



# Board of County Commissioners Agenda Request

**3A**  
Agenda Item #

**Requested Meeting Date:** 6/12/2018

**Title of Item:** Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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<b>Submitted by:</b> Bobbie Danielson <i>Bobbie Danielson</i>	<b>Department:</b> HR
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<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director	<b>Estimated Time Needed:</b> 5 minutes
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**Summary of Issue:**

The Personnel Committee met on 6/5/2018 and unanimously recommends the following:

1. Create a temporary part-time Lifeguard position at LLCC. (Will be utilized during summer camps, approximately 35 hours total in 2018.) \$9.65 per hour.
2. Create a temporary part-time Bailiff position. \$17.15 per hour. (Will be used to cover court security duties, especially during jury trials.)
3. Promote St. Scholastica's Meaningful Work Award program which will provide a 10% college tuition discount to Aitkin County employees. (The county's tuition reimbursement program applies, copy attached for reference. Tuition reimbursement cost is dependent on the number of approved participants.)

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Motion to authorize creating and filling a temporary part-time Lifeguard and Bailiff position, and to promote St. Scholastica's Meaningful Work Award program which will provide a 10% college tuition discount to Aitkin County employees.

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

What is the total cost, with tax and shipping? \$

Is this budgeted?       Yes       No      Please Explain:

Lifeguard est \$365. Bailiff (varies based on court schedule), best est \$5,170 if 35 days/yr or \$9,895 if 67 days/yr.



## ***Position Description***

# **LIFEGUARD**

**Department** Land Department, Long Lake Conservation Center  
**Grade** N/A, Temporary, State of MN Minimum Wage  
**Reports to** Business Manager  
**FLSA Status** Non-exempt / Paid Hourly  
**Union Status** Non-union Position

### **Final Appointing Authority**

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

### **Job Summary**

To ensure the safety of students and visitors at Long Lake Conservation Center by preventing and responding to emergencies, and to perform related work as required.

### **Supervision Received**

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

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

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

1. Maintains constant surveillance of patrons on LLCC property, specifically in the lake and on the beach area.
2. Acts immediately and appropriately to secure safety of patrons in the event of an emergency. Rescues swimmers in danger of drowning and administers first aid.
3. Provides emergency care and treatment as required until the arrival of emergency medical services.
4. Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
5. Performs various maintenance duties as directed to maintain a clean and safe beach and swimming area.
6. Prepares and maintains appropriate activity and incident reports.
7. May assist in developing special aquatic events.



## ***Position Description***

8. Takes an active, lead role, in protecting patrons and enforcing all LLCC rules and regulations. Explains and enforces facility regulations, policies, and procedures to participants.
  11. Assists with training of new Lifeguard, Water Safety Instructor, and Pool Aid staff.
  12. Lifeguards will work a varying schedule of hours which may include early mornings, nights, and weekends.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Must be at least 18 years of age and possess a current Red Cross Lifeguarding Certificate and CPR Certificate.

### **Required Personal Clothing and Equipment**

Swim suit (modest one piece suit for ladies and boxer type for men), towel, sunscreen, sunglasses, shorts or wind pants, LLCC staff t-shirt or sweatshirt, whistle, approved rescue tube, and other job-related equipment.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Beginning through advanced swim strokes.
3. Lifesaving and swimming principles and practices.
4. First aid and CPR principles and practices.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and guests sufficient to exchange or convey information and to receive work direction.
2. Application of lifeguarding surveillance and rescue techniques.
3. Reading, writing, and speaking English.
4. Working as a team and contributing to building a positive team spirit.
5. Instructing students and visitors in a positive manner and in accordance with LLCC standards.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all staff and guests with respect, honesty, and consideration.
2. React calmly and effectively in emergency situations.
3. Accurately prepare routine administrative paperwork.
4. Show respect and sensitivity for cultural differences.
5. Follow safety procedures, willingness to report potentially unsafe conditions, and use equipment and materials properly.
6. Read and interpret written instructions and to carry-out oral and written directives.
7. Follow instructions and respond to management direction.
8. Deal courteously and tactfully with the public.



## ***Position Description***

### **Language Skills**

**Intermediate Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

### **Mathematical Skills**

**Basic 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**

**Intermediate Skills** – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

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

County Payroll Software, E-time, Microsoft Word, Excel, and Outlook.

### **Ability to Travel**

No travel outside of LLCC is required.

### **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, problem solving, customer service, interpersonal skills, oral communication, teamwork, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

### **Work Environment**

The noise level in the work environment is usually moderate to loud.

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of feet, hands and fingers to operate objects and equipment, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to occasionally move or lift up to 100 pounds.



**Position Description**

While performing the duties of this job, the employee performs heavy work, exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Other physical requirements as required for Lifeguard Certification.

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.

06/04/2018

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



## **BAILIFF – COURT SECURITY**

**Department** Sheriff's Office  
**Grade** Paid at Grade 4, Step A  
**Reports to** Undersheriff  
**FLSA Status** Non-exempt / Paid Hourly  
**Union Status** Non-union Position

### **Final Appointing Authority**

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

### **Job Summary**

To maintain order and decorum and provide security functions within courtrooms and adjacent public areas to ensure the personal protection of judges, jurors, witnesses, attorneys and other persons involved with the court, including the general public.

### **Supervision Received**

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

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

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

1. Provides a conspicuous security presence in courthouses and courtrooms in order to maintain order and control.
2. Removes, restrains or contains disruptive individuals as necessary.
3. Conducts regular searches of courtrooms and adjacent areas to detect and confiscate contraband and items posing a security risk. Observes, investigates, and resolves risks; reporting unusual security threats to sworn staff.
4. Screens individuals and items entering the courthouse and courtrooms visually or electronically, and assists with security during high-risk proceedings.
5. Escorts non-combative custodial defendants from the courtrooms to probation, court administration offices, and detention facilities located within the courthouse as required. Assists with the escort of non-combative custodial defendants between detention facilities located within the courthouse and various courtrooms.



## ***Position Description (Draft 6/5/2018)***

6. Obtains fingerprints, photographs, and DNA samples from non-custodial defendants as required by law.
  7. As necessary, provides information and responds to questions from individuals accessing the courthouse; assists individuals in locating appropriate areas within the building; interacts with each individual in a courteous, respectful, and pleasant manner.
  8. Escorts and provides security to sequestered jurors inside and outside the courthouse, preventing contact with outside influences.
  9. Renders first aid and summons medical personnel to the courtroom when appropriate, provides assistance/direction during potential or actual emergency situations.
  10. Writes reports and documents activity as necessary.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

High school diploma or equivalent. Possession of a valid driver's license.

Candidates with related training in law enforcement, military law enforcement or private security training and/or experience are preferred.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Considerable knowledge of courtroom procedures and security equipment, methods, procedures and techniques.
3. Knowledge of applicable local, state and federal laws, including the Civil Rights of individuals.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the public sufficient to exchange or convey information and to receive work direction.
2. Reading, writing, and speaking English.
3. Working as a team and contributing to building a positive team spirit.
4. Demonstrated skill in the use of self-defense, physical confrontation, restraint and constraint techniques.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all staff and guests with respect, honesty, and consideration.
2. Operate security equipment, computer terminals, fingerprint equipment, and obtain DNA specimens.
3. Provide first aid and CPR/AED procedures.
4. Exercise sound judgment and maintain composure in response to stressful situations.
5. Effectively diffuse confrontational situations using tact and minimal force when interacting with disruptive or combative persons.
6. React to emergency situations and use physical force as necessary to defend oneself and others.



## ***Position Description (Draft 6/5/2018)***

7. Deal with frequent change, delays, or unexpected events, including extended work hours.
8. Communicate effectively in oral and written form.
9. Interact effectively at various social levels and across diverse cultures.
10. Remain visually and mentally alert in order to rapidly identify and respond to security hazards and take appropriate action to intervene.
11. Establish and maintain effective working relationships with Judges, Court Administration staff, Probation Officers, Attorneys and the general public.

### **Language Skills**

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

### **Mathematical Skills**

**Basic 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**

**Intermediate Skills** – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

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

County Payroll Software, E-time, Microsoft Word, Outlook, and other job-related software.

### **Ability to Travel**

Occasional travel is required to attend trainings and meetings in and out of Aitkin 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, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

### **Work Environment**

The noise level in the work environment is usually moderate to loud.





## **Position Description (Draft 6/5/2018)**

### **Physical Activities/Requirements**

**CONSTANT:** Stand; hearing up to 20 feet; vision; work around others; customer/public contact and work inside.

**FREQUENT:** Lift and carry up to 10 pounds; push/pull up to 20 pounds; bend neck; climb stairs; feel/use fingers; grasp/handle; maintain posture; move about; reach; rotate neck; talk/speak; twist at waist; walk; hear within 5 feet; use an earphone; near, midrange and far vision; depth perception; visual accommodation; work with others; and clients with behavioral challenges.

**OCCASIONAL:** Push/pull up to 70 pounds; balance; crouch/squat; reach above shoulder; sit; static neck position; stoop/bend; taste/smell; right and left wrist turn; color vision; exposure to blood-borne pathogens; work alone; extended days; work outside and drive.

**RARE:** Restrain individuals.

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

### **Disclaimer**

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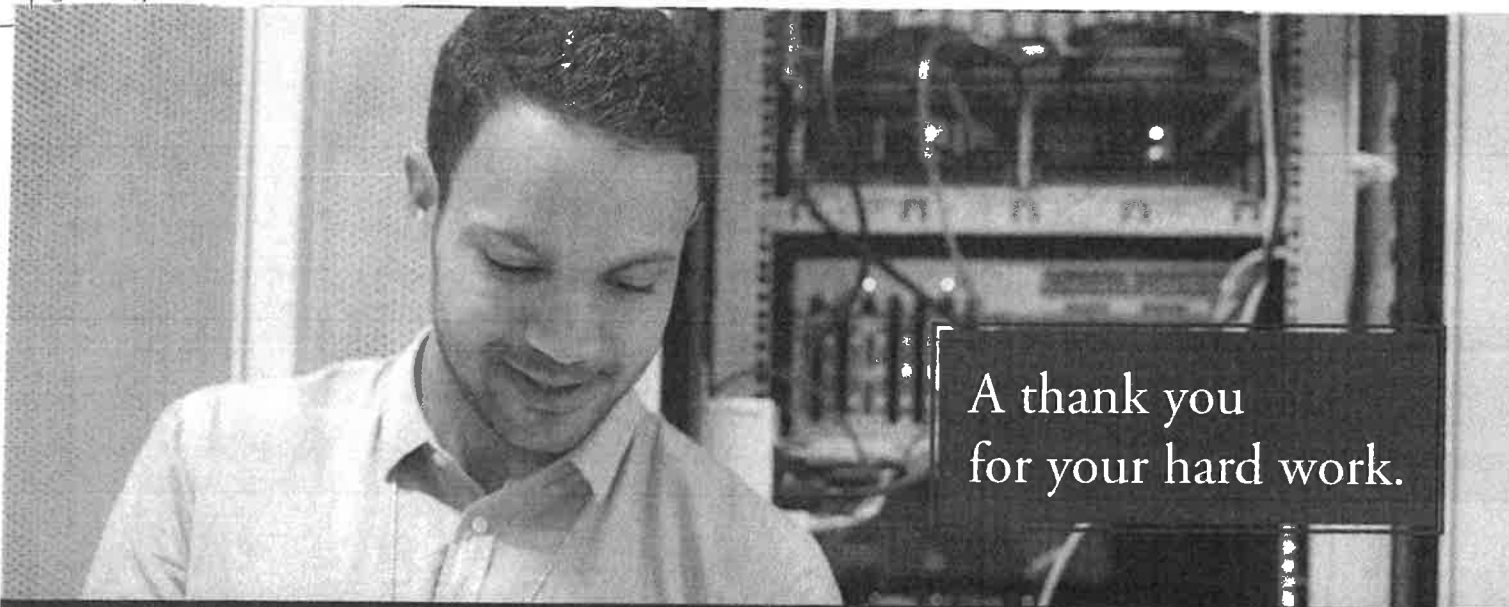
### **Reasonable Accommodation Notice**

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06/05/2018 - draft

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



A thank you  
for your hard work.

## St. Scholastica's Meaningful Work Award provides a 10% tuition discount to Aitkin County Employees.

St. Scholastica is dedicated to providing our students with the intellectual and moral preparation for responsible living and meaningful work.

Many organizations and businesses provide opportunities for such work and are tightly aligned with our own mission.

In an effort to support both the organization and its employees, we've deployed the Meaningful Work Award.

For more information  
Call Rick Butte at (218) 625-4801 or  
Email [rbutte@css.edu](mailto:rbutte@css.edu)

Learn more at [go.css.edu/MeaningfulWork](http://go.css.edu/MeaningfulWork)



The College of  
**St. Scholastica**

Nursing  
RN to BS Nursing Track\*

Health Sciences  
BS Health Information Management\*  
MS Health Information Management\*  
MS Health Informatics\*  
B.A. in Social Work  
Master of Social Work  
Transitional Doctor of Physical Therapy\*

Health Science Certificates  
Post-Baccalaureate Certificate in Health Information Management (HIM)\*  
MS Health Informatics Certificate\*

Business and Technology  
BA Accounting\*  
BA/BS Computer Information Systems\*  
BA Business Management\*  
BA Marketing\*  
BA Organizational Leadership\*  
MBA Leadership and Change  
MBA Rural Healthcare\*  
MS Project Management\*

Graduate Management Certificates  
Healthcare Administration Certificate\*  
Change Leadership Certificate  
Project Management Certificate\*  
Advanced Project Management Certificate\*

Education  
BS Elementary Education Degree Completion  
Master of Education (M.Ed.)\*

Graduate Education Certificates  
Graduate Teaching Licensure Certificate (hybrid)  
Computer Science Education Certificate\*  
Culturally Responsive Practice Certificate\*  
Educational Technology Certificate\*  
Literacy Instruction Certificate\*

*This offer is subject to change without prior notification.*

\* Denotes online.

- (a) Each calendar year, employees may voluntarily donate up to 50 percent, with a maximum of 40 hours, of their accrued, unused vacation and/or personal leave time in increments of eight (8) hours to any other county employee to be used for a medical emergency or a serious health condition. All unused donations are revoked and returned to the donor upon the recipient returning to full time status.
- (b) The employee donating the leave shall notify the Auditor's Office in writing of their voluntary donation. The notice shall include the name of the donor, the name of the recipient, the number of hours donated in increments of eight (8), the effective date of the donation, and whether the hours should be deducted from the donor's vacation and/or personal accrued leave bank. Upon receipt, the Auditor's Office shall verify that the donating employee has sufficient accrued leave on the books in the amount necessary to cover the donation and then notify the recipient and his/her supervisor of the donation.
- (c) The value of the leave that is donated shall be based upon the donor's rate of pay that is in effect on the day of the donation. The value of the leave that is received shall be based upon the recipient's rate of pay that is in effect on the day of the donation. The amount paid to the recipient of the donated leave shall be considered wages. That amount shall be included as gross income of the recipients and shall be subject to social security, Medicare, FUTA taxes, and income tax withholding. The amount donated shall not be included or reported as income for the donor of the leave.
- (d) Information relating to the donation and use of said leave is subject to the MN Government Data Practices Act.

**Section Q. Continuing Education**

Subd. (1) Continuing education will be established in conjunction with the individual's Performance Appraisal and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below in the Educational Tuition section.

Subd. (2) If the continuing education provided results in a certification, accreditation or diploma not specifically required by the County an employee must remain in the employment of Aitkin County for at least one year following completion of the course or they shall reimburse the County for any costs incurred by the County related to the course.

 **Section R. Educational Tuition**

Subd. (1) The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

(e) That the course is germane to the duties of the employee's job.

*Continued* →

- (f) That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "B-" in an A-F course.
- (g) That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
- (h) That the course be approved by the Department Head and the County Board prior to taking the course.
- (i) It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.