

ANOKA COUNTY

**MANAGEMENT COMMITTEE AGENDA  
and Meeting of the Anoka County Board of Commissioners\*\***

Commissioners West (Chair), Braastad, Reinert, and Schulte

FOR THE MAY 10, 2022, MEETING

8:45 A.M.

County Board Room #705 - Government Center

1. Public Comment: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.
2. 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.
3. 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. Consider approving a request from the Attorney's Office to offer a salary for an Investigator - Digital Forensics position, Grade C012, above the third quartile (PC#1992000098). **See attached** position action form.

*\*\* Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*

ANOKA COUNTY

**CONSENT ITEMS**

FOR THE MAY 10, 2022, 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. Travel requests at the recommendation of the respective department heads in accordance with the Travel and Expense Policies:
  - A. Shane Sheets, Director - Administration/Medical Examiner's Office - to attend International Association of Coroners and Medical Examiners (IACME) Annual Symposium - Las Vegas, NV - 6 days, July 2022 - costs to include \$450 registration, \$285 lodging, \$380 per diem, \$600 air fare, \$100 ground transportation, and \$50 parking (pending \$1,500 scholarship approval for reimbursement as Shane is an Ethics Committee Board Member of IACME).

Travel and training forms are available in Administration for review.

# POSITION ACTION APPLICATION REQUEST

<b>Department</b> Attorney
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<b>Action requested</b>	Approve salary offer above 3rd Quartile for incoming Investigator handling the Digital Forensics caseload.
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<b>Background</b>	In November of 2021 we worked with Human Resources to conduct a review of Digital Forensic positions throughout the metro area to determine an appropriate rate of pay given the training and experience the position requires. The skill set required for this position is very important not only to our office, but to the County. The person who fills this position will handle the typical investigator caseload of welfare fraud, financial exploitation, internal employment investigations and election law cases. This person will also spend a significant amount of their time on digital forensics. This includes conducting forensic examinations of computers and other electronic devices including laptops, cell phones, tablets, electronic mail extractions and database extractions. We have conducted interviews and found a candidate who meets the qualifications we are looking for. This position was posted for a hiring rate of up to \$40.86 per hour/\$84,988 annually. This amount is above the 3rd quartile of the Grade 12 salary schedule and requires permission from Management Committee.
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<b>Recommendations</b>	The Anoka County Attorneys Office is requesting the Management Committee approve a hiring rate of \$40.86 per hour for the Investigator - Digital Forensics position.
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

<b>Funding description</b>	This position is funded by our current budget. Because the former employees salary had previously been approved at a higher rate, we do not need any additional funding.
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<b>Who to contact with questions</b> Marcy Crain
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<b>Submitted by</b> Amanda Usher	Digitally signed by Amanda Usher Date: 2022.04.20 15:22:21 -05'00'	<b>Date submitted</b>
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Revised 05/19/2020

**Submit by Email**

ER USE ONLY	
Employee Relations and Finance Budget Workgroup approved	Date approved