



Board of County Commissioners Agenda Request



Requested Meeting Date: June 23, 2015

Title of Item: Reclassification Request

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Nathan Burkett, County Administrator		Department: Administration
Presenter (Name and Title): Nathan Burkett, County Administrator		Estimated Time Needed: 10 min
Summary of Issue: The personnel committee is recommending the following: Approval of attached job descriptions for Health and Human Services Director and County Engineer. Adjustment of classification of the following positions: Health and Human Services Director - D63 to E81, Grade 17 to Grade 18, Pay Range \$77,584 - 116,704 County Engineer - D63 to E81, Grade 17 to Grade 18, Pay Range \$77,584 - 116,704 County Administrator - E83 to E91, Remains Grade 20, No change to pay range Adjustment of salary as follows: Tom Burke, Health and Human Services Director - No adjustment (over max of Grade 18 pay range) John Welle, County Engineer - \$116,161 (retroactive to January 1, 2015, to be back paid minus \$250.00 lump sum payment already paid) Nathan Burkett, County Administrator - No adjustment		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve personnel committee recommendation to adopt new job descriptions and classify Health and Human Services Director and County Engineer positions from D63(17) to E81(18). Approve salary adjustment for County Engineer to \$116,161 retroactive to January 1, 2015.		
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? \$ \$3,383 Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please Explain: Fund 3 budget will be able to absorb additional cost. Cost increases will occur in 2016 due to increased max pay ranges for HHS Dir and Cty Engineer.		

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



Position Description

COUNTY ENGINEER

Department Road and Bridge Department
Grade Grade 17
Reports to County Administrator
FLSA Status Exempt
Union Status Non-union Position

Final Appointing Authority

Per Minnesota Statute 163.07, the Board of Commissioners shall appoint the County Engineer for a four-year term. ~~m as outlined in the statute. This position reports to and is supervised by the County Administrator. This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing.~~

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Job Summary

To administer, plan, evaluate, and supervise all departmental functions of the Highway Department. To perform professional, supervisory and administrative civil engineering work and direct all county highway engineering and maintenance projects through assigned personnel to achieve transportation needs and objectives approved by the Board of County Commissioners. To act as drainage engineer for public drainage ditch system and to advise and report to the Drainage Authority on matters related to maintenance and improvement of the ditch system. To provide engineering and administrative direction on matters relating to environmental engineering, hydrology, flood protection, and legislative initiatives. To assist townships and residents with engineering related projects and inquiries.

Supervision Received

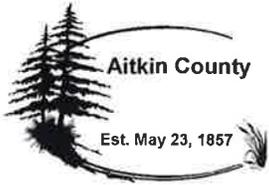
Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

Supervision Exercised

Manages ~~three~~ subordinate supervisors who oversee staff in the maintenance, engineering, and administrative sections of the department. Is responsible for the overall direction, coordination, and evaluation of the department.

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Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; reprimanding employees, addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees-including suspensions, demotions, and terminations, and resolving grievances.



Position Description

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 is an essential requirement of this position.

- 1. ~~Plans, develops and submits-recommends policy and objectives related to the Highway Department to the County Board. Advises County Board and County Administrator on all matters related to the Highway Department.~~ Formatted: Font: Bold, Strikethrough
- 2. ~~In collaboration with the County Administrator develops and recommends budgets for the Highway Department to the County Board. Administers Highway Department budgets as approved by the County Board.~~ Formatted: Font: Bold
- 1. ~~In collaboration with the County Administrator develops and Recommends~~ ~~Develops, manages, and monitors operating and highway capital improvement plans~~ ~~budgets by estimating, analyzing, evaluating and forecasting various costs and revenues~~ ~~by evaluating long term highway needs, and forecasting revenue and expenses.~~
- 3. ~~Plans, develops, formulates, organizes, and administers all aspects the operations of the highway department to ensure engineering, construction, and maintenance objectives are attained by applying advanced engineering techniques and administrative experience.~~ Formatted: Font: Bold
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- 3. ~~Interprets requirements of state and federal laws, rules and regulations statutes and introduces, initiates, develops, testifies, and advocates for modifications to state statutes as they apply to environmental and transportation policy and transportation funding by conferring with state officials, legislators, lobbyists, and other specialists.~~ Formatted: Strikethrough
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- 6.8. ~~Provides engineering and administrative direction on matters relating to environmental engineering, hydrology, flood protection, and legislative initiatives.~~
- 7.9. ~~Oversees the execution of construction contracts according to estimates, budgets and design specifications.~~
- 8. ~~Negotiate and Authorize expenditures for right of way acquisitions, capital purchases, and construction work orders.~~ Formatted: Strikethrough
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- ~~12. Develops, manages, and monitors operating and capital improvement budgets by estimating, analyzing, evaluating and forecasting various costs and revenues.~~
 - ~~13.12. Interprets requirements of state statutes and introduces, initiates, develops, testifies, and advocates modifications to state statutes as they apply to environmental and transportation policy and transportation funding by conferring with state officials, legislators, lobbyists, and other specialists.~~
 14. Communicates with other local governmental agencies and the public on environmental and transportation related matters.
 - ~~15. Oversees the execution of construction contracts according to estimates, budgets and design specifications.~~
 - ~~16.13. Authorize expenditures for right of way acquisitions, capital purchases, and construction work orders.~~
 - 17.14. Provides road safety audits to ensure the safe travel of the motoring public.
 - ~~18.15. Recruits, screens and selects personnel capable of performing the demands of a department position, in collaboration with the Human Resources Department.~~
 - 19.16. Trains, teaches, and motivates employees in various aspects of transportation engineering and maintenance.
 - 20.17. Research, develop, invent, implement new construction and maintenance methods to provide cost effective transportation services.
 - 21.18. Develop, inform, and enforce department policies on matters related to transportation, drainage, and environmental resources.
 - 22.19. Conducts public meetings for the formulation of transportation programs and implementation of transportation and drainage projects.
 - 23.20. Monitors highway safety, construction and maintenance safety and acts as program administrator for state and federal bridge safety inspections.
 - 24.21. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 - 25.22. Conducts business in accordance with the Open Meeting law.
 - 26.23. Serves as the Minnesota Government Data Practices Act, Road & Bridge Department, Responsible Authority Designee. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
 - 27.24. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
 - 28.25. Attends conferences and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in civil engineering plus five years administrative experience in the transportation field involving supervision of highway engineering and maintenance projects, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the



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position. Requires licensure and continuing education as a Professional Engineer in the State of Minnesota.

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. County and departmental policies, procedures, and practices.
2. Comprehensive knowledge of federal, state, and local laws, rules, and regulations relevant to the work performed in this position for the planning, development, construction and maintenance of county roads, also including public drainage systems, data practices, the open meeting law, accounting, purchasing, information technology, and personnel administration.
3. Principles and practices of civil or highway engineering.
4. Current developments and literature in the field of civil engineering.
5. Construction and maintenance methods, materials and equipment as employed in roads, bridges and other public works.
6. Safety regulations as it relates to construction and maintenance.

Skills in:

1. Civil engineering.
2. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
3. Communication and interpersonal skills as applied to interaction with staff, board members, legislators, legislative staff, lobbyists, state and federal agency staff, and the general public sufficient to exchange or convey information and to receive work direction.
4. Critical thinking, planning and organization, high level of initiative and responsibility, leadership, managing emotions, confrontation, and problem solving.
5. Computer skills and typing sufficient to complete 30 net words per minute without errors.
6. Public speaking in front of large groups including public informational meetings, project meeting, and legislative committee hearings.
7. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
8. Effectively organizing and prioritizing workload.

Ability to:

1. Supervise staff and to assign, delegate, and coordinate work in a manner conducive to high morale and effective performance. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Compute complex engineering formulas; design and oversee the construction of highways and related structures.



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3. Direct the preparation of advanced engineering computations, estimates, designs, plans and specifications.
4. Plan, delegate and review the work of operating units engaged in road construction and maintenance activities.
5. Establish and maintain good working relationships with county officials and employees, officials of other governmental jurisdictions, other professional engineers, contractors and the general public.
6. Use proper grammar in preparing correspondence and writing specifications.
7. Follow and give oral and written instructions.
8. Maintain confidentiality regarding personnel matters.
9. Travel and work in excess of standard hours when necessary.

Language Skills

Highest Skills – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.

Mathematical Skills

Highest Skills - Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

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. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Skills

Highest Skills - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Computer Skills

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



Position Description

County Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, Publisher, Access, Webfusion, AutoCADD Civil Design Software, System Software Inventory Management Software, Web Design Software, Internet and numerous other job-related software programs.

Ability to Travel

Travel is generally required on a daily basis, in all types of weather, within the county to inspect road conditions, provide oversight on maintenance and construction projects, and to meet with the public to address complaints and concerns. Travel is also required out of the county for numerous meetings, training, and legislative hearings on a routine basis. Estimate 15,000 miles per year in and out of county.

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, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

Work Environment

The noise level in the office is usually moderate. Noise level is typically extremely loud on maintenance and construction job sites.

Work will vary between outdoor and indoor settings depending on the job function being performed. Indoor work will involve sitting in front of a computer for prolonged periods. Outdoor work will involve working in swamps, thick underbrush, and forested areas in the proximity of wood ticks, mosquitoes, flies, bees, and other insects. Outdoor work will frequently involve working on public roads in intense noise, severe atmospheric conditions, in extreme temperatures with work space restrictions and hazardous physical conditions, including high-speed moving traffic.

Equipment and Tools

Computer, copier, fax, telephone, remote access equipment, printer, scientific calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Occasional climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, are required of this job. Standing, walking, carrying, use of fingers, grasping, talking, hearing, and seeing are daily requirements of this job. Must have the ability to lift and/or carry up to 50 pounds.



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

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

Disclaimer

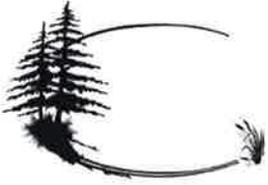
The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational 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."



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COUNTY ENGINEER

Department Road and Bridge Department
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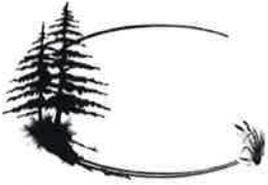
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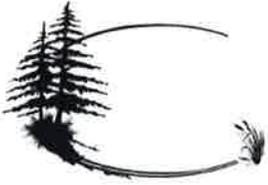
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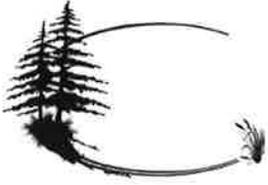
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Knowledge, Skills, and Abilities Required

Knowledge of:

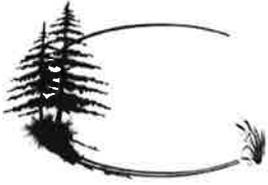
1. County and departmental policies, procedures, and practices.
2. Comprehensive knowledge of federal, state, and local laws, rules, and regulations relevant to the work performed in this position for the planning, development, construction and maintenance of county roads, also including public drainage systems, data practices, the open meeting law, accounting, purchasing, information technology, and personnel administration.
3. Principles and practices of civil or highway engineering.
4. Current developments and literature in the field of civil engineering.
5. Construction and maintenance methods, materials and equipment as employed in roads, bridges and other public works.
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Skills in:

1. Civil engineering.
2. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
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6. Use proper grammar in preparing correspondence and writing specifications.
7. Follow and give oral and written instructions.
8. Maintain confidentiality regarding personnel matters.
9. Travel and work in excess of standard hours when necessary.

Language Skills

Highest Skills – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.

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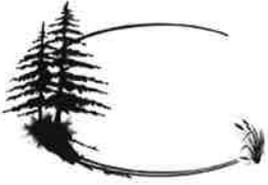
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Ability to Travel

Travel is generally required on a daily basis, in all types of weather, within the county to inspect road conditions, provide oversight on maintenance and construction projects, and to meet with the public to address complaints and concerns. Travel is also required out of the county for numerous meetings, training, and legislative hearings on a routine basis. Estimate 15,000 miles per year in and out of county.

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, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

Work Environment

The noise level in the office is usually moderate. Noise level is typically extremely loud on maintenance and construction job sites.

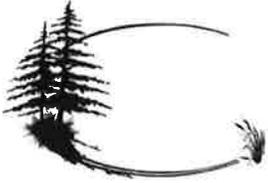
Work will vary between outdoor and indoor settings depending on the job function being performed. Indoor work will involve sitting in front of a computer for prolonged periods. Outdoor work will involve working in swamps, thick underbrush, and forested areas in the proximity of wood ticks, mosquitoes, flies, bees, and other insects. Outdoor work will frequently involve working on public roads in intense noise, severe atmospheric conditions, in extreme temperatures with work space restrictions and hazardous physical conditions, including high-speed moving traffic.

Equipment and Tools

Computer, copier, fax, telephone, remote access equipment, printer, scientific calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Occasional climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, are required of this job. Standing, walking, carrying, use of fingers, grasping, talking, hearing, and seeing are daily requirements of this job. 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 light to medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

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

Disclaimer

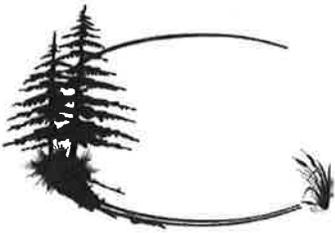
The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational 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."



COUNTY ENGINEER

Department Road and Bridge Department
Grade Grade 17
Reports to County Administrator
FLSA Status Exempt
Union Status Non-union Position

Final Appointing Authority

Per Minnesota Statute 163.07, the Board of Commissioners shall appoint the County Engineer for a four-year term.

Job Summary

To administer, plan, evaluate, and supervise all departmental functions of the Highway Department. To perform professional, supervisory and administrative civil engineering work and direct all county highway engineering and maintenance projects through assigned personnel to achieve transportation needs and objectives approved by the Board of County Commissioners. To act as drainage engineer for public drainage ditch system and to advise and report to the Drainage Authority on matters related to maintenance and improvement of the ditch system. To provide engineering and administrative direction on matters relating to environmental engineering, hydrology, flood protection, and legislative initiatives. To assist townships and residents with engineering related projects and inquiries.

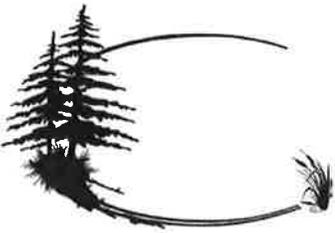
Supervision Received

Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

Supervision Exercised

Manages subordinate supervisors who oversee staff in the maintenance, engineering, and administrative sections of the department. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; reprimanding employees, addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees-including suspensions, demotions, and terminations, and resolving grievances.

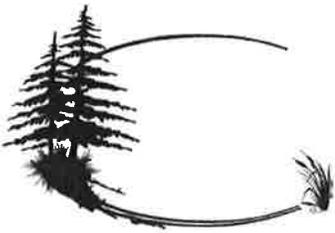


Position Description

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 is an essential requirement of this position.

1. Plans, develops and recommends policy and objectives related to the Highway Department to the County Board. Advises County Board and County Administrator on all matters related to the Highway Department.
2. In collaboration with the County Administrator develops and recommends budgets for the Highway Department to the County Board. Administers Highway Department budgets as approved by the County Board.
3. In collaboration with the County Administrator develops and Recommends highway capital improvement plans by evaluating long term highway needs, and forecasting revenue and expenses.
4. Plans, develops, formulates, organizes, and administers all aspects of the highway department to ensure engineering, construction, and maintenance objectives are attained by applying advanced engineering techniques and administrative experience.
5. Designs and approves engineering plans and specifications prepared according to professional civil engineering standards and provides professional licensed certification of compliance with state law.
6. Interprets requirements of state and federal laws, rules and regulations and introduces, initiates, develops, testifies, and advocates for modifications to state statutes as they apply to environmental and transportation policy and transportation funding by conferring with state officials, legislators, lobbyists, and other specialists.
7. Acts as Ditch Engineer for public drainage system and advises the Drainage Authority on matters related to maintenance and improvement of the ditch system.
8. Provides engineering and administrative direction on matters relating to environmental engineering, hydrology, flood protection, and legislative initiatives.
9. Oversees the execution of construction contracts according to estimates, budgets and design specifications.
10. Negotiate and Authorize expenditures for right of way acquisitions and construction work orders.
11. Counsel township and city governments, and private developer - related to engineering inquiries.
12. Delegates supervisory and technical authority to engineering, maintenance, mechanical and office staff according to work demand and capabilities of subordinate personnel.
13. Communicates with other local governmental agencies and the public on environmental and transportation related matters.
14. Provides road safety audits to ensure the safe travel of the motoring public.
15. Recruits, screens and selects personnel capable of performing the demands of a department position, in collaboration with the Human Resources Department.
16. Trains, teaches, and motivates employees in various aspects of transportation engineering and maintenance.
17. Research, develop, invent, implement new construction and maintenance methods to provide cost effective transportation services.
18. Develop, inform, and enforce department policies on matters related to transportation, drainage, and environmental resources.



Position Description

19. Conducts public meetings for the formulation of transportation programs and implementation of transportation and drainage projects.
 20. Monitors highway safety, construction and maintenance safety and acts as program administrator for state and federal bridge safety inspections.
 21. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 22. Conducts business in accordance with the Open Meeting law.
 23. Serves as the Minnesota Government Data Practices Act, Road & Bridge Department, Responsible Authority Designee. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
 24. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
 25. Attends conferences and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in civil engineering plus five years administrative experience in the transportation field involving supervision of highway engineering and maintenance projects, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Requires licensure and continuing education as a Professional Engineer in the State of Minnesota.

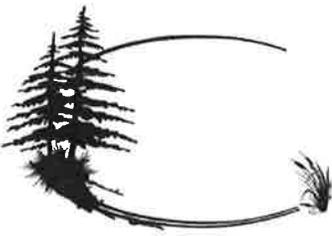
Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Comprehensive knowledge of federal, state, and local laws, rules, and regulations relevant to the work performed in this position for the planning, development, construction and maintenance of county roads, also including public drainage systems, data practices, the open meeting law, accounting, purchasing, information technology, and personnel administration.
3. Principles and practices of civil or highway engineering.
4. Current developments and literature in the field of civil engineering.
5. Construction and maintenance methods, materials and equipment as employed in roads, bridges and other public works.
6. Safety regulations as it relates to construction and maintenance.

Skills in:



Position Description

1. Civil engineering.
2. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
3. Communication and interpersonal skills as applied to interaction with staff, board members, legislators, legislative staff, lobbyists, state and federal agency staff, and the general public sufficient to exchange or convey information and to receive work direction.
4. Critical thinking, planning and organization, high level of initiative and responsibility, leadership, managing emotions, confrontation, and problem solving.
5. Computer skills and typing sufficient to complete 30 net words per minute without errors.
6. Public speaking in front of large groups including public informational meetings, project meeting, and legislative committee hearings.
7. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
8. Effectively organizing and prioritizing workload.

Ability to:

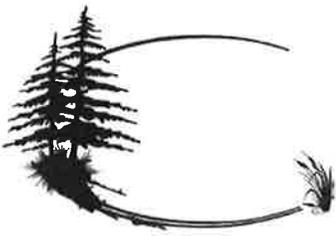
1. Supervise staff and to assign, delegate, and coordinate work in a manner conducive to high morale and effective performance. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Compute complex engineering formulas; design and oversee the construction of highways and related structures.
3. Direct the preparation of advanced engineering computations, estimates, designs, plans and specifications.
4. Plan, delegate and review the work of operating units engaged in road construction and maintenance activities.
5. Establish and maintain good working relationships with county officials and employees, officials of other governmental jurisdictions, other professional engineers, contractors and the general public.
6. Use proper grammar in preparing correspondence and writing specifications.
7. Follow and give oral and written instructions.
8. Maintain confidentiality regarding personnel matters.
9. Travel and work in excess of standard hours when necessary.

Language Skills

Highest Skills – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.

Mathematical Skills

Highest Skills - Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.



Position Description

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. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Skills

Highest Skills - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Computer Skills

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

County Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, Publisher, Access, Webfusion, AutoCADD Civil Design Software, System Software Inventory Management Software, Web Design Software, Internet and numerous other job-related software programs.

Ability to Travel

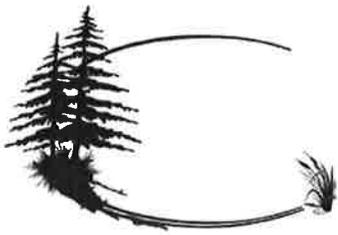
Travel is generally required on a daily basis, in all types of weather, within the county to inspect road conditions, provide oversight on maintenance and construction projects, and to meet with the public to address complaints and concerns. Travel is also required out of the county for numerous meetings, training, and legislative hearings on a routine basis. Estimate 15,000 miles per year in and out of county.

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, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

Work Environment



Position Description

The noise level in the office is usually moderate. Noise level is typically extremely loud on maintenance and construction job sites.

Work will vary between outdoor and indoor settings depending on the job function being performed. Indoor work will involve sitting in front of a computer for prolonged periods. Outdoor work will involve working in swamps, thick underbrush, and forested areas in the proximity of wood ticks, mosquitoes, flies, bees, and other insects. Outdoor work will frequently involve working on public roads in intense noise, severe atmospheric conditions, in extreme temperatures with work space restrictions and hazardous physical conditions, including high-speed moving traffic.

Equipment and Tools

Computer, copier, fax, telephone, remote access equipment, printer, scientific calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Occasional climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, are required of this job. Standing, walking, carrying, use of fingers, grasping, talking, hearing, and seeing are daily requirements of this job. Must have the ability to lift and/or carry up to 50 pounds.

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

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

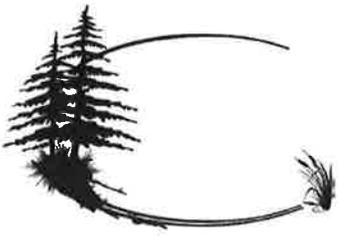
Disclaimer

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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



Position Description

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



Position Description

HEALTH AND HUMAN SERVICES DIRECTOR

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Department Health and Human Services Department
Grade Grade 17
Reports to County Administrator
FLSA Status Exempt
Union Status Non-union

Final Appointing Authority

Per MN Statute 402.05, Subd. 1a., the ~~Health and Human Services Board~~ shall appoint the director, who shall serve at the pleasure of the ~~Health and Human Services Board~~. ~~The HHS Board appoints the director and authorizes any termination. However, this position reports to and is supervised by the County Administrator. The County Administrator also completes the director's performance evaluations and issues discipline when applicable. All offers of employment are made in writing.~~

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Job Summary

To ~~manage-administer~~, plan, evaluate and supervise all departmental functions of the Health and Human Services Department. ~~The employee in this position will be responsible to make and over-see critical decisions in regards to the health and well being of vulnerable consumers often in crisis situations. To make critical decisions in regards to the health and well being of consumers who are vulnerable. lead assigned personnel in achievement of goals and objectives related to the health and human services policy area. Serves as subject matter expert on matters of health and human services for the County, including as mental health authority and public health authority. Responsible for high level decision making as it relates to individual, family and community impacts on the consumers of health and human services department resources. The decisions made will carry as high degree of liability as any other position in the county.~~

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Supervision Received

Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

Supervision Exercised

Manages subordinate supervisors who oversee department staff, including social services, public health, financial assistance, accounting, and child support. ~~Direct supervises clerical support.~~ Is responsible for the overall direction, coordination, and evaluation of the department.

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Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.



Position Description

Resources Department. Ensures departmental new hire orientations are completed promptly and completes staff performance appraisals in accordance with county policy.

- 14.12. Conducts business in accordance with the Open Meeting law.
- 15.13. Serves as the Minnesota Government Data Practices Act, HHS Department, Responsible Authority Designee. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
- 16.14. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
- 17.15. Attends training and meetings as needed.
- 18.16. Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in social work, psychology, sociology, public health, accounting or a related field, plus ten or more years experience in a public or private social services agency involving supervision of social services, public health, income maintenance, or social services programs or fiscal operations, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

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Master's degree in social work, public health, accounting, public administration, or a related field preferred.

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.



Position Description

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Considerable knowledge of Federal, State, and local laws, rules, and regulations relevant to the work performed in this position relating to social services, public health, and income maintenance programs, also including data practices, the open meeting law, accounting, purchasing, information technology, and personnel administration.
3. Knowledge of human behavior.
4. Considerable knowledge of the principles and practices of social services/~~human services and public health~~ administration. Formatted: Not Strikethrough
5. Considerable knowledge of the functions and organization of state, tribal, federal, and local ~~social services agencies, H&HS agencies~~ Formatted: Strikethrough
6. Considerable knowledge of community resources.
7. Considerable knowledge of fiscal management and long-term planning.
8. Thorough knowledge of the principles of social work and public health.
9. Knowledge of social-economic conditions in rural areas.

Skill in:

1. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
2. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
3. Critical thinking, planning and organization, high level of initiative and responsibility, leadership, managing emotions, confrontation, and problem solving.
4. Typing skill sufficient to complete 30 net words per minute without errors.
5. Preparing and making presentations to groups.
6. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
7. Effectively organizing and prioritizing workload.

Ability to:

1. Supervise professional and support staff and to assign, delegate, and coordinate work in a manner conducive to high morale and effective performance. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Be inclusive of differing professional philosophies in seeking common agency goals.
3. Interpret, understand, and manage complex systems and budgets with varying formula based costs and revenues.
4. Plan and organize work effectively.
5. Manage a wide range of emotions related to consumers' family and health issues. Deflect extreme anger, anxiety, and fear in order to assist consumers and staff.
6. Interpret federal and state laws/statutes and be able to explain them in common language.



Position Description

7. Collaborate and work with outside agencies, counties, courts and tribal governments. Work with the county board, school districts, and state and federal legislators.
8. Plan into the future with limited information and direction.
9. Communicate professionally to a diverse audience both verbally and in writing. Think and respond efficiently and effectively.
10. Maintain confidentiality.
11. Travel and work in excess of standard hours when necessary.
12. Supervise staff in a manner that will stimulate growth and development.
13. Establish and maintain good working relationships with staff, citizens and community officials.
14. Make sound decisions.
15. Formulate new methods and techniques to meet changing needs.

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.

Reasoning Skills

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

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

County Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, and Internet.

Ability to Travel

Travel required for trainings and meetings in and out of Aitkin County. Presently, there are at least four days per month that travel outside of the county is necessary. There are an additional 3-4 where travel within the county is required.

Competencies

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



Position Description

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, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually quiet.

Equipment and Tools

Computer, copier, fax, telephone, cell phone, remote access equipment, printer, 10-key calculator, shredder, emergency weather-alert system, 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 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 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

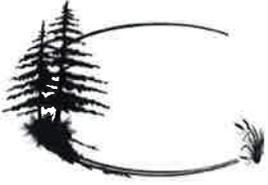
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05/13/2014

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



Position Description

HEALTH AND HUMAN SERVICES DIRECTOR

Department Health and Human Services Department
Grade Grade 17
Reports to County Administrator
FLSA Status Exempt
Union Status Non-union

Final Appointing Authority

Per MN Statute 402.05, Subd. 1a., the ~~Health and Human Services Services B~~board shall appoint the director, who shall serve at the pleasure of the ~~Health and hHuman Sservices B~~board. ~~The HHS Board appoints the director and authorizes any termination. However, this position reports to and is supervised by the County Administrator. The County Administrator also completes the director's performance evaluations and issues discipline when applicable. All offers of employment are made in writing.~~

Job Summary

To ~~manage-administer~~, plan, evaluate and supervise all departmental functions of the Health and Human Services Department. ~~The employee in this position will be responsible to make and over-see critical decisions in regards to the health and well being of vulnerable consumers often in crisis situations. To make critical decisions in regards to the health and well-being of consumers who are vulnerable-lead assigned personnel in achievement of goals and objectives related to the health and human services policy area. Serves as subject matter expert on matters of health and human services for the County, including as mental health authority and public health authority. Responsible for high level decision making as it relates to individual, family and community impacts on the consumers of health and human services department resources. The decisions made will carry as high degree of liability as any other position in the county.~~

Supervision Received

Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

Supervision Exercised

Manages subordinate supervisors who oversee department staff, including social services, public health, financial assistance, accounting, and child support. ~~Direct supervises clerical support.~~ Is responsible for the overall direction, coordination, and evaluation of the department.

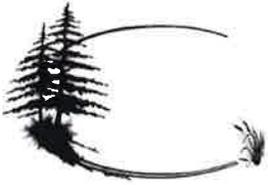
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

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Position Description

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 is an essential requirement of this position.

- ~~1. Manages, plans, evaluates, and coordinates the administration of the Health and Human Services Department which includes social services, public health, income maintenance, child support, and accounting.~~
- ~~2.1. Plans, develops and submits-recommends submits policy, program, and funding and objectives recommendations to the County Administrator and County Board regarding community and department services to ensure cost effectiveness and efficiencies related to the Health and Human Services Department. Advises County Board and County Administrator on all matters related to Health and Human Services.~~
- ~~3.2. In collaboration with the County Administrator develops and Recommends overall departmental Health and Human Services budgets of over 6 million dollars to the County Administrator and County Board. Administers Implements and monitors board approved agency budgets. Advises County Administrator, Board and County Board Administrator on all matters related to Health and Human Services.~~
- ~~4. Manages Administers, plans, evaluates, and coordinates the administration all aspects of the Health and Human Services Department which includes social services, public health, income maintenance, child support, and accounting. This includes critical decisions around budget, critical care, vulnerable populations, crisis work, and the health and well being of our consumers.~~
- ~~3.~~
- ~~5. Interprets federal and state laws, rules and regulations applicable to the Health and Human Services Department, ensures compliance and takes appropriate action to rectify any actual or potential violations.~~
- ~~4.~~
- 6.5. Provides leadership and involvement at the local, regional, state and federal levels on all matters that relate to Health and Human Services including regionalized efforts.
- 7.6. Serves as the county lead in HHS Reform with other counties and tribe(s) including appointment by the H&HSCounty Board to the Association of MN Counties (AMC) H&HS Policy Committee.
8. Serves as the county lead in managing and directing HHS in regards to tribal matters with courts and tribal court including appointment by the H&HSCounty Board to the AMC Tribal Affairs Comm.
- ~~9.7. Interprets federal and state laws, rules and regulations~~
- 10.8. Advocates for consumers in need of services.
- 11.9. ~~Is Appointed by the H&HS County Board to serve Acts~~ as the Mental Health Authority for the county.
- 12.10. ~~Is a~~ Appointed by the H&HSCounty Board to serve ~~Acts~~ as the Public Health Authority for the county.
- 13.11. In collaboration with Human Resources and through the County Administrator adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human

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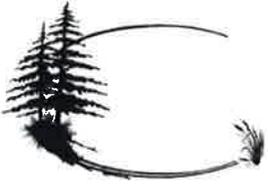
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Position Description

Resources Department. Ensures departmental new hire orientations are completed promptly and completes staff performance appraisals in accordance with county policy.

14.12. Conducts business in accordance with the Open Meeting law.

15.13. Serves as the Minnesota Government Data Practices Act, HHS Department, Responsible Authority Designee. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.

16.14. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.

17.15. Attends training and meetings as needed.

18.16. Performs other related duties as assigned or apparent.

Minimum Qualifications

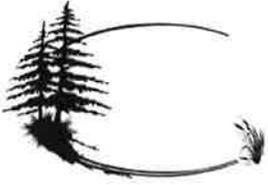
Bachelor's degree in social work, psychology, sociology, public health, accounting or a related field, plus ten or more years experience in a public or private social services agency involving supervision of social services, public health, income maintenance, ~~or social services programs~~ or fiscal operations, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

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Master's degree in social work, public health, accounting, public administration, or a related field preferred.

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.



Position Description

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Considerable knowledge of Federal, State, and local laws, rules, and regulations relevant to the work performed in this position relating to social services, public health, and income maintenance programs, also including data practices, the open meeting law, accounting, purchasing, information technology, and personnel administration.
3. Knowledge of human behavior.
4. Considerable knowledge of the principles and practices of social services/~~human services~~ and public health administration.
5. Considerable knowledge of the functions and organization of state, tribal, federal, and local ~~social services agencies.~~ H&HS agencies
6. Considerable knowledge of community resources.
7. Considerable knowledge of fiscal management and long-term planning.
8. Thorough knowledge of the principles of social work and public health.
9. Knowledge of social-economic conditions in rural areas.

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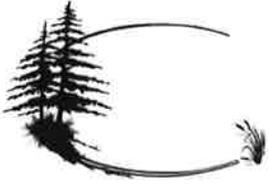
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Skill in:

1. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
2. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
3. Critical thinking, planning and organization, high level of initiative and responsibility, leadership, managing emotions, confrontation, and problem solving.
4. Typing skill sufficient to complete 30 net words per minute without errors.
5. Preparing and making presentations to groups.
6. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
7. Effectively organizing and prioritizing workload.

Ability to:

1. Supervise professional and support staff and to assign, delegate, and coordinate work in a manner conducive to high morale and effective performance. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Be inclusive of differing professional philosophies in seeking common agency goals.
3. Interpret, understand, and manage complex systems and budgets with varying formula based costs and revenues.
4. Plan and organize work effectively.
5. Manage a wide range of emotions related to consumers' family and health issues. Deflect extreme anger, anxiety, and fear in order to assist consumers and staff.
6. Interpret federal and state laws/statutes and be able to explain them in common language.



Position Description

7. Collaborate and work with outside agencies, counties, courts and tribal governments. Work with the county board, school districts, and state and federal legislators.
8. Plan into the future with limited information and direction.
9. Communicate professionally to a diverse audience both verbally and in writing. Think and respond efficiently and effectively.
10. Maintain confidentiality.
11. Travel and work in excess of standard hours when necessary.
12. Supervise staff in a manner that will stimulate growth and development.
13. Establish and maintain good working relationships with staff, citizens and community officials.
14. Make sound decisions.
15. Formulate new methods and techniques to meet changing needs.

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.

Reasoning Skills

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

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

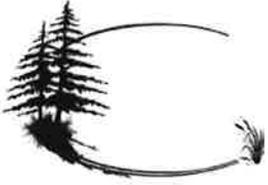
County Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, and Internet.

Ability to Travel

Travel required for trainings and meetings in and out of Aitkin County. Presently, there are at least four days per month that travel outside of the county is necessary. There are an additional 3-4 where travel within the county is required.

Competencies

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



Position Description

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, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually quiet.

Equipment and Tools

Computer, copier, fax, telephone, cell phone, remote access equipment, printer, 10-key calculator, shredder, emergency weather-alert system, 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 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 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

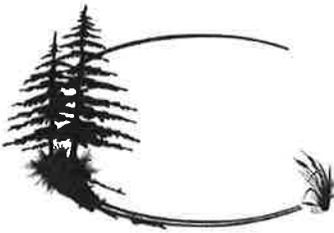
The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational 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."



HEALTH AND HUMAN SERVICES DIRECTOR

Department Health and Human Services Department
Grade Grade 17
Reports to County Administrator
FLSA Status Exempt
Union Status Non-union

Final Appointing Authority

Per MN Statute 402.05, Subd. 1a., the Health and Human Services Board shall appoint the director, who shall serve at the pleasure of the Health and Human Services Board.

Job Summary

To administer, plan, evaluate and supervise all departmental functions of the Health and Human Services Department. The employee in this position will be responsible to make and oversee critical decisions in regards to the health and well being of vulnerable consumers often in crisis situations. To lead assigned personnel in achievement of goals and objectives related to the health and human services policy area. Serves as subject matter expert on matters of health and human services for the County, including as mental health authority and public health authority. Responsible for high level decision making as it relates to individual, family and community impacts on the consumers of health and human services department resources.

Supervision Received

Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

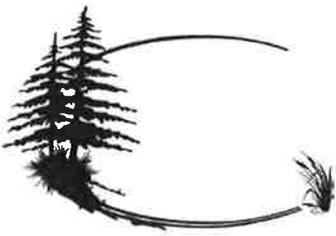
Supervision Exercised

Manages subordinate supervisors who oversee department staff, including social services, public health, financial assistance, accounting, and child support. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

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 is an essential requirement of this position.



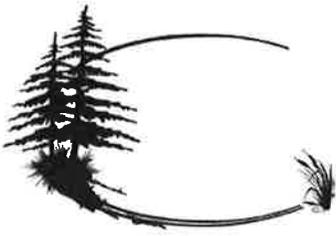
Position Description

1. Plans, develops and recommends policy and objectives to the County Board related to the Health and Human Services Department. Advises County Board and County Administrator on all matters related to Health and Human Services.
2. In collaboration with the County Administrator develops and recommends Health and Human Services budgets to the County Board. Administers board approved budgets.
3. Administers, plans, evaluates, and coordinates all aspects of the Health and Human Services Department which includes social services, public health, income maintenance, child support, and accounting. This includes critical decisions around budget, critical care, vulnerable populations, crisis work, and the health and well being of consumers.
4. Interprets federal and state laws, rules and regulations applicable to the Health and Human Services Department, ensures compliance and takes appropriate action to rectify any actual or potential violations.
5. Provides leadership and involvement at the local, regional, state and federal levels on all matters that relate to Health and Human Services including regionalized efforts.
6. Serves as the county lead in HHS Reform with other counties and tribe(s) including appointment by the County Board to the Association of MN Counties (AMC) H&HS Policy Committee
7. Serves as the county lead in managing and directing HHS in regards to tribal matters with courts and tribal court including appointment by the County Board to the AMC Tribal Affairs Comm.
8. Advocates for consumers in need of services.
9. Appointed by the County Board to serve as the Mental Health Authority for the county.
10. Appointed by the County Board to serve as the Public Health Authority for the county.
11. In collaboration with Human Resources and through the County Administrator adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Ensures departmental new hire orientations are completed promptly and completes staff performance appraisals in accordance with county policy.
12. Conducts business in accordance with the Open Meeting law.
13. Serves as the Minnesota Government Data Practices Act, HHS Department, Responsible Authority Designee. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
14. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
15. Attends training and meetings as needed.
16. Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in social work, psychology, sociology, public health, accounting or a related field, plus ten or more years experience in a public or private social services agency involving supervision of social services, public health, income maintenance-or fiscal operations, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Master's degree in social work, public health, accounting, public administration, or a related field preferred.



Position Description

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:

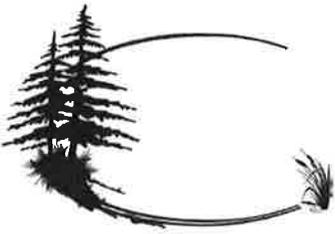
1. County and departmental policies, procedures, and practices.
2. Considerable knowledge of Federal, State, and local laws, rules, and regulations relevant to the work performed in this position relating to social services, public health, and income maintenance programs, also including data practices, the open meeting law, accounting, purchasing, information technology, and personnel administration.
3. Knowledge of human behavior.
4. Considerable knowledge of the principles and practices of social services and public health administration.
5. Considerable knowledge of the functions and organization of state, tribal, federal, and local H&HS agencies
6. Considerable knowledge of community resources.
7. Considerable knowledge of fiscal management and long-term planning.
8. Thorough knowledge of the principles of social work and public health
9. Knowledge of social-economic conditions in rural areas.

Skill in:

1. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
2. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
3. Critical thinking, planning and organization, high level of initiative and responsibility, leadership, managing emotions, confrontation, and problem solving.
4. Typing skill sufficient to complete 30 net words per minute without errors.
5. Preparing and making presentations to groups.
6. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
7. Effectively organizing and prioritizing workload.

Ability to:

1. Supervise professional and support staff and to assign, delegate, and coordinate work in a manner conducive to high morale and effective performance. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Be inclusive of differing professional philosophies in seeking common agency goals.
3. Interpret, understand, and manage complex systems and budgets with varying formula based costs and revenues.
4. Plan and organize work effectively.



Position Description

5. Manage a wide range of emotions related to consumers' family and health issues. Deflect extreme anger, anxiety, and fear in order to assist consumers and staff.
6. Interpret federal and state laws/statutes and be able to explain them in common language.
7. Collaborate and work with outside agencies, counties, courts and tribal governments. Work with the county board, school districts, and state and federal legislators.
8. Plan into the future with limited information and direction.
9. Communicate professionally to a diverse audience both verbally and in writing. Think and respond efficiently and effectively.
10. Maintain confidentiality.
11. Travel and work in excess of standard hours when necessary.
12. Supervise staff in a manner that will stimulate growth and development.
13. Establish and maintain good working relationships with staff, citizens and community officials.
14. Make sound decisions.
15. Formulate new methods and techniques to meet changing needs.

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.

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Computer Skills

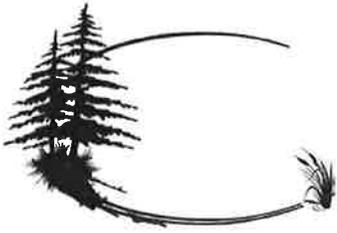
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County Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, and Internet.

Ability to Travel

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Competencies



Position Description

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, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually quiet.

Equipment and Tools

Computer, copier, fax, telephone, cell phone, remote access equipment, printer, 10-key calculator, shredder, emergency weather-alert system, 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 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 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.

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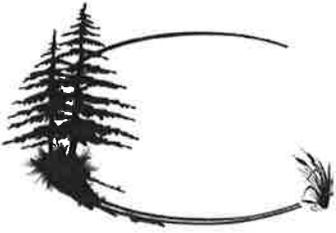
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Reasonable Accommodation Notice

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



Position Description

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



May 25, 2015

Nathan Burkett
Aitkin County Administrator
Aitkin County Courthouse
217 2nd Street NW, Room 134
Aitkin, MN 56431

Dear Mr. Burkett:

We received the job descriptions of County Engineer, Health and Human Services Director, and County Administrator to determine the appropriate evaluation. We reviewed the job descriptions as well as comparable position descriptions to understand the essential duties, level of responsibilities and other requirements. We reviewed the County's DBM hierarchy to ensure equity was maintained among all jobs. Our recommendation for the evaluations can be found on the following pages.

We look forward to assisting your organization with any job evaluation or compensation needs it may have in the future. If you have any questions, or wish to see additional documentation, please do not hesitate to contact me at (651) 234-0843 or Mike Verdoorn at (651) 234-0845.

Sincerely,

Quyang Pan
Consulting Associate
Fox Lawson & Associates
A Division of Gallagher Benefit Services

Position: County Engineer

COMMENTS:

The position is currently evaluated at D63.

The County Engineer administers, plans, evaluates, and supervises all departmental functions of the County's Highway Department. The position provides engineering and administrative direction on civil engineering work, highway engineering and maintenance projects, and environmental engineering projects.

We have examined the essential duties of the position and have classified the position using the Decision Band™ Method (DBM). The job evaluation shows the following:

Highest Banded Task: E8

Number of Highest Banded Tasks: 4/25 major responsibility areas

Percent of Time on High Banded Tasks: N/A

Degree of Difficulty/Diversity: Low

The position performs tasks that formulating or adjusting programs for the major functions/department, and allocating resources. Such activities include: developing, recommending and administrating budgets for the Highway Department; developing and recommending capital improvement plans by evaluating long term needs, forecasting revenue and expenses; planning, developing, organizing all aspects of the highway department.

The classification receives a sub-grade of one (1), because of the low diversity of the E8 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is E81.

Position: Health and Human Services Director

COMMENTS:

The position is currently evaluated at D63.

The Health and Human Services Director administers, plans, evaluates, and supervises all departmental functions of the County's Health and Human Services Department. The position provides leadership and direction of goals, objectives and implementation of programs related to the health and human services area.

We have examined the essential duties of the position and have classified the position using the Decision Band™ Method (DBM). The job evaluation shows the following:

Highest Banded Task: E8

Number of Highest Banded Tasks: 4/16 major responsibility areas

Percent of Time on High Banded Tasks: N/A

Degree of Difficulty/Diversity: Low

The position performs tasks that formulating or adjusting programs for the major functions/department, and allocating resources. Such activities include: administering, planning, evaluating, and coordinating all aspects of the Health and Human Services Department which includes critical decisions around budget, critical care, vulnerable populations, crisis work, and the health and well-being of consumers; ensuring compliance with federal and state laws, rules and regulations applicable to the department; providing leadership and involvement at the local, regional, state and federal levels on Health and Human Services matters, programs and projects.

The classification receives a sub-grade of one (1), because of the low diversity of the E8 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is E81.

Position: County Administrator

COMMENTS:

The position is currently evaluated at E83.

The County Administrator is responsible for the administration of all County Board ordinances, regulations, resolutions and policies for the administration and direction of County all programs and functions.

We have examined the essential duties of the position and have classified the position using the Decision Band™ Method (DBM). The job evaluation shows the following:

Highest Banded Task: E9

Number of Highest Banded Tasks: 6/19 major responsibility areas

Percent of Time on High Banded Tasks: N/A

Degree of Difficulty/Diversity: Low

The position performs tasks that formulating or adjusting programs for the major functions, divisions, and departments, and allocating resources. Such activities include: directing and coordinating County central services including budgeting, human resources, safety and risk management, property maintenance, and information services; provides supervision and direction to department heads in developing programs, projects and policy recommendations; continually evaluating the organization, administration and services provided by county government.

The classification receives a sub-grade of one (1), because of the low diversity of the E8 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is E91.