

# ADDITIONAL

## ANOKA COUNTY BOARD AGENDA

FOR THE JUNE 14, 2022, COUNTY BOARD MEETING

9:30 A.M.

Anoka County Government Center - Anoka, MN

1. Consider the following, as recommended by the Management Committee:
  - A. Approving the following personnel transaction:
    - (1) 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.
  - B. Approving market compensation rate adjustments for Anoka County Attorney's Office staff. **See attached** position action worksheet.



# ANOKA COUNTY MANAGEMENT COMMITTEE

## ACTION ITEM

June 14, 2022

Human Resources Department

<b>ACTION REQUESTED</b>	<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>
<b>BACKGROUND</b>	<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"><li>• County-developed content creation capabilities</li><li>• Consistent countywide required learning courses</li><li>• Automation of an electronic onboarding/training process</li><li>• Transparent and auditable completion/compliance tracking capabilities</li><li>• Enhanced employee and manager training/learning opportunities through a library of thousands of regularly updated offerings</li></ul> <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>
<b>RECOMMENDATIONS</b>	<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**

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