

ADDITIONAL

ANOKA COUNTY BOARD AGENDA

FOR THE AUGUST 13, 2019, COUNTY BOARD MEETING

9:30 A.M.

Anoka County Government Center - Anoka, MN

1. Consider approving the following, as recommended by the Management Committee:

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.

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.

POSITION ACTION FORM

Revised 06/21/19

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

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

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

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

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

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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