

ANOKA COUNTY

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

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

FOR THE NOVEMBER 22, 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. Restructure/Fill - Administration/Human Resources - effective December 16, 2022 - vacancy due to retirement effective December 16, 2022. PC#1992000276
FROM: 1.0 FTE Human Resources Assistant - Grade A008, range \$16.56 to \$25.36 per hour.
TO: 1.0 FTE HRMS Specialist - Grade B011, range \$21.72 to \$32.72 per hour.
See attached position action worksheet.
 - B. Restructure/Fill - Administration/Information Technology - effective November 22, 2022 - vacancies due to promotion effective May 6, 2022, and transfer effective April 22, 2022. PC#1992000361 and PC#2012000974
FROM: Two 1.0 FTE Systems Management Specialist - Grade C013, range \$26.45 to \$44.08 per hour.
TO: Two 1.0 FTE Technology Project Manager - Grade D114, range \$32.32 to \$49.51 per hour.
See attached position action worksheet.

- C. **New** position - Finance and Central Services - effective December 3, 2022.
PC#2022003454

1.0 FTE Accountant - Grade C012, range \$23.98 to \$35.95 per hour

See attached position action worksheet.

- D. Restructure/Fill - Sheriff's Office - effective December 3, 2022 - contingent - vacancy due to transfer effective May 20, 2022. PC#2004002413

FROM: 1.0 FTE Deputy - Grade 2105, range \$30.65 to \$43.14 per hour.

TO: 1.0 FTE Commander - Grade 2116, range \$62.70 to \$66.11 per hour.

NOTE: On the completion of the jail project or retirement of the incumbent, the restructured position will revert back to the deputy position.

See attached position action worksheet.

4. Consider, for informational purposes, an Employee Engagement & Inclusion Progress Update.

*** 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 NOVEMBER 22, 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 request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Val Sprynczynatyk, Director - Administration/Emergency Communications - to attend NENA Best Practices and Standards Conference - Clearwater, FL - 6 days, January 2023 - costs to include \$640 registration, \$38 mileage, \$1,100 lodging, \$380 per diem, \$350 air fare, and \$40 ground transportation.

Travel and training forms are available in Administration for review.

POSITION ACTION APPLICATION REQUEST

Department Human Resources

Action requested	Request the Management Committee approve and recommend County Board approval to restructure an upcoming vacant position, Human Resources Assistant; Grade 8, 1.0 FTE, PCN #1992000276 to an HRMS Specialist; Grade 11, 1.0 FTE, PCN#1992000276, due to a retirement, effective December 16, 2022.
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Background	With the Workday system now live, additional HRMS Specialist support is needed to help manage data in the system and provide support to employees and managers using the workflows and modules. Utilizing this upcoming vacancy in this manner is the best use of resources and creates efficiencies.
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Recommendations	The efficiency gained in pursuing this restructure prevents the need for additional Human Resources 2023 personnel requests and is the most fiscally responsible and efficient approach to meeting business needs. Request the Management Committee approve the restructure of an upcoming vacant position, Human Resources Assistant; Grade 8, 1.0 FTE, PCN #1992000276 to an HRMS Specialist; Grade 11, 1.0 FTE, PCN#1992000276, due to a retirement, effective December 16, 2022.
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description	Apply budgeted dollars from the existing Grade 8 position towards this restructure. Given the tenure of the person in the role, while this is a three-grade restructure, the financial difference is minimized. Finance has completed an analysis of this restructure action and determined the 2023 additional expense beyond what is budgeted would be \$2,015. A 2023 budget adjustment is not needed. Going forward, the annualized expense of this restructure would be \$77,433 for the Grade 11 position. The previous annualized expense for the Grade 8 position was \$75,418.
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Who to contact with questions Steph Beito-Ziemer
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Submitted by	Date submitted 11/15/2022
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Revised 05/19/2020

Submit by Email

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

POSITION ACTION APPLICATION REQUEST

Department Information Technology

Action requested	Restructure open Systems Management Specialist positions (PCN: 1992000361 and 2012002974) to Technology Project Managers.
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Background	In order to optimize efficiency and prevent confusion, IT is reorganizing these two positions to fall within the Technology Implementation group under Keith Reilly. The sheer quantity of new technology projects coming into the organization continues to grow and more team resources are needed in this group to accommodate the growth. We don't see this need for more project managers going away anytime soon.
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Recommendations	Approve the restructure of the Systems Management Specialist position to Technology Project Manager.
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description	Existing IT cost center budget.
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Who to contact with questions Susan Vreeland or Dan Lekatz
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Submitted by Jessica Mendez	 Digitally signed by Jessica Mendez Date: 2022.11.14 10:28:55 -06'00'	Date submitted 11/15/2022
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Revised 05/19/2020

Submit by Email

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

POSITION ACTION APPLICATION REQUEST

Department Finance and Central Services

Action requested	Approval to hire 1.0 FTE Accountant II
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Background	Finance and Central Services is preparing for the implementation of new financial and procurements system. The intent is to use existing resources, however we recognize that there will be the need for 1) Potential back fill work for staff working on the project and 2) Potential assistance with the the Business Analyst team as it relates to processes, data, etc.
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Recommendations	
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description	The incumbent in PCN 1992001301 (Department Director, Financial Operations) will transition, full time, to work under the Finance and Procurement system project. The expense for this position will transfer to the project and will end in 2024. This will free up operating budget to cover the expenses for this position.
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Who to contact with questions Cory Kampf
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Submitted by Cory Kampf	 Digitally signed by Cory Kampf Date: 2022.11.14 12:31:25 -06'00'	Date submitted 11/14/2022
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Revised 05/19/2020

Submit by Email

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

POSITION ACTION APPLICATION REQUEST

Department Sheriff's Office

Action requested	Restructure of Deputy position to (temporary) Commander position
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Background	<p>This temporary restructure is needed for a Commander to focus exclusively on development and management of jail facility project and other priority projects for ACSO. Ensuring that we have a dedicated resource will allow continuity and consistency with the project management, and to allow historical knowledge to be utilized to allow for the most successful outcome. Having this dedicated resource will also ensure that other projects are not compromised or eliminated due to the focus and timeline required on these priority projects.</p> <p>This restructure will expire with the completion of the jail project, or the retirement of the incumbent.</p>
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Recommendations	Recommend restructure of positions
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description	Will absorb the cost of the restructure within the current budget.
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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
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