



# Board of County Commissioners Agenda Request

**2Q**  
Agenda Item #

**Requested Meeting Date:** February 27, 2024

**Title of Item:** Personnel Committee Recommendations

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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>
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> HR Dept
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> N/A Consent
<b>Summary of Issue:</b>  18 job classifications are proposed for review in 2024, including the Administrative Specialist/Corrections Agent Assistant position in our Community Corrections Department.  This position was re-evaluated by the consultant. The consultant recommends the position move from Grade 3 to Grade 4 based on internal equity of job responsibilities and decision making.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to accept the consultant's recommendation of Grade 4. A copy of the updated job description is attached.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ Estimated impact to 2024 budget is \$550. <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>  The incumbent recently accepted a promotion to the new EBP Coordinator position. \$21.39/hour was budgeted and the new hire is anticipated to start at \$21.63 per hour around April 1, 2024, so the 2024 budget impact will be roughly \$550.		

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



## **COMMUNITY CORRECTIONS OFFICE ASSISTANT**

**Department** Community Corrections Department  
**DBM/Grade** 3  
**Reports to** Community Corrections Director  
**FLSA Status** Non-exempt  
**Union Status** N/A

### **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 provide office support, administrative services and program software support for the Community Corrections Director and staff, including duties that are of a private and confidential nature.

### **Supervision Received**

Employees working in this job class work under the supervision of the Community Corrections Director and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are able to work independently, and may at times be physically removed from their supervisor and are 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. Enters and maintains client case records accurately and is the initial person to meet with clients post court appearance advising of case assignment. Ensures the delivery of services meets county, state, and federal laws, mandates, policy requirements and/or standards.
2. Enters and creates templates in the client database (CSTS) and maintains the administrative functions of CSTS. Ensures case records are uploading to the Statewide Supervision System accurately.
3. Manages the details of office operations for the Corrections Director including: Preparation of correspondences, including memos, reports, minutes, documents, orders and statistical data such as charts, tables and graphs from written, typed, or verbal instructions, development and maintenance of files and records including usage of computer applications, and coordinates all functions of the Corrections Advisory Board meetings.



## Position Description

4. ~~Serves as the administrator and liaison for the Statewide Supervision System and serves as the terminal agency coordinator (TAC) with the Bureau of Criminal Apprehension.~~
5. Coordinates and provides direction and referrals to pre-trial clients and serves as the liaison with the County Attorney's Office for pre-trial services.
6. Assists in the supervision of administrative probation clients regarding the planning, coordination, and monitoring of compliance with court conditions.
7. Assists corrections agents in monitoring clientele including, but not limited to, electronic home monitoring connections and witnessing urinalysis testing of clients.
8. Maintains offender supervision fee accounts receivable functions ~~and determines accounts that will be transferred to collections.~~
9. Sorts, files, purges and scans case records in accordance with state and federal laws and department standards. Proofreads and edits reports and records as requested. Assists with e-filing in Odyssey File and Serve, and with retrieving documents from Minnesota Government Access (MGA).
10. Sorts, screens, prioritizes and distributes incoming mail, interagency correspondence and court documents and collects, prepares and delivers outgoing mail in a timely manner.
11. Performs other related duties as assigned or apparent.

### Minimum Qualifications

Associate's degree in Business Administration, Public Administration, English, Administrative Assistant, Criminal Justice or closely related field plus one year related experience; or a combination of education and experience to perform the essential functions of the position.

Proficiency in Microsoft Word, Excel and PowerPoint.

Valid Minnesota driver's license 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:

- County and departmental policies, procedures, and practices.
- Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
- Modern office practices, procedures and standard office equipment including use of computers.
- Agency programs, operations, policies and procedures.
- Available community resources.
- Working knowledge of the methods and techniques for a multitude of state and federal corrections programs and requirements.

Skill in:

- Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.



## ***Position Description***

- Strong computer skills. Considerable knowledge of Microsoft Word and Excel. Basic knowledge of PowerPoint sufficient to create slide presentations.
- Skill in organizing and prioritizing work.
- Independent decision-making skills.
- Writing sufficient to compose and edit a variety of documents using correct spelling, grammar, and punctuation, with the ability to pay close attention to detail and proofread work carefully.

### **Ability to:**

- Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and others with respect, honesty, and consideration.
- Consistently perform accurate data entry.
- Ability to exercise good judgment when interacting with state and local officials, County personnel, County employees, other government agencies, and the general public.
- Ability to work with budget and statistical information.
- Ability to compile agendas and accurately record meeting minutes.
- Exercise independent judgment, strong communication skills, time management and organizational skills.
- Maintain data privacy and confidentiality as required.

### **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**

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, Outlook, PowerPoint, and other ~~HHS~~/job-related software.

### **Ability to Travel**

Occasional travel required for trainings or errands 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, 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.

**Equipment and Tools**

Computer, copier, fax, telephone system, printer, calculator, shredder, scanners, projectors, speakers, postage meter/scale, television/DVD equipment, digital cameras/recorders, overhead projectors and other job-related equipment. County-owned vehicles and personal vehicle (requires proof of insurance on file).

**Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 30 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 30 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 and alcohol-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.

03/13/2023



## ***Position Description***

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***Our Vision:*** *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

***Our Mission:*** *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

***Our Core Values:*** *Collaboration, Innovation, Integrity, People-Focused, Professionalism*