

ANOKA COUNTY

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

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

FOR THE AUGUST 9, 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 at the request and recommendation of the respective department heads, consider the following personnel transactions:
 - A. Restructure/replacement - Sheriff's Office - effective August 9, 2022 - contingent upon Anoka-Hennepin Narcotics and Violent Crimes Task Force grant funding - vacancy due to resignation effective July 14, 2022. PC#2009002901

FROM: 1.0 FTE Records Technician - Grade A008, range \$16.56 to \$25.36 per hour.

TO: 1.0 FTE Administrative Assistant - Grade B009, range \$17.97 to \$27.37 per hour.

See attached position action worksheet.
3. Consider, for informational purposes, Contract #C0009427, Employment Agreement with Thomas Hunt, and appointing Thomas as the Anoka County Elections Manager, effective August 13, 2022. **See attached** action item worksheet.

*** 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.*

POSITION ACTION APPLICATION REQUEST

Department Anoka County Sheriff's Office - Criminal Investigations Division

Action requested	Restructure of Records Technician to Administrative Assistant
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Background	The tasks required for this position have shifted away from Records Technician tasks to administrative assistant tasks. This position provides confidential administrative support to the Commander, Lieutenant, and Team Leaders in the Criminal Investigation Division - Anoka-Hennepin Narcotics and Violent Crimes Task Force (AHNVCTF) by managing all office support functions and projects, while supporting the staff of the division.
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Recommendations	Recommend restructuring the position from a Records Technician to an Administrative Assistant
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Funding source	Budget adjustment current year	Budget adjustment future years
Grant funded	\$0.00	\$0.00

Funding description	This position is funded by a grant, and we do not anticipate any impact due to salary savings from long-term incumbent employee resignation.
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Who to contact with questions Amy Lill
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Submitted by	Date submitted
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Revised 05/19/2020

Submit by Email

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



MANAGEMENT COMMITTEE INFORMATION ITEM

August 9, 2022

Property Records & Taxation

ACTION REQUESTED	Consider, for informational purposes, Contract #C0009427, Employment Agreement with Thomas Hunt, and appointing Thomas as the Anoka County Elections Manager, effective August 13, 2022.
BACKGROUND	<p>Thomas has been employed by Anoka County since December 16, 2019. Tom's current position is that of Elections Coordinator. Tom has demonstrated that he has the necessary expertise to manage the functions of the Elections Department.</p> <p>The position is open because of the recent resignation of Paul Linnell. Therefore, the county needs to fill this position.</p>
SOLUTIONS	
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	PR&T Budget
CONCLUSION	
RECOMMENDATIONS	Consider, for informational purposes, Contract #C0009427, Employment Agreement with Thomas Hunt, and appointing Thomas as the Anoka County Elections Manager, effective August 13, 2022.