



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: 1/24/2017

Title of Item: Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Bobbie Danielson		Department: Administration/HR
Presenter (Name and Title): Bobbie Danielson, HR Director, and Patrick Wussow, Interim County Admin.		Estimated Time Needed: 15
Summary of Issue: Please refer to attached memo.		
Alternatives, Options, Effects on Others/Comments: Job applications previously provided.		
Recommended Action/Motion: Motion to authorize making a conditional job offer to Ms. Jessica Seibert and to authorize Interim Administrator Patrick Wussow to determine the starting salary offer.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: The 2017 salary range for this position is \$87,089 - \$129,937. The prior incumbent was at \$101,668. Ms. Seibert's current salary at the City of Sandstone is \$65,004.		

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

AITKIN COUNTY HUMAN RESOURCES

Bobbie Danielson, HR Director
bobbie.danielson@co.aitkin.mn.us
Nicole Visnovec, HR Specialist
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306
Fax 218-927-7374
www.co.aitkin.mn.us

To: County Board

From: Bobbie Danielson on behalf of the Personnel Committee



Date: January 18, 2017

Subject: County Administrator Recruitment Process

Background

The Personnel Committee met on Tuesday, January 10, 2017, and January 12, 2017, to discuss options related to the County Administrator recruitment process. Options discussed included offering the position to one of the 3 finalists who were interviewed for the position, closing the pool and re-advertising now, closing the pool and re-advertising at a later/unspecified date, inviting more candidates from the current pool to interview, creating a management team comprised of current department heads (short-term, 6 months or less, or long-term), and advertising for another Interim County Administrator. The current Interim Administrator Wussow is available through March 31, 2017.

The Department Heads met on January 11, 2017, and unanimously recommend that the Board select one of the 3 finalists who were interviewed for the position. The Personnel Committee appreciated the input received from Department Heads and is requesting the following action.

Action Requested

Motion to make a conditional job offer to Ms. Jessica Seibert and to authorize Interim Administrator Wussow to determine the starting salary offer.

Following Board action, a written conditional job offer will be issued to Ms. Seibert (sample available upon request). She will be given 5 calendar days to accept or reject the conditional offer. Upon acceptance, a thorough background check will be completed by Admin/HR including employment references, personal references, and a criminal background check. Results of the background check will be reported to the Personnel Committee. The background check typically takes 2 weeks. If results are satisfactory, the Personnel Committee will recommend the Board formally appoint Ms. Seibert as County Administrator, with a start date to be determined.

AITKIN COUNTY BOARD OF COMMISSIONERS

J. Mark Wedel, Chairperson
mark.wedel@co.aitkin.mn.us

Phone 218-927-7276
Fax 218-927-7374
www.co.aitkin.mn.us

January 24, 2017

SAMPLE

[insert selected finalist's name]
[address]

RE: Conditional Offer of Employment, County Administrator (Grade 20)

Dear [insert name]:

On behalf of Aitkin County, I am pleased to conditionally offer you the position of County Administrator, with a starting salary of \$[insert] biweekly¹ (\$_____/year). This offer is contingent upon proof of eligibility for employment, the satisfactory outcome of pre-employment screening activities, including a ~~leadership evaluation~~, education verification, employment references, and a criminal background check. A start date will be determined once all conditions have been satisfied.

To restate some specific aspects of the position, it is a regular full-time, supervisory, FLSA exempt position. This position is covered under the personnel policy manual – copy attached. Insurance and other benefits will be administered in accordance with the policy manual. Aitkin County will contribute to your PERA retirement account, currently at the rate of 7.5% of your gross salary. You will serve a six (6) calendar month probationary period. You are eligible to use accrued PTO and personal leave during your probationary period.

[Optional paragraph - discuss w/Personnel Committee, this is more than the policy manual provides.]
Following successful completion of the probationary period, in the event that you are terminated, the County Board agrees to provide you with 1 month (30 calendar days) of severance pay. In calculating the amount of severance pay, the County will pay a lump sum payment equal to your aggregate salary, holidays, and vacation during the 1 month period. In the event you are terminated because of an illegal act regardless of whether any legal remedies are pursued or whether any conviction results, you shall not be entitled to any severance pay.

Aitkin County offers three health insurance plans for employees to choose from; the coverage you select will become effective on the 1st of the month following your date of hire. Benefit summaries and premium rates are attached. In addition, the county will also provide you with a \$15,000 life insurance policy and long term disability insurance. A FSA (flex) plan is available for pre-taxing premiums, eligible medical expenses, and child/dependent care. Voluntary plans are also available, including short-term disability, dental insurance, and deferred compensation.

[insert name]
January 24, 2017
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Please sign below to indicate your acceptance of this conditional offer by [insert date]. Upon acceptance, we will ~~schedule a leadership evaluation and~~ begin pre-employment screening activities. If you have any questions or concerns regarding this offer, please feel free to contact Mr. Patrick Wussow, Interim County Administrator, at 218-927-7276 or patrick.wussow@co.aitkin.mn.us. Questions about insurance, benefits, or the policy manual can be directed to Ms. Bobbie Danielson, HR Director, at 218-927-7277 or bobbie.danielson@co.aitkin.mn.us.

Most Sincerely,

AITKIN COUNTY

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

cc: County Commissioners
Patrick Wussow, Interim County Administrator
Bobbie Danielson, HR Director
Personnel File

¹Aitkin County employees are paid biweekly on Friday for work performed during the previous pay period. There are 26 pay periods in one year. There is a two-week hold back on wages.

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The foregoing conditional offer of employment is hereby accepted. I understand this is a conditional job offer that is contingent upon proof of eligibility for employment, the satisfactory outcome of pre-employment screening activities, including ~~a leadership evaluation~~, education verification, employment references, and a criminal background check. I authorize Aitkin County and its representatives to verify information provided in my job application and interviews and I hereby give permission to contact all of my current and former employers.

[insert name], Signed

Dated