Provide insight on what are eligible grant expenditures if a surplus or deficit exist.	

Budget and Capital Analysis Emphasis

<u>Core Competency</u>	<u>Measurement</u>	<u>Supervisor Approval</u>
BAE-1 Advanced understanding of the County's budget and capital improvement process.	Demonstrated ability to develop presentation documents at multiple levels to meet varying audience needs. Ability to train and mentor others on the system and processes.	
BAE-2 Ability to Prepare and discuss budget analysis for assigned areas	Demonstrated ability to participate in discussions with assigned business areas related to variances and future business strategies. (survey assigned business areas staff).	
BAE-3 Demonstrate understanding of Capital Improvement Budget Process	Ability to create CIP requests and develop stories related to them. Demonstrated ability to provide an in-depth analysis of the CIP Project against the budget.	
BAE-4 Develop an understanding of the allocation process.	Demonstrated ability to analyze and recommend changes in process or values related to the allocation.	



ANOKA COUNTY BOARD ACTION ITEM

November 12, 2019

Employee Relations Department

<p>ACTION REQUESTED</p>	<p>Approval of the 2019 proposed revisions to the Anoka County Personnel Rules and Regulations.</p>
<p>BACKGROUND</p>	<p>The Anoka County Personnel Rules and Regulations document is reviewed annually for proposed revisions.</p> <p>Proposed revisions are identified, researched and analyzed in partnership with the Anoka County Attorney’s Office and County Administration.</p> <p>The recommended revisions were presented and discussed at an Anoka County Board of Commissioners workshop on October 15, 2019.</p>
<p>SUMMARY OF PROPOSED REVISIONS</p> <p><i>Section II. Definitions</i></p>	<p>Changes made to: Regular Start Date; Recognition Date; Accrual Date; Original Hire Date; Family (Immediate Family/Extended Family); FTO; and Status Employment</p>
<p><i>Section III. Employee Relations</i> <i>C.10. and K.</i></p>	<p>C. Anoka County Sexual Harassment Policy, section 10. Employee Rights (updated language) K. Use of Electronic Communication Systems (updated section summary paragraph)</p>
<p><i>Section V. Probation Period</i> <i>E. and F.</i></p>	<p>E. Extension of Probation Period (updated language to include full probation period) F. Dismissal During Probation Period (updated to include specific language in duration of probation)</p>
<p><i>Section VI. Employee Separation</i> <i>B.4. and F. 4.</i></p>	<p>B. Resignation, section 4. Resigning by Being Absent from Work without Authorization (updated language) F. Furloughs, section 4. Standards for Determining Budget Related Furlough (updated language)</p>
<p><i>Section VII. Hours of Work</i> <i>B.3.</i></p>	<p>B. Overtime, section 3. (added EMB as an accrual being calculated towards overtime)</p>
<p><i>Section XI. Employee Benefits</i> <i>A.1.d.; 2.a.; 4.; C.1; 2.b.1., 3.d., 4., and 9.a.</i></p>	<p>A. Time Off with Pay, section 1. Holidays (added specific dates for Personal Holiday, removed 1.d. referencing holiday payment during a Leave of Absence), section 2.a. Transfer of Unused Time for Catastrophic Health Conditions or Death (updated all language around this to include specific verbiage around the definitions for time/usage, and includes language around pooled dollar practice and criteria to donate/receive), section 4. EMB for Bereavement (updated language)</p>

	<p>C. Leaves without Pay (updated title to Leave Types) (updated language around: 1. Personal Leaves; and 2.b.1. Leave Request Process; 3.d. Minnesota Pregnancy, Parenting, Family Care and Safety Leaves (updated legal information to support definition and practice); 4. Medical Leave of Absence (updated language around policy and practice to support this leave type; 9. Special Conditions on Leaves without Pay, a. Limitations (updated language)</p>
<p><i>Section XII. Employee Development</i> <i>B.2.b. and C.</i></p>	<p>B. Tuition Refund, section 2.b. Prior Approval Process (updated language) C. Conferences and Workshops (updated all numbering sections to include specific language on criteria for conference attendance as well as the removal of language no longer relevant to the current process)</p>
<p><i>Section XIII.B.</i></p>	<p>B. Just Cause (added example No. 25)</p>
<p>CONCLUSION</p>	<p>The Anoka County Personnel Rules and Regulations is reviewed annually for proposed revisions. Proposed revisions are identified, researched and analyzed in partnership with the Anoka County Attorney’s Office and County Administration.</p>
<p>RECOMMENDATIONS</p>	<p>Approval of the proposed revisions to the Anoka County Personnel Rules and Regulations, effective November 26, 2019.</p> <p>Following approval by the Anoka County Management Committee and Board of Commissioners, the updated Personnel Rules and Regulations document will be finalized and employees will be notified.</p>