

ANOKA COUNTY

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

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

FOR THE JUNE 14, 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 recommending the following personnel transaction:

A. Refund/Transfer/Restructure/Fill - PC#1992000354

FROM: 1.0 FTE Budget Director - Finance and Central Services - Grade D017, range \$36.19 to \$53.40 per hour

TO: 1.0 FTE Senior Human Resources Business Partner - Human Resources - Grade C013, range \$26.45 to \$44.08 per hour

See attached action item worksheet.

If approved by the Management Committee, this item may move directly to the county board for approval on June 14, 2022.

4. Consider approving a request from the Property Records and Taxation Division to offer a salary for an Elections Manager position, Grade D015, above the third quartile (PC#1992000264). **See attached** position action worksheet.
5. Consider recommending approving market compensation rate adjustments for Anoka County Attorney's Office staff. **See attached** position action worksheet.

If approved by the Management Committee, this item may move directly to the county board for approval on June 14, 2022.

*** 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 JUNE 14, 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. Reclassifications as recommended by the Chief Human Resources Officer. **See attached** dated June 14, 2022.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Heidi Meyer, Dispatch Supervisor - Administration/Emergency Communications - to attend National Emergency Number Association (NENA) Annual Conference - Louisville, KY - 5 days, June 2022 - costs to include \$100 ground transportation, \$789 air fare, \$288 per diem, \$998 lodging, \$84 mileage, and \$725 registration.
 - B. Tanner Ess, Dispatch Supervisor, and McKenna Evans, Dispatcher - Administration/Emergency Communications - to attend Association of Public-Safety Communications Officials (APCO) Annual Conference and Expo - Anaheim, CA - 6 days, August 2022 - costs for each to include \$798 air fare, \$407 per diem, \$1,160 lodging, \$41 mileage, and \$390 registration. Additional expense of \$308 for shared ground transportation.

Travel and training forms are available in Administration for review.

Human Resources Department Recommendations for Reclassification

Incumbent	Present Title	Proposed Title	Present Grade Level	Approved Grade Level	Department	Effective Date	PCN
Slawson, Lyle	Sr. Systems Management Specialist	Supervisor, Systems Management Specialists	D114	D115	IT	10/08/2022	1999001955
Thour, Thomas	Associate End User Support Specialist	End User Support Specialist	B110	B111	IT	06/18/2022	1992000371
Solheim, James	Associate End User Support Specialist	End User Support Specialist	B110	B111	IT	06/18/2022	1997001786
Schieffer, Jeff	Data Management Analyst	Senior Data Management Analyst	C013	D114	IT	06/18/2022	2014003045
Tjepkes, Melissa	Manager, HRMS	Senior Manager, HRMS	D014	D015	Human Resources	06/18/2022	1992001290
Ewanika, Cristin	Manager, Human Resources	Senior Manager, Human Resources	D014	D015	Human Resources	06/18/2022	2021003381
Herrick Tanya	Associate HRMS Specialist	HRMS Specialist	B009	B010	Human Resources	06/18/2022	2017003164
Howard, Caitlin	Senior Human Resources Business Partner	Manager, Human Resources	C013	D014	Human Resources	06/18/2022	2019003343
Sabeau, Troy	Manager, HRMS Business & Systems Analysis	Manager, HRMS Business & Systems Analysis	C013	D014	Human Resources	06/18/2022	2021003387
Mendez, Jessica	Human Resources Business Partner	Senior Human Resources Business Partner	C012	C013	Human Resources	06/18/2022	1992000282
Herzog, LuAnn	Human Resources Business Partner	Senior Human Resources Business Partner	C012	C013	Human Resources	07/30/2022	1992000352
Nelson, Kimberlee	Associate Administrative Assistant 7	Associate Administrative Assistant 8	A007	A008	Economic Assistance	06/18/2022	2017003168
Fleischer, Carol	Associate Administrative Assistant 7	Associate Administrative Assistant 8	A007	A008	Economic Assistance	06/18/2022	1992000876
Vacant	Associate Administrative Assistant 7	Associate Administrative Assistant 8	A007	A008	Economic Assistance	06/18/2022	1992001001
Vacant	Associate Administrative Assistant 7	Associate Administrative Assistant 8	A007	A008	Economic Assistance	06/18/2022	1992001048

**Human Resources Department
Recommendations for Reclassification**

Karney, Deborah	Associate Administrative Assistant 8	Administrative Asistants 9	A008	B009	Economic Assistance	06/18/2022	1994001624
Pogreba, Beth	Social Worker	Waiver Program Specialist	C012	C013	Community Social Services and Behavioral Health	06/18/2022	1992001267
Lindula, Sarah	Social Worker	Waiver Program Specialist	C012	C013	Community Social Services and Behavioral Health	06/18/2022	2001002150
Johnson, Mark	Manager, Golf Course Operations	Manager, Golf Course Operations	C013	D014	Parks	11/05/2022	2000002010
Spohn, Dustin	Parkkeeper	Supervisor, Parkkeepers	B010	C012	Parks	08/13/2022	1992001358



ANOKA COUNTY MANAGEMENT COMMITTEE

ACTION ITEM

June 14, 2022

Human Resources Department

ACTION REQUESTED	<p>Request the Management Committee approve and also recommend County Board approval to fund an existing vacant position, formerly utilized as Budget Director, Grade 17, 1.0 FTE, PCN #1992000354; transfer the position to the Human Resources Department and downgrade the position to a Senior Human Resources Business Partner, Grade 13, 1.0 FTE. Finance has completed an analysis of this action and determined the annualized cost for salary and benefits to be \$112,495, which requires a future budget adjustment.</p>
BACKGROUND	<p>The Workday personnel data management system will enhance countywide Talent and Performance Management and Learning Management offerings by creating a comprehensive, centrally managed, and fully auditable system.</p> <p>The deployment of this robust electronic learning system within Workday provides many advantages, including:</p> <ul style="list-style-type: none">• County-developed content creation capabilities• Consistent countywide required learning courses• Automation of an electronic onboarding/training process• Transparent and auditable completion/compliance tracking capabilities• Enhanced employee and manager training/learning opportunities through a library of thousands of regularly updated offerings <p>County leadership has evaluated the opportunities related to these new capabilities and determined it is in the best interest of the county to move responsibility for learning/training strategic planning, content creation and deployment, and compliance tracking from the Information Technology Department to the Human Resources Department.</p> <p>Information Technology previously utilized a 1.0 FTE to perform many of these countywide training/learning responsibilities; the individual performing this work retired in the spring of 2022. In partnership with county leadership, Information Technology leadership evaluated increased technology business needs and determined that redeploying that position at the same grade level within the Information Technology department was required. As such, funding of a vacant position and moving it into the Human Resources Department to complete the Training/Learning work that has shifted to HR is needed.</p>
RECOMMENDATIONS	<p>Request Management Committee approve and also recommend County Board approval to fund an existing vacant position, formerly utilized as Budget Director, Grade 17, 1.0 FTE, PCN #1992000354; transfer the position to the Human Resources Department and downgrade the position to a Senior Human Resources Business Partner, Grade 13, 1.0 FTE. Finance has completed an analysis of this action and determined the annualized cost for salary and benefits to be \$112,495, which requires a future budget adjustment.</p> <p>If this request is approved by the Management Committee, this item may move directly to the county board for contract approval on June 14, 2022.</p>

POSITION ACTION APPLICATION REQUEST

Department Property Records and Taxation - Elections
--

Action requested	Approve elevated salary range for Manager, Elections to hire between range of \$42.61 to \$48.98 per hour, \$88,648.00 - \$101,898.00.
-------------------------	--

Background	Paul Linnell, Manager, Elections at Anoka County, has submitted his resignation and has accepted the position of Deputy Director of Elections for the State of Minnesota. PRT has worked with Human Resources to conduct a review of the Elections Manager position and salary. This is a very critical time in the elections cycle with a state primary election coming up on August 9, 2022 and the state general election coming up on November 8, 2022. It is extremely important to move forward with the immediate recruitment and filling of this vacancy. As you are aware, we are also faced with workforce shortages and challenges. This position is key in administering elections within Anoka County. In order to attract the necessary experience and skill set required for this position an elevated salary range is being requested.
-------------------	--

Recommendations	The Anoka County Property Records and Taxation department is requesting the Management Committee approve a hiring range of \$88,648.00 - \$101,898.00 \$42.61 to \$48.98 per hour or for the Manager, Elections position.
------------------------	---

Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description	This position is funded by our current operating budget. Due to turnover and the lag in filling vacancies, our budget can absorb the potential salary increase and we do not need any additional funding.
----------------------------	---

Who to contact with questions Pam LeBlanc

Submitted by 	Date submitted 6-7-2022
--	-----------------------------------

Revised 05/19/2020

Submit by Email

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

POSITION ACTION APPLICATION REQUEST

Department

County Attorney's Office

Action requested Compensation Rate Adjustments

Background The County Attorney's Office has experienced years of problems resulting from low pay. These problems have seriously affected recruitment, hiring, and retention. The compensation problems are now adversely affecting the Office's operations. This Office is a law-enforcement-related agency, and its work is closely related to public safety. It is now critically important that this be addressed. The County Attorney's Office worked closely with the Human Resources' Compensation Team and the Finance Department to arrive at a solution. After a detailed market study, it was confirmed that the Office's pay rates were considerably lower than the market in most of the positions within the Office.

Recommendations It is recommended that compensation rates be increased in accordance with the study. **If successful, this item will go directly to the County Board.**

Funding source

Budget adjustment current year

Budget adjustment future years

Current budget

\$483,861.00

Funding description

The County Attorney's Office contributed approximately \$300,000 of its carryover funds to the County's salary pool, anticipating this need. Additional funding will come from cost savings throughout the year and forfeiture funds.

Who to contact with questions

Marcy Crain, Chief Deputy County Attorney/Amanda Usher, Administrative Manager

Submitted by

Marcy S Crain

Digitally signed by Marcy S Crain
Date: 2022.06.07 10:15:08 -05'00'

Date submitted

6-7-22

Revised 05/19/2020

Submit by Email**ER USE ONLY**

Employee Relations and Finance Budget Workgroup approved

Date approved