

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
February 28, 2013 @ 4:00pm
Jefferson County Courthouse, Room 202**

1. Meeting called to order at 4:00 by J. Braughler.
2. Present: J. Braughler, G. David, D. Schulz, P. Rogers and J. Schroeder. Quorum established. Others Present: G. Petre, T. Palm, J. Molinaro, K. McCloskey (Carlson Dettmann Associates). J. Garity, B. Block, A. Jenswold, R. Kuhl, T. Punzel, A. Fischer, B. Kern, T. Jaeger, B. Udovich
3. Certification of compliance with the Open Meetings Law by G. Petre.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Communications: a. Memo from Ann Jenswold, Accounting Specialist I-Highway, regarding review for her position.
7. Appearances before the Human Resources Committee from staff regarding the following positions:
 - a. *Operations Manager, Highway.* Discussed feeling that job was new when he was hired and he performs duties outside of the scope of the original job description. Also compared makeup of Jefferson County to others (e.g. Construction verses Maintenance) and Ass't Highway Commissioner positions at other counties.
8. Discussion and approval of Review recommendations by Carlson Dettmann and Associates:
 - a. *Accounting Assistant II – Highway.* Motion by J. Schroeder, second by P. Rogers, to increase the thinking challenges and problem solving factor, thereby changing position to a grade 4, Accounting Specialist I. Motion carried 5:0.
 - b. *Accounting Specialist I – Highway.* Motion by P. Rogers, second by D. Schultz, to approve Carlson Dettmann's recommendation of moving to Grade 4 and title Accounting Specialist I. Motion carried 5:0.
 - c. *Administrative Specialist II – Administration.* Motion by P. Rogers, second by G. David, to increase experience required from 2 – 3 years to 6 – 7 years, along with Associates degree; thereby increasing to Grade 6 with a new title to be determined by Carlson Dettmann. Motion carried 5:0.
 - d. *Building Maintenance Worker, Human Services.* Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettmann's recommendation to deny the review. Position remains at Grade 4. Motion carried 4:1 (J. Schroeder).
 - e. *Community Resource Coordinator, Wraparound – Human Services.* Motion by G. David, second by J. Schroeder, to increase education to require a Bachelor in Social Work or related field and increase the thinking process factor; thereby increasing position to Grade 6, including position that performs waivers. Motion carried 5:0.
 - f. *Enforcement Specialists, Child Support.* Motion by G. David, second by J. Schroeder, to increase the experience to 5 years required, thereby creating an Enforcement Specialist II position (including Paternity) at a grade 6 and an entry-level Enforcement Specialist I position at Grade 5. Motion carried 3:2 (J. Braughler, P. Rogers).

- g. Equipment Parts Person, Highway. Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettman's recommendation of denying the review and position remains at Grade 4. Motion carried 5:0.

Break: 6:02pm – 6:09pm

- h. Highway Workers, Highway. Motion by D. Schultz, second by P. Rogers, to increase experience required to 2 – 3 years, increase decision making and increase work environment hazards; thereby moving from grade 3 to grade 4. Motion carried 5:0.
- i. Highway Worker, Individual. Motion by J. Schroeder, second by D. Schultz, to postpone action until the next meeting, pending policy decision on Equipment Operators. Motion carried 5:0.
- j. Operations Manager, Highway. Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettman's recommendation to deny the review and position remains at grade 13. Motion carried, 5:0.
- k. Superintendents, Highway. Motion by J. Schroeder, second by G. David, to increase experience required to 6 years with 1 – 2 years supervisory experience, thereby grade change to grade 11 and maintain individual job descriptions. Motion carried 5:0.

Motion by J. Schroeder, second by G. David, to reconsider Accounting Specialist I, Highway, review (item 7. b.). Motion carried 5:0. Motion by J. Schroeder, second by G. David, to increase decision making and move to grade 5. Motion failed 2:3 (D. Schultz, P. Rogers, J. Braugler). Motion by J. Schroeder, second by P. Rogers, to approve Carlson Dettman's approval of the review at grade 4. Motion carried 5:0.

- l. Senior Accountant, Highway. Motion by J. Schroeder, second by P. Rogers, to approve Carlson Dettmann's recommendation to move from grade 10 to grade 11, title Accounting Manager. Motion carried 5:0.
- m. Accountant, Human Services. Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettmann's recommendation to move from grade 6 to grade 7, title Accountant II. Motion carried 5:0.
- n. Administrative Assistant, Fair. Motion by P. Rogers, second by J. Schroeder, to approve Carlson Dettmann's recommendation and deny review. Position remains at grade 4, Administrative Specialist I.. Motion carried 5:0.
- o. ADRC Paraprofessional, Human Services. Motion by J. Schroeder, second by G. David, to approve Carlson Dettmann's recommendation to move from grade 2 to grade 3, title ADRC Paraprofessional. Motion carried 5:0.
- p. ADRC Supervisor, Human Services. Motion by P. Rogers, second by G. David, to approve Carlson Dettmann's recommendation and deny review. Position remains at grade 9, ADRC Supervisor. Motion carried 5:0.
- q. Appointment Secretary/Receptionist, Human Services. Motion by P. Rogers, second by G. David, to approve Carlson Dettmann's recommendation and deny review. Position remains at grade 2, Administrative Assistant I. Motion carried 5:0.
- r. Chief Deputy County Clerk. Motion by J. Schroeder, second by G. David, to approve Carlson Dettman's recommendation from Grade 4 to grade 5. Motion carried 5:0.
- s. Communication Operators, Sheriff's Office. Motion by J. Schroeder, second by P. Rogers, to approve Carlson Dettmann's recommendation to increase experience needed to move to Grade 5 and create a Communications Operator II position, leaving an entry-level Communications Operator I at grade 4. Motion carried 5:0.
- t. Community Outreach Worker/Interpreter, Human Services. Motion by D. Schultz, second by P. Rogers, to approve⁴ Carlson Dettmann's recommendation of moving from

- grade 4 to grade 5 and creating a new position of Community Outreach Worker/Interpreter. Motion carried 5:0.
- u. Deputy Clerk of Courts II. Motion by P. Rogers, second by D. Schultz, to approve Carlson Dettmann's recommendation and position remains at grade 3, Deputy Court Clerk II. Motion carried 5:0.
 - v. Deputy Court Clerk III. Motion by P. Rogers, second by J. Schroeder, to approve Carlson Dettmann's recommendation and position remains at grade 4, Deputy Court Clerk III. Motion carried 5:0.
 - w. Deputy Register in Probate/Court Clerk II. Motion by J. Schroeder, second by G. David, to approve Carlson Dettmann's recommendation and position remains at grade 3, Deputy Register in Probate/Court Clerk II. Motion carried 5:0.
 - x. Economic Support Specialist I, Human Services. Motion by J. Schroeder, second by G. David, to approve Carlson Dettmann's recommendation and increase experience needed to create a new classification of Economic Support Specialist II position, grade 5, and the Economic Support Specialist I, grade 4 as an entry-level position. Motion carried 5:0.
 - y. Equipment Operator, Highway. Motion by J. Schroeder, second by P. Rogers, to postpone action until next meeting, pending input from Highway committee on policy issue of compensating for operating equipment. Motion carried 5:0.
 - z. Fair Park Director. Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettmann's recommendation and deny the review, position remaining at Grade 13. Motion carried 5:0.
 - aa. Fair Park Supervisor. Motion by D. Schultz, second by G. David, to approve Carlson Dettmann's recommendation and deny the review, position remaining at grade 9. Motion carried 4:1 (J. Schroeder).
 - bb. Financial Planner, Human Services. Motion by G. David, second by P. Rogers, to approve Carlson Dettmann's recommendation and deny the review, position remaining at grade 5. Motion carried 5:0.
 - cc. Highway Commissioner. Motion by P. Rogers, second by J. Schroeder, to approve Carlson Dettmann's recommendation and deny the review, position remaining at grade 16. Motion carried 5:0.
 - dd. Highway Leads. Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettmann's recommendation and approve the review moving from grade 5 to grade 6 and new title of Foreman. Motion carried 5:0.
 - ee. Human Services Secretary. Motion by P. Rogers, second by G. David, to approve Carlson Dettmann's recommendation and move from grade 2 to grade 3, Administrative Assistant II. Motion carried 5:0.
 - ff. Cooks, Sheriff's Office. Motion by D. Schultz, second by J. Schroeder, to approve Carlson Dettmann's recommendation to deny the review and position remains at grade 2. Motion carried 4:1 (G. David).
 - gg. Judicial Assistants. Motion by D. Schultz, second by J. Schroeder, to approve Carlson Dettmann's recommendation to move position from grade 3 to grade 4. Motion carried 5:0.
 - hh. Juvenile Justice Supervisor, Human Services. Motion by G. David, second by P. Rogers, to approve Carlson Dettmann's recommendation to move from a grade 9 to a grade 10. Motion carried 5:0.

- ii. Human Services Professional I. Motion by J. Schroeder, second by D. Schultz, to approve Carlson Dettmann's recommendation to move from grade 6 to grade 7 and create new classification of Juvenile Justice Workers. Motion carried 5:0.
 - jj. Legal Secretary, Clerk of Courts. Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettmann's recommendation and deny review and position remains at grade 3. Motion carried 5:0.
 - kk. Program Assistant, Parks and Emergency Management. Motion by P. Rogers, second by D. Schultz, to approve Carlson Dettmann's recommendation to deny the review, position remains at grade 4. Motion carried 5:0.
 - ll. Sergeants, Sheriff's Office. Motion by P. Rogers, second by J. Schroeder, to approve Carlson Dettmann's recommendation to deny the review and position remains at grade 9. Motion carried 5:0.
 - mm. Support Services Clerical Assistant, Sheriff's Office. Motion by P. Rogers, second by D. Schultz, to approve Carlson Dettmann's recommendation to deny the review and position remains at grade 3, titled Administrative Assistant II. Motion carried 5:0.
 - nn. WIC Registered Dietician. Motion by J. Schroeder, second by D. Schultz, to approve Carlson Dettmann's recommendation to move from grade 4 to grade 5 with the title of WIC Dietetic Technician. Motion carried 5:0.
 - oo. Wrap Around Youth Service Supervisor. Motion by J. Schroeder, second by D. Schultz, to approve Carlson Dettmann's recommendation to move position from Grade 9 to grade 10. Motion carried 5:0.
9. Motion by P. Rogers, second by J. Schroeder, to approve making a job offer to a Birth to Three/Preschool Supervisor candidate, contingent on obtain required preschool licensure, in accordance with HR0270. Motion carried 5:0.
 10. Motion by G. David, second by D. Schultz, to approve Jefferson County as a drop off site(s) for a Community Supported Agriculture (CSA) and forward to Infrastructure to determine a physical location(s). Motion carried 5:0.
 11. Motion by J. Schroeder, second by P. Rogers, to approve the draft of when to implement the new pay plan for employees making a job change, a status change or a change due to an approved Review/appeal, with Corporation Counsel's review of wording, not concept of the draft. Motion carried 5:0.
 12. Next meeting date is March 19, 2013 at 8:30am, to include policy issue of pay for Equipment Operators, Review of pay for Highway workers in HR0360, Hours of Work, Overtime and Compensatory Time, and policy of negotiating/approving more than one step for current staff.
 13. Motion by D. Schultz, second by P. Rogers, to adjourn. Meeting adjourned at 7:25pm.



 Human Resources Committee Secretary

3-19-13

 Date