



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: September 9, 2014

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: Human Resources
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 5 or 10 minutes
Summary of Issue: Please see attached memo.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Accept the Personnel Committee's recommendations as presented.		
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? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

AITKIN COUNTY HUMAN RESOURCES

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To: Aitkin County Commissioners
Nate Burkett, County Administrator

From: Bobbie Danielson, HR Director 

Date: September 3, 2014

Subject: Personnel Committee Recommendations

Recommendations

The Personnel Committee met on August 26, 2014, and recommends the following:

1. Fill one full-time Public Health Nurse position in the HHS Department. Mona Peterson previously held a part-time PHN position and her last day was August 20, 2014. Grade L, 2014 salary range \$40,456 to \$72,280, full-time equivalent, scale attached for reference. This is a FLSA exempt, salaried position. Additional information is attached from Tom Burke, HHS Director, along with a copy of the job description. The Personnel Committee recommends approval as Mr. Burke indicates this will be budget neutral due to capturing greater revenues through billing health plans and billing case management through SSIS.
2. Promote 3 existing Certified Appraisers (Grade 4) to the Senior Certified Appraiser (Grade 5) level, effective January 1, 2015. The Personnel Committee recommends approval. Additional information from Mike Dangers, County Assessor, is attached, along with copies of both job descriptions. The Certified Appraiser (Grade 4) job classification level will be retained and used for new hires with less than 5 years of full-time assessment experience. The estimated budget increase from projected 2015 at Grade 4 to Grade 5 is \$4,814.19 and that includes the additional salaries, PERA, Fica, and Medicare. (Estimates only as the 2015 AFSCME Courthouse contract is not yet settled.)

Action Requested

Motion to accept the Personnel Committee's recommendations as presented.

Aitkin County Health & Human Services

204 First St. NW
 AITKIN, MINNESOTA 56431
 PHONE 1-800-328-3744 or 1-218-927-7200 - FAX # 927-7210

DATE: August 21, 201
 TO: Personnel Committee
 Nate Burkett, County Administrator
 FROM: Tom Burke, Director
 SUBJECT: Full Time Public Health Nurse Position

ACH&HS is requesting that we move the half time PHN position to full time. We believe this will be budget neutral due to capturing greater revenues. By moving this position to full time we believe we will see the following benefits in service delivery:

- * additional PHN time in the community based services area that will make it easier to have a multi-disciplinary approach to our case work which is mandated for us to have and cover MnChoices.
- * enhanced opportunities for home visiting which we have seen make a positive impact in assisting families early avoiding high end crisis work.
- * additional time to assist in coverage for flu shots and/or other vaccinations.
- * further work capacity to help manage our emergency preparedness planning and coverage.
- * an option to back up WIC if need be.

We believe this increase in capacity allows us to be more flexible in our coverage which allows for a more responsive impact to our consumers. We also believe this will allow us the capacity to be proactive versus reactive. We have been successful in this way of doing business in other areas of our work for the benefit of the consumer, the tax payer and the county as a whole.

I would ask for the personnel committee's support in this request.

PUBLIC HEALTH NURSE SALARY CHART W/BENEFITS

2014	Start	0.6	1	2	3	4	6
2014 Wage Scale	Minimum	+6 months Step 1	+6 months Step 2	+1 year Step 3	+1 year Step 4	+1 year Step 5	+2 years Step 6
Class L	\$19.45	\$20.34	\$21.27	\$22.24	\$23.24	\$24.29	\$25.42
FICA	\$1.49	\$1.56	\$1.63	\$1.70	\$1.78	\$1.86	\$1.94
PERA	\$1.41	\$1.47	\$1.54	\$1.61	\$1.68	\$1.76	\$1.84
Health/Life Single	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30
Total Hourly	\$26.65	\$27.67	\$28.74	\$29.85	\$31.00	\$32.21	\$33.51
Total Salary	\$55,427.94	\$57,554.97	\$59,777.60	\$62,095.82	\$64,485.74	\$66,995.16	\$69,695.77

*** Based on Step Scale – not S&P

2014	Start	Middle	End
2014 Wage Scale			
Class L	\$19.45	\$25.42	\$34.75
FICA	\$1.49	\$1.94	\$2.66
PERA	\$1.41	\$1.84	\$2.52
Health/Life Single	\$4.30	\$4.30	\$4.30
Total Hourly	\$26.65	\$33.51	\$44.23
Total Salary	\$55,427.94	\$69,695.77	\$91,993.72

*** Based on S&P Scale

Compensation Guidelines 1/1/2014 – 12/31/2014

APPENDIX A

SALARY SCHEDULE

Employees covered by these compensation guidelines shall receive an annual salary as approved by the Aitkin County Board of Commissioners. This schedule is based on a forty (40) hour workweek. (FLSA non-exempt employees are paid on an hourly equivalent basis and are eligible for overtime compensation.)

Effective 1/1/2014 through 12/31/2014

Grade	Minimum	Midpoint	Maximum
G	\$ 68,931.20	\$ 96,262.40	\$ 123,593.60
H	\$ 64,584.00	\$ 90,168.00	\$ 115,752.00
I	\$ 57,345.60	\$ 80,007.20	\$ 102,668.80
J	\$ 50,190.40	\$ 69,950.40	\$ 89,710.40
K	\$ 44,636.80	\$ 62,171.20	\$ 79,705.60
L	\$ 40,456.00	\$ 56,368.00	\$ 72,280.00
M	\$ 36,691.20	\$ 51,053.60	\$ 65,416.00
N	\$ 33,612.80	\$ 46,716.80	\$ 59,820.80
O	\$ 31,054.40	\$ 43,139.20	\$ 55,224.00
P	\$ 28,683.20	\$ 39,790.40	\$ 50,897.60
Q	\$ 26,956.80	\$ 37,440.00	\$ 47,923.20
R	\$ 25,833.60	\$ 35,807.20	\$ 45,780.80
S	\$ 24,585.60	\$ 34,091.20	\$ 43,596.80
T	\$ 23,504.00	\$ 32,583.20	\$ 41,662.40
U	\$ 22,526.40	\$ 31,220.80	\$ 39,915.20
V	\$ 21,673.60	\$ 29,993.60	\$ 38,313.60
W	\$ 21,132.80	\$ 29,265.60	\$ 37,398.40

PHN

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est. 2015 \$52,624 Full-time



Position Description

PUBLIC HEALTH NURSE

Department Health and Human Services Department, Public Health Division
Grade Grade 10
Reports to Public Health Nursing Supervisor
FLSA Status Exempt
Union Status Non-union

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To perform professional public health nursing services to ensure proper administration and coordination of established public health programs. To prevent disease and promote health and wellness to individuals, families, groups and all citizens of Aitkin County.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Researches, assesses and makes recommendations concerning a diverse population of clients and families in a variety of settings by conducting health assessments in client homes and at public health clinics. Utilizes comprehensive assessment techniques to include a review of physical, functional, mental and socioeconomic status; family dynamics, roles and support systems; and educational needs. Interprets health screening findings to the client and or/family. Makes or assists with referrals to local health providers and community agencies.
2. Performs ongoing evaluation of client and family status and meets public health nursing care needs of a selected case load. Provides comprehensive case management and coordinates services provided through a multidisciplinary approach collaborating extensively with multiple community agencies.



Position Description

3. Provides public health education in the community. Meets with physicians, school personnel, Health & Human Services personnel and other interested parties to promote optimum health practices and develops health education classes and programs throughout the county for various community groups and public health programs.
4. Reviews documentation in charts to ensure compliance with federal, state and contracted provider rules and regulations for the specific program area. Initiates, maintains and updates various records and prepares reports of work activities, communicable diseases and other subjects for physicians and department, grant and program administrators at a county and/or state level.
5. Investigates and monitors reports of communicable diseases and undertakes disease prevention and control activities in accordance with public health policies, including adult and child immunization clinics. Coordinates efforts with physicians, school personnel and others regarding spread and treatment of the disease.
6. Participates with other members of the community in assessing, planning, implementing and evaluating health services including the promotion of a broad continuum of primary, secondary and tertiary prevention of illness. Represents the department on various advisory committees and at community activities throughout the county to determine community needs and assist with goal implementation and activities related to the promotion of health and the prevention of disease.
7. Ensures that clinical documentation and department billing, such as vouchering, invoicing and time recording, is timely, accurately completed, kept secure and confidential and maintained consistent with Public Health policies and procedures.
8. Pursues professional growth experiences, opportunities and trainings.
9. Participates in the development, planning, reassessing, implementation and evaluation of an emergency preparedness plan for the county. May be required to report for specialized assigned duties or perform emergency response roles.
10. Attends training and meetings as needed.
11. Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree from an accredited school of Nursing, Registered Nurse License and Public Health Nurse Certificate, both issued by the Minnesota Board of Nursing, and CPR Certification.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. Knowledge of County and departmental policies, procedures, and practices.
2. Public health nursing and case management practices.
3. Current medical trends and evidence based nursing practice.
4. Emergency procedures.
5. Family and group dynamics.
6. Community resources and referral processes.



Position Description

7. Federal, state, county and contracted provider health-related laws and regulations of various program areas.
8. The role of Health & Human Services workers in the population served.
9. The Public Health Division's mission, policies and procedures.
10. Legal responsibility for the standards of practice in the area of public health nursing.
11. The third-party payer system.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, coworkers, and the general public sufficient to exchange or convey information and to receive work direction.
2. Computer and typing skill sufficient to complete 30 net words per minute without errors.
3. Reading, writing, and speaking English proficiently.
4. Organizing and prioritizing work.
5. Use and operation of a variety of medical and laboratory tools and equipment.
6. Operating modern office equipment.
7. Operating a motor vehicle safely.
8. Weighing and measuring adults and children accurately.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Communicate effectively, both verbally and in writing with clients, families, physicians and other professionals and coworkers.
4. Implement plans of care, evaluate and revise the plans on an ongoing basis.
5. Make independent decisions in altering plans of care to fit individual situations.
6. Advocate for and make care plan recommendations to clients, families and professionals based on the client's and/or family's needs and characteristics.
7. Establish and maintain effective and supportive public relations sufficient to interpret and convey information, policies and legal requirements to inquiring individuals and organizations.
8. Integrate knowledge of public policy and resource management into program development.
9. Determine applicant eligibility based on demographics & health status.

Language Skills

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.



Position Description

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software E-time, Microsoft Word, Excel, Outlook, Publisher, PowerPoint, Public Health Activity Tracking (PHAT), SSIS, MMIS, HuBERT, MIIC, FAP, and Internet.

Ability to Travel

Frequent travel is required to client home visits, public health clinics, trainings, and meetings throughout the county, region and state.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, leadership, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate.

While traveling and making home visits, may be exposed to a variety of situations including deteriorating housing, aggressive and/or threatening clients, unrestrained and/or aggressive animals and pets, infection and chronic disease exposure, and inadequate and/or poorly maintained roadways / driveways.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, lab and clinical equipment, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.



Position Description

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/13/2014

“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”



**OFFICE OF
AITKIN COUNTY ASSESSOR**
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MEMO

August 18, 2014

To: Nathan Burkett, County Administrator

From: Mike Dangers, County Assessor

Re: Restructuring of Appraiser Positions

For several years, the Appraisers and the Senior Appraisers in the County Assessor's Office have done primarily the same tasks on a daily basis. The individuals holding these positions each have many years of experience as appraisers for Aitkin County.

The proposal I would like you to consider would be to make all existing Appraiser positions Senior Appraiser positions and grade 5 on the Aitkin County Job Classification List. The Appraiser position would become the entry level position where a new hire would likely be placed. After 5 years of assessment experience has been obtained by an employee, the Appraiser would move to the Senior Appraiser position.

I personally have experience in a system similar to this in Pine County where I was a Junior Appraiser at one time before I was licensed. Once I had met the requirements for licensure and experience, I was able to move up to the Appraiser position in that county, which also involved a grade increase.

Another reason for this change is due to the increased levels of education and licensure that property assessment personnel need to obtain under current law. We anticipate having a more difficult time filling open appraiser positions with Accredited Minnesota Assessor licensed staff. A requirement of the Senior Appraiser position would mirror the current licensing law that these appraisers must be Accredited Minnesota Assessor licensed by July 2019.

In the past, persons who didn't have a basic assessors CMA license could typically obtain it in one year. Now someone without a license would need a minimum of three years assessment experience to obtain an AMA license plus several additional educational requirements would need to be met.

This grade change would not cause an immediate change to the staffing expenditures. The three ¹⁰ Appraisers that would change to Senior Appraiser are all well below the top of the hourly pay range for both grade 4 and grade 5. Due to this fact, I request that this change happen as soon as possible.

Please contact me with any questions.

**Position Description****CERTIFIED APPRAISER**

Department Assessor's Office
Grade Grade 4
Reports to County Assessor and Assistant County Assessor
FLSA Status Non-exempt
Union Status AFSCME Courthouse Unit

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To appraise and classify all real property for property tax purposes so that assessments and valuations are applied fairly and equitably to the properties and structures within Aitkin County.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Estimates values, classifies property, and enters data into CAMA for all areas of the County utilizing knowledge and procedures of established assessment standards.
2. Establishes and maintains effective working relationships with taxpayers, coworkers, county officials, state agencies and the general public. Effectively answers questions from the general public.
3. Attends Board of Reviews, Township and County Meetings with the County Assessor and defends valuations and makes adjustments.
4. Reads and interprets blue prints, aerial photos, topographical and GIS maps as they relate to appraising property.
5. Attends continuing education classes as required by State law to maintain licensure.
6. Utilizes information from other county, city, state, and federal offices to assist the public or other offices in data collection.

**Position Description**

7. Compiles reports as required by law (Department of Revenue) by itemizing and tabulating all real estate and personal property valuations and verifying sales and conducting sales ratio studies under the direction of the County Assessor.
8. Analyzes and interprets tax laws under the direction of the County Assessor.
9. Attends seminars, workshops, and region assessor meetings as needed.
10. Performs other related duties as assigned or apparent.

Minimum Qualifications

Certified Minnesota Assessor (CMA) license issued by the Minnesota State Board of Assessors, plus one or more years (12 full months) of assessment experience.

w/Board approval, update to include: after 5 years FT assessment exp. to Senior level.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Must continue to meet all qualifications set forth by the Minnesota State Board of Assessors.

CMA licensing requirements check-off list can be viewed on the Minnesota Department of Revenue website. www.revenue.state.mn.us An assessor's license indicates one of four levels of licensure as approved by the Board of Assessors for an individual that has met certain requirements regarding assessment education and experience. The four levels of licensure are: 1. Certified Minnesota Assessor (CMA); 2. Certified Minnesota Assessor Specialist (CMAS); 3. Accredited Minnesota Assessor (AMA); 4. Senior Accredited Minnesota Assessor (SAMA).

Knowledge, Skills, and Abilities Required**Knowledge of:**

1. County and departmental policies, procedures, and practices.
2. Knowledge and understanding of assessment processes and laws (State & local statutes) as they relate to residential, seasonal, agricultural and vacant land and tax exempt properties.
3. Appraisal principles and practices.
4. All types of building construction.
5. Cost and sales approach to valuation.
6. Mass appraisal concepts and procedures.
7. Basic zoning and shoreland ordinances and how it may affect valuation and classification.
8. Local and Regional real estate market trends as it relates to market value.
9. Property tax laws to ensure correct application for valuation and classification and also determining a properties qualification for special programs.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Researching and understanding legal descriptions including an understanding of survey and legal document terminology.
3. Typing skill sufficient to complete 30 net words per minute without errors.



Position Description

4. Preparing and making presentations to groups.
5. Reading, writing, and speaking English proficiently.
6. Effectively organizing and prioritizing work.
7. Good conflict management skills, decision making skills, negotiating skills, and time management skills.
8. Detailed inspection of properties to collect data regarding measurements, building features, improvements or deterioration, neighborhood and land characteristics, and photos.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and the general public with respect, honesty, and consideration.
2. Work independently and make decisions quickly and accurately.
3. Read and analyze various assessment related reports such as sales ratio studies.
4. Work alone and navigate in remote areas of the county by vehicle and on foot. Must have the ability to walk or snowshoe through deep snow.
5. Communicate well with fellow staff and the public utilizing written and oral communication skills.
6. Read and interpret county ordinances, GIS maps, Blue Prints, aerial photos, topographical maps and other specialized documents relating to appraising property.
7. Use office equipment such as a financial calculator, copier, fax machine, and phone. Must have the on-going ability to adapt to and use new technology and software programs proficiently.
8. Demonstrate a high degree of self-motivation and the ability to work independently.
9. Accurately enter large amounts of data under limited time frames.
10. Accurately sketch and maintain pictorial documentation - downloading, labeling, attachment to file.
11. Drive safely through all weather conditions and different types of terrain.
12. Ability to work with mathematical concepts; to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

High Skills – Ability to work with mathematical concepts such as mean, median, coefficient of dispersion, price related differential, and calculation of area and volume of a variety of shapes. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



Position Description

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

Apple iOS for iPad or similar, County Payroll Software/E-time, geographic information system, Microsoft Word, Excel, Outlook, Minnesota Counties Information Systems (MCIS) property tax and Computer Aided Mass Appraisal (CAMA) systems, and Apex digital sketching software.

Ability to Travel

Travel is generally required on a daily basis, in all types of weather, for assessment of county parcels. It is also required for trainings and meetings in and out of Aitkin County on an occasional basis.

Code of Conduct and Ethics

Licensed Minnesota assessors are required to abide by the ethical and professional guidelines established in the Code of Conduct and Ethics developed by the Commissioner of Revenue. The purpose of this code of conduct and ethics is to instill public confidence in property assessment and promote fairness and uniformity of assessment practices. As a counterpart to this code of conduct and ethics, there is also an ethics seminar required for all licensed assessors to be completed once in every four year period starting July 1, 2004.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

The noise level in the work environment is usually moderate and can on occasion be loud, such as during appeal meetings with several people talking in a room with poor acoustics.

A wide variety of conditions are possible when doing physical property inspections. This includes the potential of encountering dangerous dogs and possible meth lab locations. Work is performed year round, including in summer heat and winter cold extremes.

When in the field, viewing properties, employees walk while carrying their equipment (clipboard or iPad, camera, tape measure, etc.). Oftentimes they are alone in remote areas. Sometimes the walk is short (up a driveway) and other times it can be long (2+ miles one way). Going over, under or around obstacles, such as trees, fences, and gates is common. Appraisers encounter people (friendly and not so friendly) and pets, deer, bear, wolves, snakes, flies, spiders, ticks and mosquitoes, poison ivy, etc.



Position Description

Equipment and Tools

Computer, copier, fax, telephone, cell phone, handheld computer and remote access equipment, printer, 10-key calculator, measuring tape, camera, financial calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, daily balancing, daily stooping, kneeling, crouching, reaching, standing, walking, daily pushing, pulling, daily lifting, carrying, occasional feeling (texture of building materials), use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 25 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/13/2014

“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”

**Position Description****CERTIFIED APPRAISER, SENIOR**

Department Assessor's Office
Grade Grade 5
Reports to County Assessor and Assistant County Assessor
FLSA Status Non-exempt
Union Status AFSCME Courthouse Unit

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To estimate values and determine classification of properties for real and personal property taxation. To process and verify sales that occur in the county and to aid in proposing new valuation rates countywide.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Estimates valuation and determines classification of properties in assigned jurisdictions for property taxation, utilizing knowledge of assessment standards and procedures.
2. Analyzes sales and verifies the validity of sales to qualify for inclusion in sales ratio studies. Assists in proposing new land and building values for upcoming assessments.
3. Assists in the training of other and new appraisers under the supervision of the County Assessor. This includes assisting other appraisers and/or the department as a whole with special projects and issues.
4. Responds to inquiries or issues presented by property owners, the general public, coworkers, and other government officials.
5. Researches, understands and applies changes in property tax law and procedures including navigating the Department of Revenue website and Minnesota Statutes.
6. Attends Boards of Appeal and Equalization and defends field work, explains or reviews valuations and classifications, and makes adjustments when necessary.

**Position Description**

7. Attends seminars, workshops, and region assessor meetings as needed.
8. Performs other related duties as assigned or apparent.

Minimum Qualifications

Certified Minnesota Assessor (CMA) license issued by the Minnesota State Board of Assessors, plus three or more years of assessment experience.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Must continue to meet all qualifications set forth by the Minnesota State Board of Assessors.

CMA licensing requirements check-off list can be viewed on the Minnesota Department of Revenue website. www.revenue.state.mn.us An assessor's license indicates one of four levels of licensure as approved by the Board of Assessors for an individual that has met certain requirements regarding assessment education and experience. The four levels of licensure are: 1. Certified Minnesota Assessor (CMA); 2. Certified Minnesota Assessor Specialist (CMAS); 3. Accredited Minnesota Assessor (AMA); 4. Senior Accredited Minnesota Assessor (SAMA).

Knowledge, Skills, and Abilities Required**Knowledge of:**

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Cost and sales approach to valuation.
4. Mass appraisal concepts and procedures.
5. Basic zoning and shoreland ordinances and how it may affect valuation and classification.
6. Local and Regional real estate market trends.
7. Property tax laws to ensure correct application for valuation and classification and also determining a properties qualification for special programs.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Researching and understanding legal descriptions including an understanding of survey and legal document terminology.
3. Typing skill sufficient to complete 30 net words per minute without errors.
4. Preparing and making presentations to groups.
5. Reading, writing, and speaking English proficiently.
6. Effectively organizing and prioritizing work.
7. Good conflict management skills, decision making skills, negotiating skills, and time management skills.



Position Description

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and the general public with respect, honesty, and consideration.
2. Work independently and make decisions quickly and accurately.
3. Read and analyze various assessment related reports such as sales ratio studies.
4. Work alone and navigate in remote areas of the county by vehicle and on foot. Must have the ability to walk or snowshoe through deep snow.
5. Communicate well with fellow staff and the public utilizing written and oral communication skills.
6. Read and interpret county ordinances, GIS maps, Blue Prints, aerial photos, topographical maps and other specialized documents relating to appraising property.
7. Use office equipment such as a financial calculator, copier, fax machine, and phone. Must have the on-going ability to adapt to and use new technology and software programs proficiently.
8. Demonstrate a high degree of self-motivation and the ability to work independently.
9. Accurately enter large amounts of data under limited time frames.
10. Accurately sketch and maintain pictorial documentation - downloading, labeling, attachment to file.
11. Drive safely through all weather conditions and different types of terrain.
12. Ability to work with mathematical concepts; to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

High Skills – Ability to work with mathematical concepts such as mean, median, coefficient of dispersion, price related differential, and calculation of area and volume of a variety of shapes. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

Apple iOS for iPad or similar, County Payroll Software/E-time, geographic information system, Microsoft Word, Excel, Outlook, Minnesota Counties Information Systems (MCIS) property tax and Computer Aided Mass Appraisal (CAMA) systems, and Apex digital sketching software.



Position Description

Ability to Travel

Travel is generally required on a daily basis, in all types of weather, for assessment of county parcels. It is also required for trainings and meetings in and out of Aitkin County on an occasional basis.

Code of Conduct and Ethics

Licensed Minnesota assessors are required to abide by the ethical and professional guidelines established in the Code of Conduct and Ethics developed by the Commissioner of Revenue. The purpose of this code of conduct and ethics is to instill public confidence in property assessment and promote fairness and uniformity of assessment practices. As a counterpart to this code of conduct and ethics, there is also an ethics seminar required for all licensed assessors to be completed once in every four year period starting July 1, 2004.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

The noise level in the work environment is usually moderate and can on occasion be loud, such as during appeal meetings with several people talking in a room with poor acoustics.

A wide variety of conditions are possible when doing physical property inspections. This includes the potential of encountering dangerous dogs and possible meth lab locations. Work is performed year round, including in summer heat and winter cold extremes.

When in the field, viewing properties, employees walk while carrying their equipment (clipboard or iPad, camera, tape measure, etc.). Oftentimes they are alone in remote areas. Sometimes the walk is short (up a driveway) and other times it can be long (2+ miles one way). Going over, under or around obstacles, such as trees, fences, and gates is common. Appraisers encounter people (friendly and not so friendly) and pets, deer, bear, wolves, snakes, flies, spiders, ticks and mosquitoes, poison ivy, etc.

Equipment and Tools

Computer, copier, fax, telephone, cell phone, handheld computer and remote access equipment, printer, 10-key calculator, measuring tape, camera, financial calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, daily balancing, daily stooping, kneeling, crouching, reaching, standing, walking, daily pushing, pulling, daily lifting, carrying, occasional feeling (texture of building materials), use of fingers,

**Position Description**

grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 25 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/13/2014

“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”

| AFSCME Courthouse Unit Agreement, excerpt:

ARTICLE 5 MANAGEMENT RIGHTS

| Section A. The Employer retains the full, unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial functions not specifically limited by this Agreement.

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Section B. Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

Section C. An employee who is promoted to a higher paid classification would be placed on the "six month" step or the step that results in at least a \$0.25 per hour increase, whichever is greater. Thereafter, the employee would receive step increases on their classification anniversary date.

An employee who posts for a job at a lower classification pay rate or who exercises seniority preference into a lower classification would move to the lower classification at the same longevity step as their previous position.

An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase.

2015 Est. as Grade 4's \$204,366.00
 OR as Grade 5's \$209,180.19
\$4814.19