



Board of County Commissioners Agenda Request

4C

Agenda Item #

Requested Meeting Date: January 23, 2024

Title of Item: Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 5
Summary of Issue: <p>1. Edit remote work policy to so equipment needs are determined by the applicable department head. (Dept Heads approved this on 1/10/2024, replace the first paragraph of Section VIII A with the following verbiage.)</p> <p>The necessary tools, technology, and services must be readily available at the remote location. The employer will provide the necessary technology equipment to perform necessary duties, including a suitable mobile computing device, monitors, docking station, keyboard & mouse, and Webcam (if necessary). County-owned equipment will be serviced and maintained only by the Aitkin County IT Department or their designee.</p> <p>Employees may be provided with technology equipment based on departmental needs and budget considerations, as determined by the respective department head. The department head will have the flexibility to decide the appropriate number of monitors and technology sets based on the specific requirements of the job and the available budget funds.</p> <p>Employees will be given technology equipment to be used between the primary work site and remote location. The employee must take appropriate steps to minimize damage to county-owned equipment at the remote location and ensure that it is not used by any unauthorized person.</p> <p>2. 2024 Job Re-evaluations. Continued to page 2...</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to amend the remote work policy as described above, effective 1/23/2024, and to approve the 2024 job re-evaluations list.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ TBD based on number of descriptions sent to consultant. Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.

2. Continued from previous page. (Also discussed at 1/10/2024 Department Head meeting.)

2024 Job Re-evaluations. The following 18 job classifications are proposed for review in 2024. If there has been significant change in the essential functions, the job will be sent to the external consultant for re-evaluation. In addition, we will continue to send vacant (to be advertised) job descriptions to department heads for review to ensure accurate content prior to advertising. No other positions are scheduled for review in 2024 unless there has been restructuring or significant change to the essential job functions.

Sr. Assistant County Attorney, Assistant County Attorney I, II, and III
Assistant Jail Administrator
Health Educator
Network Administrator, and Network/Application Support Specialist
Chief Deputy Treasurer
Naturalist (LLCC), specifically the Sub Naturalists
Family Based Service Provider
Administrative Specialist/Corrections Agent Assistant
License Technician
Custodian
Office Support Specialist, HHS
Cook-Housekeeper, Cook at LLCC, Cook in Sheriff's Office

All jobs to ensure they include this language in the Minimum Qualifications section when possible: *"or an equivalent combination of education and experience sufficient to perform the essential functions of the position."*