

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
February 12, 2019**

Fillmore County Courthouse, 101 Fillmore Street West - Preston, MN

Mitch Lentz - First District

Vacant – Third District

Randy Dahl - Second District

Duane Bakke - Fourth District

Marc Prestby - Fifth District

Pledge of Allegiance

9:00 a.m. Approve agenda

Approve Consent Agenda:

1. February 5, 2019 County Board minutes.

Approve Commissioners' Warrants

Review Auditor's Warrants

9:05 a.m. Jessica Erickson, Director of Nursing

1. Approve Fillmore-Houston CHB Expenditures 2018

9:15 a.m. Kevin Olson, Social Services Manager

1. Consider the Adult and Children's Mobile Crisis Grant Cooperative Agreement for 2019-2020

9:25 a.m. Citizens Input

9:30 a.m. Kristina Kohn, Human Resources

1. Resignation for Carrie Huffman, Account Technician, effective February 15, 2019
2. Request to continue with current advertisement for replacement Account Technician as requested by the Auditor/Treasurer
3. Request to hire replacement full time deputy effective February 26, 2019 as recommended by the hiring committee
4. Request to hire Account Technician in Land Records, effective March 18, 2019 as recommended by the hiring committee
5. Discussion with possible action regarding new pay plan as recommended by David Drown

9:45 a.m. Consider closing meeting pursuant to Minn. Statute 13D.05, subd.2 (b) regarding employee discipline action

Calendar review and committee reports

OTHER ADMINISTRATIVE ITEMS:

1. Consider approval of 2017 audit.
2. Consider invoice from Astrophysics in the amount of \$1,485.00 for roller tables.
3. Consider appointment of Brian Hoff as Interim Assessor.
4. Update to board regarding Taxpayer Services: Land Records/Assessor, Recorder, Auditor/Treasurer and Zoning.

FILLMORE COUNTY BOARD OF COMMISSIONERS

February 12, 2019 Meeting Agenda

Page 2

MEETINGS: (Conference Room 102U, Fillmore County Courthouse unless otherwise indicated)

| | | | |
|------------------------|------------|-------------------------------------------------------------------------------|----------------------|
| Monday, February 11 | 12:30 p.m. | SE MN Emergency Communications Board, Rochester | <i>Lentz</i> |
| | 6:00 p.m. | Development Achievement Center, Preston | <i>Lentz</i> |
| | 6:30 p.m. | Semcac, St. Charles | <i>Dahl</i> |
| Tuesday, February 12 | 7:30 a.m. | Solid Waste | <i>Bakke/Prestby</i> |
| | 9:00 a.m. | County Board – Regular Meeting, Commissioners’ Boardroom, Courthouse, Preston | |
| | 12:00 p.m. | Department Head (Meeting to start right after Board meeting) | |
| Wednesday, February 13 | All Day | AMC Legislative Conference, St. Paul | |
| Thursday, February 14 | All Day | AMC Legislative Conference, St. Paul | |
| | 12:00 p.m. | Fillmore County Corrections Task Force | <i>Bakke</i> |
| | 2:30 p.m. | SE MN Area Regional Trails, Rochester | <i>Lentz</i> |
| Friday, February 15 | 11:00 a.m. | Law Library, Library, Courthouse, Preston | <i>Dahl/Lentz</i> |
| Monday, February 18 | All Day | County Offices Closed – President’s Day | |
| Tuesday, February 19 | 8:00 a.m. | Law Enforcement | <i>Lentz/Prestby</i> |
| Wednesday, February 20 | 9:00 a.m. | Basin Alliance, Rochester | <i>Bakke</i> |
| | 4:30 p.m. | Economic Development Authority | <i>Lentz</i> |
| Thursday, February 21 | 1:00 p.m. | Historical Society | <i>Bakke</i> |
| | 4:30 p.m. | Soil and Water Conservation District (SWCD), Preston | <i>Bakke</i> |

FILLMORE COUNTY COMMISSIONERS' MINUTES

February 5, 2019

This is a preliminary draft of the February 5, 2019 minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

The Board of County Commissioners of Fillmore County, Minnesota met in special session this 5th day of February, 2019 at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Duane Bakke, Marc Prestby, Randy Dahl, and Mitch Lentz. Also present were: Bobbie Vickerman, Coordinator/Clerk; John DeGeorge, Sheriff; James Fenske, Jail Administrator; Kristina Kohn, Human Resources Officer; Andrew Hatzenbihler, Solid Waste Administrator; Ron Gregg, Highway Engineer; Brent Kohn, Maintenance Supervisor; Heidi Jones, Auditor/Treasurer; Jessica Erickson, Director of Nursing; Kevin Olson, Social Services Manager; Cristal Adkins, Zoning Administrator; Brett Corson, County Attorney; Brian Hoff, Property Appraiser; Sheila Buenger, Accounting Technician Lead; Jason Marquardt, Veteran Services Officer; David Kiehne, Recorder; Tessa Melvin, David Drown & Associates; Bonita Underbakke and Karen Reisner, Fillmore County Journal.

The Pledge of Allegiance was recited, led by Brett Corson in honor of him retiring from his service to the Army Reserve. Bakke thanked him for his years of service, recognizing how difficult it is to balance.

On motion by Lentz and seconded by Dahl, the Board unanimously approved the amended agenda.

On motion by Prestby and seconded by Dahl, the Board unanimously approved the following Consent Agenda:

1. January 22, 2019 County Board minutes as presented.

On motion by Dahl and seconded by Lentz, the Board unanimously approved payment of the following Commissioner Warrants after pulling the City of Preston Ambulance, MN Department of Corrections, and Olmsted County warrants.

WARRANTS

The Auditor's Warrants were reviewed. The Board inquired if additional ballots have been billed out. Discussion ensued regarding additional expenditures and how to ensure that revenue is secured, if dollars are available, for those additional expenditures.

Andrew Hatzenbihler, Solid Waste Administrator, was present.

On motion by Dahl and seconded by Prestby, the Board unanimously approved changes to the "Resource Recovery Center Credit and Operating Policy."

Ron Gregg, Highway Engineer, and Brent Kohn, Highway Maintenance Superintendent, were present.

On motion by Prestby and seconded by Lentz, the Board unanimously approved the purchase of a truck for \$100,573 from the state bid.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the purchase of the equipment for the truck from Universal Truck & Equipment for \$121,225 from the state bid contract.

On motion by Prestby and seconded by Dahl, the following resolution was unanimously adopted:

RESOLUTION 2019-006: Application of Local Road Improvement Program funds for the resurfacing of CSAH 30 leading to the Niagara Cave

On motion by Dahl and seconded by Lentz, the Board unanimously approved advertising for the bridge replacement project on CSAH 4 west of Washington, SAP 023-604-005.

John DeGeorge, Sheriff, and James Fenske, Jail Administrator, were present to discuss and clarify bills that were pulled from the Auditor warrants.

Jail Administrator Fenske sent the City of Preston ambulance invoice to the State where it is re-priced based on Medical Assistance and type of service. All bills go through MEnD Correctional Care. On motion by Dahl and seconded by Lentz, the Board unanimously approved payment of the City of Preston invoice.

On motion by Dahl and seconded by Lentz, the Board unanimously approved payment to the Department of Corrections as they originally did not send the August bill, therefore, we are paying it now with the November and December invoice.

On motion by Dahl and seconded by Lentz, the Board unanimously approved payment for State inmate care to Olmsted Medical Center as it was sent to the wrong address. Fillmore County will get reimbursement from the State.

On motion by Dahl and seconded by Prestby, the Board unanimously approved the purchase of two replacement overhead garage doors from Thompson's Garage Door and Openers with the low bid of \$2,270.

The Citizen's Input portion of the meeting was opened and closed at 9:39 a.m. as no one was present to speak.

Heidi Jones, Auditor/Treasurer, was present.

On motion by Lentz and seconded by Prestby, the Board unanimously approved the updated 2019 Fee Schedule. The Auditor/Treasurer items were reviewed, it was requested that Department Heads review items again to be sure their departments are updated. It was noted that Department Heads should notify the Auditor/Treasurer of any changes. This will be an annual review placed on the agenda for approval the first meeting in January.

No action was taken to approve the amended Fillmore County Abatement Policy updated to reflect statutes 357.192 & 279.01 as no originals were provided for comparison. Bakke reviewed several areas noting a breakdown is needed to verify the changes.

Jessica Erickson, Director of Nursing, was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the Medical Consultant Contract.

Kevin Olson, Social Services Manager, was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the Service agreement with Mary Klinghaven for claims training.

Cristal Adkins, Zoning Administrator, was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved closing out the 2018 Shoreland, Septic Treatment Systems, and the Incentive Grants.

The Chair recessed the meeting at 10:34 a.m. and resumed back in session at 10:40 a.m.

Kristina Kohn, Human Resources, was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the request to hire Brian Hoff as Land Records Director effective Wednesday, February 6, 2019.

On motion by Dahl and seconded by Prestby, the Board unanimously approved the request to advertise for a replacement Property Appraiser.

On motion by Dahl and seconded by Lentz, the Board unanimously approved staffing level changes for transition of functions from Auditor/Treasurer's Office to Coordinator's Office.

On motion by Prestby and seconded by Lentz, the Board unanimously approved to rescind the motion from January 22, 2019 to accept the resignation request from Lori Affeldt, Account Technician Lead, effective February 1, 2019.

On motion by Lentz and seconded by Dahl, the Board unanimously approved the transfer of Karla Franzen, Account Technician, from Land Records to Auditor/Treasurer effective immediately.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the actions recommended for classifications appeals for the compensation and classification study.

On motion by Lentz and seconded by Prestby, the Board unanimously approved the classifications chart for the compensation and classification study.

On motion by Lentz and seconded by Dahl, the Board unanimously approved final amendments to job descriptions.

Coordinator Vickerman requested advice from the Board regarding old office supplies and furnishings; it was the consensus of the Board to offer these items to the school districts, township offices and city offices in the county.

On motion by Lentz and seconded by Dahl, the meeting was closed at 11:37 a.m. pursuant to Minnesota Statute 13D.03 for labor negotiations regarding review of compensation study. All members were present. Also present were Bobbie Vickerman, Coordinator/Clerk; Brett Corson, County Attorney; Kristina Kohn, Human Resources Officer; and Tessa Melvin, David Drown Associate.

The Chair re-opened the meeting at 12:21 p.m. All members were present. Also present were Bobbie Vickerman, Coordinator/Clerk; Brett Corson, County Attorney; Kristina Kohn, Human Resources Officer; and Tessa Melvin, David Drown Associate.

In summary of the closed meeting, on motion by Lentz, seconded by Dahl, the Board unanimously approved to bring the pay plan to the February 12th Board meeting. This will include the pay plan, implementation date, over market process, market increase and ongoing maintenance of the compensation plan. If the board approves the implementation of the Compensation Plan, Human Resources will update Department Heads.

On motion by Prestby and seconded by Lentz, the Chair adjourned the meeting at 12:23 p.m.

SNEWGARD

2/7/19 8:42AM

1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

| Vendor | Name | Rpt | | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|-----------------------------------------------------------|------|--------|-------------------------------------------------------|---------------|-------------------------------|------|
| No. | Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 4016 | Anoka County Sheriff's Department 01-091-000-0000-6377 | | 70.00 | Personal service of subpoena 01/28/2019 01/28/2019 | 19000376 | Fees And Service Charges | N |
| 4016 | Anoka County Sheriff's Department | | 70.00 | 1 Transactions | | | |
| 2138 | Baker/Jan 01-443-000-0000-6335 | | 132.24 | January 2019 nursing mileage 01/04/2019 01/29/2019 | | Employee Automobile Allowance | N |
| 2138 | Baker/Jan | | 132.24 | 1 Transactions | | | |
| 3804 | Bakke/Duane 01-003-000-0000-6335 | | 134.56 | Mileage 01/03/2019 01/29/2019 | | Employee Automobile Allowance | N |
| 3804 | Bakke/Duane | | 134.56 | 1 Transactions | | | |
| 4171 | BUNGE/ANDREW 01-443-000-0000-6433 | AR R | 165.00 | Waiver reimb-client #6646 12/10/2018 12/10/2018 | 121018 | Waiver Reimbursables | N |
| 4171 | BUNGE/ANDREW | | 165.00 | 1 Transactions | | | |
| 1425 | Continental Research Corp 01-111-000-0000-6411 | | 202.33 | Custodial supplies 01/30/2019 01/30/2019 | 474037-CRC-1 | Custodial Supplies | N |
| 1425 | Continental Research Corp | | 202.33 | 1 Transactions | | | |
| 4637 | Erickson/Jessica 01-441-000-0000-6335 | | 67.28 | Mileage 01/17/2019 01/17/2019 | | Employee Automobile Allowance | N |
| 4637 | Erickson/Jessica | | 67.28 | 1 Transactions | | | |
| 82132 | Fillmore Co Journal 01-034-000-0000-6241 | | 25.80 | Help Wanted-RN/PHN 01/14/2019 01/14/2019 | 98018 | Advertising | N |
| | 01-034-000-0000-6241 | | 25.80 | Help Wanted-RN/PHN 01/21/2019 01/21/2019 | 98019 | Advertising | N |
| | 01-034-000-0000-6241 | | 25.80 | Help Wanted-RN/PHN 01/28/2019 01/28/2019 | 98020 | Advertising | N |
| 82132 | Fillmore Co Journal | | 77.40 | 3 Transactions | | | |
| 111 | Fillmore Co Treasurer- Credit Card/ACH | | | | | | |

| Vendor | Name | | Rpt | | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|----------------------------------------|------|-----|----------|--------------------------------|---------------|-------------------------------|------|
| No. | Account/Formula | Accr | | Amount | Service Dates | Paid On Bhf # | On Behalf of Name | |
| | 01-443-000-0000-6433 | | | 30.00 | Waiver reimb-client #6105 | 4131 | Waiver Reimbursables | N |
| | | | | | 01/10/2019 01/14/2019 | | | |
| | 01-441-000-0000-6449 | | | 22.53 | January 2019 PHEP phone | 4814 | Preparedness Grant | N |
| | | | | | 01/22/2019 01/23/2019 | | | |
| | 01-443-000-0000-6203 | | | 39.79 | January 2019 nurses cell phone | 4814 | Telephone | N |
| | | | | | 01/22/2019 01/23/2019 | | | |
| | 01-149-000-0000-6372 | AR | R | 20.00 | Wellness prize-Emoji Decode | 5411 | Wellness Grant Expenses | N |
| | | | | | 12/28/2018 12/31/2018 | | | |
| | 01-441-000-0000-6448 | | | 395.92 | Wellness supplies-SHIP | 5942 | Ship Grant Expenses | N |
| | | | | | 01/04/2019 01/07/2019 | | | |
| | 01-441-000-0000-6449 | | | 63.20 | Wellness supplies-Preparedness | 5942 | Preparedness Grant | N |
| | | | | | 01/04/2019 01/07/2019 | | | |
| | 01-443-000-0000-6432 | AR | R | 30.99 | Public Health supplies | 5942 | Public Health Supplies | N |
| | | | | | 12/27/2018 12/27/2018 | | | |
| | 01-443-000-0000-6433 | | | 38.99 | Waiver reimb-client #5575 | 5942 | Waiver Reimbursables | N |
| | | | | | 01/12/2019 01/14/2019 | | | |
| | 01-443-000-0000-6433 | | | 56.44 | Waiver reimb-client #0637 | 5942 | Waiver Reimbursables | N |
| | | | | | 01/12/2019 01/14/2019 | | | |
| | 01-443-000-0000-6433 | | | 19.99 | Waiver reimb-client #3974 | 5942 | Waiver Reimbursables | N |
| | | | | | 01/12/2019 01/14/2019 | | | |
| | 01-443-000-0000-6433 | | | 43.56 | Waiver reimb-/Client #5477 | 5942 | Waiver Reimbursables | N |
| | | | | | 01/11/2019 01/11/2019 | | | |
| | 01-443-000-0000-6433 | | | 43.56 | Waiver reimb-/Client #1905 | 5942 | Waiver Reimbursables | N |
| | | | | | 01/11/2019 01/11/2019 | | | |
| | 01-443-000-0000-6433 | | | 24.60 | Waiver reimb-client #6912 | 5942 | Waiver Reimbursables | N |
| | | | | | 01/11/2019 01/11/2019 | | | |
| | 01-060-000-0000-6285 | | | 80.00 | January 2019 siteground | 7379 | Professional Fees | N |
| | | | | | 01/01/2019 01/02/2019 | | | |
| | 01-102-000-0000-6245 | | | 475.00 | Reg-MN Society Prof Surveyors | 9399 | Registration Fees | N |
| | | | | | 01/08/2019 01/09/2019 | | | |
| | 01-149-000-0000-6372 | | | 60.00 | Wellness prizes-Holiday sweate | multi | Wellness Grant Expenses | N |
| | | | | | 01/16/2019 01/17/2019 | | | |
| 111 | Fillmore Co Treasurer- Credit Card/ACH | | | 1,444.57 | 16 Transactions | | | |
| 4177 | GATZKE/MICHELE | | | | | | | |
| | 01-443-000-0000-6335 | | | 131.08 | Mileage | | Employee Automobile Allowance | N |
| | | | | | 01/07/2019 01/24/2019 | | | |
| 4177 | GATZKE/MICHELE | | | 131.08 | 1 Transactions | | | |

SNEWGARD

2/7/19 8:42AM

1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

| Vendor | Name | Rpt | | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|--------------------------------|------|--------|------------------------------|---------------|-------------------------------|------|
| No. | Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 5428 | Hall/Alexis | | | | | | |
| | 01-443-000-0000-6335 | | 179.22 | Mileage | | Employee Automobile Allowance | N |
| | | | | 01/07/2019 01/31/2019 | | | |
| 5428 | Hall/Alexis | | 179.22 | 1 Transactions | | | |
| 6512 | Healthsource of Rochester PLLC | | | | | | |
| | 01-443-000-0000-6433 | | 20.40 | Waiver reimb-client #5770 | 3968 | Waiver Reimbursables | N |
| | | | | 01/25/2019 01/25/2019 | | | |
| 6512 | Healthsource of Rochester PLLC | | 20.40 | 1 Transactions | | | |
| 6186 | Johnson/Breanna | | | | | | |
| | 01-443-000-0000-6335 | | 90.48 | January 2019 nursing mileage | | Employee Automobile Allowance | N |
| | | | | 01/03/2019 01/29/2019 | | | |
| 6186 | Johnson/Breanna | | 90.48 | 1 Transactions | | | |
| 2343 | Kingsley Mercantile Inc. | | | | | | |
| | 01-091-000-0000-5612 | | 554.70 | Paint for Attorneys Office | 10 | Forfeitures | N |
| | | | | 01/15/2019 01/15/2019 | | | |
| 2343 | Kingsley Mercantile Inc. | | 554.70 | 1 Transactions | | | |
| 5312 | Lanz/Nicole R | | | | | | |
| | 01-443-000-0000-6335 | | 195.17 | January 2019 nursing mileage | | Employee Automobile Allowance | N |
| | | | | 01/02/2019 01/31/2019 | | | |
| 5312 | Lanz/Nicole R | | 195.17 | 1 Transactions | | | |
| 5510 | Lechner/Ann | | | | | | |
| | 01-443-000-0000-6104 | | 45.00 | Per Diem FCPH Advisory | | Per Diem | N |
| | | | | 01/25/2019 01/25/2019 | | | |
| 5510 | Lechner/Ann | | 45.00 | 1 Transactions | | | |
| 2081 | Lentz/Mitch | | | | | | |
| | 01-003-000-0000-6335 | | 267.96 | Mileage | | Employee Automobile Allowance | N |
| | | | | 01/02/2019 01/24/2019 | | | |
| 2081 | Lentz/Mitch | | 267.96 | 1 Transactions | | | |
| 4752 | Logsdon/Linda | | | | | | |
| | 01-443-000-0000-6335 | | 35.96 | January 2019 mileage | | Employee Automobile Allowance | N |
| | | | | 01/18/2019 01/23/2019 | | | |
| 4752 | Logsdon/Linda | | 35.96 | 1 Transactions | | | |

SNEWGARD

2/7/19 8:42AM

1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|-------------------------------------------------|------|---------------------|---------------------------------------------------------------------------|---------------------------|-------------------------------------|
| No. | Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name |
| 1089 | Loven/Julie 01-443-000-0000-6335 | | 92.80 | Mileage 01/07/2019 01/28/2019 1 Transactions | | Employee Automobile Allowance N |
| 1089 | Loven/Julie | | 92.80 | | | |
| 8572 | Mariposa Publishing 01-091-000-0000-6451 | | 147.26 | Minn Co Atty Security Update 02/01/2019 02/01/2019 1 Transactions | IN732165 | Reference Materials N |
| 8572 | Mariposa Publishing | | 147.26 | | | |
| 5101 | Novotny Law Office, LTD 01-011-000-0000-6261 | | 290.00 | 23-JV-18-847 CHIPS 01/15/2019 01/25/2019 1 Transactions | 805 | Court Appointed Attorneys Y |
| 5101 | Novotny Law Office, LTD | | 290.00 | | | |
| 3169 | Pohlman/Brenda L 01-441-000-0000-6390 | | 24.36 | TZD Mileage 01/02/2019 01/02/2019 | | TZD Save Roads Basic 20.600 N |
| | 01-441-000-0000-6447 | | 15.08 | LPHA Mileage 01/06/2019 01/06/2019 | | LPHA Grant Expenses N |
| | 01-441-000-0000-6448 | | 96.58 | SHIP Mileage & JUUL POS 01/02/2019 01/10/2019 | | Ship Grant Expenses N |
| | 01-446-000-0000-6335 | | 49.88 | MCH mileage 01/09/2019 01/10/2019 4 Transactions | | Employee Automobile Allowance N |
| 3169 | Pohlman/Brenda L | | 185.90 | | | |
| 5988 | Preston Auto Parts 01-111-000-0000-6580 | | 15.98 | Tape-painting Attorneys office 02/06/2019 02/06/2019 1 Transactions | 577279 | Other Repair And Maintenance Supp N |
| 5988 | Preston Auto Parts | | 15.98 | | | |
| 81511 | Preston Foods 01-111-000-0000-6411 | | 10.58 | Kitchen towels 01/11/2019 01/17/2019 1 Transactions | multiple | Custodial Supplies N |
| 81511 | Preston Foods | | 10.58 | | | |
| 5294 | RELX Inc.DBA LexisNexis 01-091-000-0000-6451 | | 195.00 | Lexis Nexis subscription 01/01/2019 01/31/2019 | 3091851730 | Reference Materials N |

SNEWGARD

2/7/19 8:42AM

1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 6

| Vendor | Name | | Rpt | | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|--------------------------|------|-----|--------|------------------------------|---------------|-----------------------------------|------|
| No. | Account/Formula | Accr | | Amount | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 5294 | RELX Inc.DBA LexisNexis | | | 195.00 | 1 Transactions | | | |
| 4841 | ROCHESTER CITY LINES | | | | | | | |
| | 01-443-000-0000-6433 | | | 234.00 | Feb Bus Pass-client #3455 | 01292019 | Waiver Reimbursables | N |
| | | | | | 02/01/2019 02/28/2019 | | | |
| 4841 | ROCHESTER CITY LINES | | | 234.00 | 1 Transactions | | | |
| 85924 | Schilling Supply Company | | | | | | | |
| | 01-111-000-0000-6411 | | | 419.27 | Custodial supplies | 701170-00 | Custodial Supplies | N |
| | | | | | 02/05/2019 02/05/2019 | | | |
| 85924 | Schilling Supply Company | | | 419.27 | 1 Transactions | | | |
| 3251 | Schultz/Kari | | | | | | | |
| | 01-443-000-0000-6335 | | | 41.18 | January 2019 nursing mileage | | Employee Automobile Allowance | N |
| | | | | | 01/24/2019 01/29/2019 | | | |
| 3251 | Schultz/Kari | | | 41.18 | 1 Transactions | | | |
| 86085 | Semcac Transportation | | | | | | | |
| | 01-443-000-0000-6433 | AR | R | 65.58 | Waiver reimb-client #0739 | 3441 | Waiver Reimbursables | N |
| | | | | | 12/21/2018 12/21/2018 | | | |
| 86085 | Semcac Transportation | | | 65.58 | 1 Transactions | | | |
| 2187 | Topness/Vicky L | | | | | | | |
| | 01-442-000-0000-6335 | | | 34.80 | January 2019 WIC mileage | | Employee Automobile Allowance | N |
| | | | | | 01/03/2019 01/03/2019 | | | |
| | 01-443-000-0000-6335 | | | 0.58 | January 2019 mileage | | Employee Automobile Allowance | N |
| | | | | | 01/14/2019 01/14/2019 | | | |
| 2187 | Topness/Vicky L | | | 35.38 | 2 Transactions | | | |
| 4876 | True Value Hardware | | | | | | | |
| | 01-111-000-0000-6580 | | | 80.97 | Paint | A81717 | Other Repair And Maintenance Supp | N |
| | | | | | 01/09/2019 01/09/2019 | | | |
| 4876 | True Value Hardware | | | 80.97 | 1 Transactions | | | |
| 5050 | Tufte/Blaine | | | | | | | |
| | 01-111-000-0000-6335 | | | 12.76 | Mileage | | Employee Automobile Allowance | N |
| | | | | | 01/02/2019 01/31/2019 | | | |
| 5050 | Tufte/Blaine | | | 12.76 | 1 Transactions | | | |

1 Fund Total:

5,640.01

County Revenue Fund

31 Vendors

52 Transactions

SNEWGARD

2/7/19 8:42AM

13 County Road & Bridge

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 7

| Vendor | Name | Rpt | | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|---------------------------------------|------|-----------|-------------------------------|---------------|-----------------------------|------|
| No. | Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 5248 | Aasum/Chris Michael | | | | | | |
| | 13-320-000-0000-6337 | | 66.28 | meals (6) | | Other Travel Expense | N |
| 5248 | Aasum/Chris Michael | | 66.28 | 1 Transactions | | | |
| 6175 | Carolan/Jared | | | | | | |
| | 13-320-000-0000-6337 | | 35.56 | meals (3) | | Other Travel Expense | N |
| 6175 | Carolan/Jared | | 35.56 | 1 Transactions | | | |
| 110 | Fillmore Co Treasurer | | | | | | |
| | 13-300-000-0000-6205 | | 5.65 | postage | January | Postage And Postal Box Rent | N |
| 110 | Fillmore Co Treasurer | | 5.65 | 1 Transactions | | | |
| 4902 | Midstates Equipment & Supply | | | | | | |
| | 13-310-000-0000-6528 | | 13,691.30 | GAP bituminous patch material | 219042 | Bituminous Materials | N |
| 4902 | Midstates Equipment & Supply | | 13,691.30 | 1 Transactions | | | |
| 3032 | Motor Parts & Equipment Inc | | | | | | |
| | 13-330-000-0000-6317 | | 6.77 | bldg maint | 72644 | Building Maintenance | N |
| 3032 | Motor Parts & Equipment Inc | | 6.77 | 1 Transactions | | | |
| 3541 | Nuss Truck & Equipment | | | | | | |
| | 13-330-000-0000-6575 | | 305.47 | parts | 1182009P | Machinery Parts | N |
| | 13-330-000-0000-6575 | | 381.36 | parts | 1182214P | Machinery Parts | N |
| | 13-330-000-0000-6575 | | 65.64 | parts | 1182256P | Machinery Parts | N |
| 3541 | Nuss Truck & Equipment | | 752.47 | 3 Transactions | | | |
| 303 | Preston Equipment Company | | | | | | |
| | 13-330-000-0000-6576 | | 38.41 | supplies | 01-66662 | Shop Supplies & Tools | N |
| 303 | Preston Equipment Company | | 38.41 | 1 Transactions | | | |
| 5436 | Preston Iron Works & Truck Repair Inc | | | | | | |
| | 13-330-000-0000-6576 AP P | | 5.00 | supplies | 23310 | Shop Supplies & Tools | N |
| 5436 | Preston Iron Works & Truck Repair Inc | | 5.00 | 1 Transactions | | | |
| 1054 | Rochester Petroleum Equip Inc | | | | | | |
| | 13-330-000-0000-6317 | | 39.03 | bldg maint | 127456 | Building Maintenance | N |
| | 13-330-000-0000-6317 | | 6.95 | bldg maint | 127457 | Building Maintenance | N |
| | 13-330-000-0000-6317 | | 80.04 | bldg maint | 127500 | Building Maintenance | N |
| 1054 | Rochester Petroleum Equip Inc | | 126.02 | 3 Transactions | | | |

SNEWGARD

2/7/19 8:42AM

13 County Road & Bridge

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 8

| Vendor | Name | Rpt | Amount | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|----------------|-------------------------------|------|-----------|----------------------|---------------|---------------------------------|------|
| No. | Account/Formula | Accr | | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 618 | Scharf Auto Supply Inc | | | | | | |
| | 13-330-000-0000-6561 | | 84.00 | additive | 001-605954 | Gasoline Diesel And Other Fuels | N |
| | 13-330-000-0000-6575 | | 18.54 | parts | 001-607000 | Machinery Parts | N |
| | 13-330-000-0000-6576 | | 71.86 | supplies | 001-607001 | Shop Supplies & Tools | N |
| | 13-330-000-0000-6575 | | 32.08 | filters | 001-607072 | Machinery Parts | N |
| 618 | Scharf Auto Supply Inc | | 206.48 | 4 Transactions | | | |
| 85924 | Schilling Supply Company | | | | | | |
| | 13-300-000-0000-6411 | | 376.72 | supplies | 701151-00 | Custodial Supplies | N |
| 85924 | Schilling Supply Company | | 376.72 | 1 Transactions | | | |
| 3500 | Severson Oil Company | | | | | | |
| | 13-330-000-0000-6561 | | 546.69 | #1 diesel | 662386 | Gasoline Diesel And Other Fuels | N |
| | 13-330-000-0000-6561 | | 1,118.20 | #2 diesel | 662386 | Gasoline Diesel And Other Fuels | N |
| 3500 | Severson Oil Company | | 1,664.89 | 2 Transactions | | | |
| 6600 | Solberg Welding Inc | | | | | | |
| | 13-330-000-0000-6576 | AP P | 5.56 | supplies | 11564 | Shop Supplies & Tools | N |
| 6600 | Solberg Welding Inc | | 5.56 | 1 Transactions | | | |
| 361 | Thompson Motors Of Wykoff Inc | | | | | | |
| | 13-330-000-0000-6575 | | 386.58 | parts | 27-260374 | Machinery Parts | N |
| 361 | Thompson Motors Of Wykoff Inc | | 386.58 | 1 Transactions | | | |
| 5676 | Wenthold/Heath | | | | | | |
| | 13-310-000-0000-6466 | | 199.99 | safety shoes | | Safety Materials | N |
| 5676 | Wenthold/Heath | | 199.99 | 1 Transactions | | | |
| 451 | Ziegler Inc | | | | | | |
| | 13-330-000-0000-6576 | | 830.06 | diagnostic equipment | PC090316523 | Shop Supplies & Tools | N |
| | 13-330-000-0000-6576 | | 75.56 | supplies | PC090316880 | Shop Supplies & Tools | N |
| 451 | Ziegler Inc | | 905.62 | 2 Transactions | | | |
| 13 Fund Total: | | | 18,473.30 | County Road & Bridge | 16 Vendors | 25 Transactions | |

SNEWGARD
2/7/19 8:42AM
14 Sanitation Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 9

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|----------------|------------------------------------------------------------|-------------|-----------|----------------------------------------------|----------------------------|------------------------------------------------|------|
| 6150 | Cintas Corporation No.2 14-390-000-0000-6377 | | 15.00 | Uniforms 02/01/2019 02/01/2019 | 4016000381 | Fees And Service Charges | N |
| 6150 | Cintas Corporation No.2 | | 15.00 | 1 Transactions | | | |
| 6333 | Dynamic Lifecycle Innovations Inc. 14-391-000-0000-6861 | | 2,527.10 | TV recycling 01/22/2019 01/25/2019 | I-36609 | Recycling Operation Expense | N |
| 6333 | Dynamic Lifecycle Innovations Inc. | | 2,527.10 | 1 Transactions | | | |
| 8757 | OSI Environmental, Inc 14-391-000-0000-6861 | | 100.00 | Oil recycling 01/09/2019 01/09/2019 | 2076834 | Recycling Operation Expense | N |
| 8757 | OSI Environmental, Inc | | 100.00 | 1 Transactions | | | |
| 5988 | Preston Auto Parts 14-390-000-0000-6311 | | 23.47 | Fuel filter 01/31/2019 01/31/2019 | 576602 | Miscellaneous Repairs And Mainten | N |
| 5988 | Preston Auto Parts | | 23.47 | 1 Transactions | | | |
| 6351 | Southern Minnesota Recycling 14-391-000-0000-6861 | | 285.00 | Appliance recycling 01/11/2019 01/25/2019 | | Recycling Operation Expense | N |
| 6351 | Southern Minnesota Recycling | | 285.00 | 1 Transactions | | | |
| 14 Fund Total: | | | 2,950.57 | Sanitation Fund | 5 Vendors | 5 Transactions | |
| Final Total: | | | 27,063.88 | 52 Vendors | 82 Transactions | | |

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> | |
|---------------|-------------|---------------|----------------------|--------------------|
| | 1 | 5,640.01 | County Revenue Fund | |
| | 13 | 18,473.30 | County Road & Bridge | |
| | 14 | 2,950.57 | Sanitation Fund | |
| | All Funds | 27,063.88 | Total | Approved by, |
| | | | | |
| | | | | |

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2/7/19 1:38PM

1 County Revenue Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

| Vendor | Name | Rpt | | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|------------------------------------|------|----------|-------------------------------|---------------|-----------------------------------|------|
| No. | Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 3219 | Centurylink | | | | | | |
| | 01-149-000-0000-6203 | | 162.61 | Courthouse January 2019 | 1460562395 | Telephone | N |
| | | | | 12/24/2018 01/23/2019 | | | |
| | 01-149-000-0000-6203 | | 197.80 | FCOB January 2019 | 1460563221 | Telephone | N |
| | | | | 12/24/2018 01/23/2019 | | | |
| 3219 | Centurylink | | 360.41 | 2 Transactions | | | |
| 85440 | Centurylink | | | | | | |
| | 01-102-000-0000-6203 | | 53.86 | 909 Houston St NW Phone | | Telephone | N |
| | | | | 01/26/2019 02/25/2019 | | | |
| | 01-149-000-0000-6203 | | 3,913.55 | Courthouse Local Service | | Telephone | N |
| | | | | 01/26/2019 02/25/2019 | | | |
| 85440 | Centurylink | | 3,967.41 | 2 Transactions | | | |
| 1479 | Loffler Companies, Inc | | | | | | |
| | 01-149-000-0000-6235 | | 817.80 | Copy Usage 1/01/19 to 1/31/19 | 3026080 | Copy Machine - Copies BW and Coli | N |
| | | | | 01/01/2019 01/31/2019 | | | |
| 1479 | Loffler Companies, Inc | | 817.80 | 1 Transactions | | | |
| 2545 | Marco, Inc | | | | | | |
| | 01-060-000-0000-6640 | | 995.00 | Zixport Renewal 2019 | INV5982266 | Equipment Purchased | N |
| | | | | 02/25/2019 02/24/2020 | | | |
| 2545 | Marco, Inc | | 995.00 | 1 Transactions | | | |
| 4266 | MN Assoc Co Ag Inspectors (MACAI) | | | | | | |
| | 01-603-000-0000-6242 | | 85.00 | Feedlot - Ag Inspector Dues | | Membership Dues | N |
| | | | | 01/01/2019 12/31/2019 | | | |
| 4266 | MN Assoc Co Ag Inspectors (MACAI) | | 85.00 | 1 Transactions | | | |
| 5176 | Mn Assoc Of County Officers (Maco) | | | | | | |
| | 01-101-000-0000-6245 | | 275.00 | MACO Conference - DK | 200001663 | Registration Fees | N |
| | | | | 02/05/2019 02/05/2019 | | | |
| 5176 | Mn Assoc Of County Officers (Maco) | | 275.00 | 1 Transactions | | | |
| 272 | Newman Signs | | | | | | |
| | 01-104-000-0000-6514 | | 48.69 | 2 Address Signs | TRFINV008956 | Address Signs | N |
| | | | | 01/31/2019 01/31/2019 | | | |
| 272 | Newman Signs | | 48.69 | 1 Transactions | | | |

1 Fund Total:

6,549.31

County Revenue Fund

7 Vendors

9 Transactions

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2/7/19 1:38PM

13 County Road & Bridge

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor | Name | Rpt | | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|----------------|---------------------------------|------|----------|----------------------|---------------|---------------------------|------|
| No. | Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 4369 | AcenTek | | | | | | |
| | 13-300-000-0000-6203 | | 110.27 | telephone | 11210042 | Telephone | N |
| | 13-300-000-0000-6203 | | 98.33 | telephone | 11211015 | Telephone | N |
| 4369 | AcenTek | | 208.60 | 2 Transactions | | | |
| 2208 | Canton City | | | | | | |
| | 13-330-000-0000-6251 | | 86.35 | utilities | 124104 | Electricity | N |
| 2208 | Canton City | | 86.35 | 1 Transactions | | | |
| 3219 | Centurylink | | | | | | |
| | 13-300-000-0000-6203 | | 26.36 | telephone | 1460563223 | Telephone | N |
| 3219 | Centurylink | | 26.36 | 1 Transactions | | | |
| 85440 | Centurylink | | | | | | |
| | 13-300-000-0000-6203 | | 118.42 | telephone | 301264100 | Telephone | N |
| | 13-300-000-0000-6203 | | 201.70 | telephone | 301269901 | Telephone | N |
| | 13-300-000-0000-6203 | | 228.60 | telephone | 301269908 | Telephone | N |
| 85440 | Centurylink | | 548.72 | 3 Transactions | | | |
| 6094 | MN Energy Resources Corporation | | | | | | |
| | 13-330-000-0000-6255 | | 1,010.43 | natural gas | 0502458275 | Gas | N |
| | 13-330-000-0000-6255 | | 1,176.99 | natural gas | 0502625354 | Gas | N |
| 6094 | MN Energy Resources Corporation | | 2,187.42 | 2 Transactions | | | |
| 343 | Spring Valley Public Utilities | | | | | | |
| | 13-330-000-0000-6251 | | 340.80 | utilities | 1124 | Electricity | N |
| 343 | Spring Valley Public Utilities | | 340.80 | 1 Transactions | | | |
| 13 Fund Total: | | | 3,398.25 | County Road & Bridge | 6 Vendors | 10 Transactions | |

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2/7/19 1:38PM
14 Sanitation Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|----------------|----------------------------------------------------|------|---------------------|----------------------------------------------------------------|---------------------------|-------------------------|
| No. | Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name |
| 85440 | Centurylink 14-390-000-0000-6203 | | 132.49 | RRRC Phone/Internet 01/26/2019 02/25/2019 1 Transactions | | Telephone N |
| 85440 | Centurylink | | 132.49 | | | |
| 5882 | Winneshiek County Landfill 14-390-000-0000-6374 | | 2,476.41 | Tipping Fees 01/25/2019 01/28/2019 1 Transactions | 22992 | Landfill Tipping Fees N |
| 5882 | Winneshiek County Landfill | | 2,476.41 | | | |
| 14 Fund Total: | | | 2,608.90 | Sanitation Fund | 2 Vendors | 2 Transactions |

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2/7/19 1:38PM

87 State Revenue And School

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

| <u>Vendor</u> | <u>Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</u> |
|----------------|--------------------------|-------------|----------------------------|-------------------------------|----------------------------------|------------------------------------|
| <u>No.</u> | <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 1859 | MN Department Of Finance | | | | | |
| | 87-000-000-0000-2100 | | 1,290.00 | January 2019 Vitals | | Due To Other Governmental Agenci N |
| | | | | 01/01/2019 01/31/2019 | | |
| | 87-000-000-0000-2313 | | 3,381.00 | January 2019 RE Surcharge | | Real Estate Surcharge N |
| | | | | 01/01/2019 01/31/2019 | | |
| 1859 | MN Department Of Finance | | 4,671.00 | 2 Transactions | | |
| 87 Fund Total: | | | 4,671.00 | State Revenue And School Fund | 1 Vendors | 2 Transactions |
| Final Total: | | | 17,227.46 | 16 Vendors | 23 Transactions | |

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> | |
|---------------|-------------|---------------|-------------------------------|--------------------|
| | 1 | 6,549.31 | County Revenue Fund | |
| | 13 | 3,398.25 | County Road & Bridge | |
| | 14 | 2,608.90 | Sanitation Fund | |
| | 87 | 4,671.00 | State Revenue And School Fund | |
| | All Funds | 17,227.46 | Total | Approved by, |
| | | | | |
| | | | | |

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 2/12/2019 Amount of time requested (minutes): 10

Dept.: Fillmore County Public Health Prepared By: Jessica Erickson, DON

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda:

Documentation
(Yes/No):

Regular Agenda:

Documentation
(Yes/No):
YES

1. Fillmore-Houston CHB Expenditures 2018

All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: bvickerman@co.fillmore.mn.us; ainglett@co.fillmore.mn.us; and kruesink@co.fillmore.mn.us

Fillmore County 2018 Expenditures

| | State GF | Title V | TANF |
|----------------------------------|-----------|-----------|-----------|
| Amount Carried forward from 2014 | \$ - | \$ - | \$ - |
| 2016 award amount | \$ 90,113 | \$ 24,436 | \$ 22,158 |
| Total spent 2016 | \$ 90,113 | \$ 24,436 | \$ 22,158 |
| 2017 carry forward | \$ - | \$ - | \$ - |

| | State | Title V | TANF | Medicaid | Medicare | Ins | Local Tax | Client Fees | Other Fees | Other Local | Other State | Other Federal | Total |
|-----------------------|-----------|-----------|-----------|------------|------------|-----------|------------|-------------|------------|-------------|-------------|---------------|--------------|
| Infrastructure | \$ 86,005 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 192,267 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 278,272 |
| Healthy Communities | \$ - | \$ 24,436 | \$ 22,158 | \$ 32,395 | \$ - | \$ - | \$ 3,037 | \$ - | \$ 6,009 | \$ - | \$ 80,323 | \$ 210,444 | \$ 378,802 |
| Infectious Disease | \$ - | \$ - | \$ - | \$ 3,756 | \$ 14,378 | \$ 11,729 | \$ 6,525 | \$ 2,360 | \$ - | \$ - | \$ - | \$ 3,255 | \$ 42,003 |
| Environmental Health | \$ 4,108 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 529 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,637 |
| Disaster Preparedness | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,155 | \$ - | \$ - | \$ - | \$ - | \$ 25,735 | \$ 27,890 |
| Health Services | \$ - | \$ - | \$ - | \$ 424,515 | \$ 356,498 | \$ 345 | \$ 157,814 | \$ 6,759 | \$ - | \$ - | \$ 26,103 | \$ 30,833 | \$ 1,002,867 |
| Total | \$ 90,113 | \$ 24,436 | \$ 22,158 | \$ 460,666 | \$ 370,876 | \$ 12,074 | \$ 362,327 | \$ 9,119 | \$ 6,009 | \$ - | \$ 106,426 | \$ 270,267 | \$ 1,734,471 |

[illegible]

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 2/12/2019 Amount of time requested (minutes): 10

Dept.: Fillmore County Social Services Prepared By: Kevin Olson, Social Services

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda:

Documentation
(Yes/No):

Regular Agenda:

Documentation
(Yes/No):
YES

1. Request for consideration to approve of the Adult and Children's Mobile Crisis Grant Cooperative Agreement for 2019-2020.

All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: bvickerman@co.fillmore.mn.us; ainglett@co.fillmore.mn.us; and kruesink@co.fillmore.mn.us

**COOPERATIVE AGREEMENT
ADULT & CHILDREN'S MOBILE CRISIS GRANT COOPERATIVE AGREEMENT
2019-2020**

WHEREAS, Fillmore County, Goodhue County, Houston County, Mower County, Olmsted County, Minnesota Prairie County Alliance, Wabasha County, and Winona County ("Participating Counties") have agreed to integrate State financial resources into the CREST Initiative ("CREST"); and

WHEREAS, CREST was established in 1995 under the authority of the County Mental Health Authorities, in accordance with M.S. 245.465 and the Commissioner of Human Services; and

WHEREAS, Participating Counties adopted the CREST Compact Council Operating Procedures and By-Laws developed on July 16, 2004; and

WHEREAS, CREST is responsible for allocating State financial resources to provide Adult Mental Health Initiative services in Participating Counties; and

WHEREAS, by integrating Rule 12 State Operated Services financial resources into CREST, Participating Counties are therefore allowed maximum flexibility in using such resources in a manner best suited to client and regional needs; and

WHEREAS, in December 2013 the Minnesota Department of Human Services (DHS) awarded Participating Counties an Adult & Children's Mobile Crisis Services Grant ("Grant");

NOW THEREFORE, in consideration of the mutual promises and consideration contained herein among Participating Counties and the authority provided in Minn. Stat. 471.59, Participating Counties agree as follows:

1. The purpose of this Agreement is to jointly agree that Participating Counties will integrate the Mobile Crisis Grant (Grant) resources into CREST, from January 1, 2019 to December 31, 2020.
2. The Grant includes an ongoing amount of \$1,010,000.00 split evenly over the two years.
3. The Participating Counties have agreed to the need to maintain Mobile Crisis Services at full capacity. In order to maintain that capacity when DHS has reduced the grant award, each Participating County has agreed to pay the amounts listed below to recoup the grant award reduction. Olmsted County will invoice each Participating County after July 1st of each year.

| County | 2019 | 2020 |
|-----------|-----------|-----------|
| Fillmore | \$22,861 | \$25,403 |
| Goodhue | \$45,319 | \$45,319 |
| Houston | \$20,479 | \$22,756 |
| MNPrairie | \$96,943 | \$120,560 |
| Mower | \$42,628 | \$47,368 |
| Olmsted | \$166,649 | \$185,180 |
| Wabasha | \$20,654 | \$20,654 |
| Winona | \$49,467 | \$49,467 |

If there is underspending from 2019, Participating Counties can carry that amount over and their 2020 invoice will reflect that. If there is underspending from 2020, Olmsted County will issue a refund prior to March of 2021.

4. Olmsted County will act as the fiscal host for the Grant and shall receive an administrative fee of \$45,000.00 each year to act as fiscal agent for the Grant.
5. Allocations occurring in future calendar years may be added to this Agreement via written addendum.
6. If the State requests that allocated funds distributed be returned, Participating Counties shall return such funds allocated for crisis services.
7. Each Participating County authorizes Olmsted County to be the entity to contract directly with provider agencies for key roles in the development and provision of mobile crisis services. Upon completion and signature of any contracts, Olmsted County shall provide a copy to each Participating County upon request.
8. Each Participating County who receives grant dollars passed through Olmsted County agrees to indemnify and hold harmless Olmsted County for any determinations by any authority that grant dollars used by or received by the Participating County were not used and/or must be repaid to the State or Federal government. The affected Participating County agrees to pay any necessary amounts, including any penalties, interest, or fees of any kind, on the time schedule determined by the State or Federal government to the payee determined by the State or Federal government. If Olmsted County, solely in its own discretion, agrees to be an intermediary in any repayments for the affected Participating County, that County agrees to cooperate fully with Olmsted County and to not delay any necessary payments. The affected Participating County agrees to reimburse Olmsted County for any reasonable costs incurred by Olmsted County related to assisting the affected Participating County or caused by complying with requests of the granting authority related to funds received by that Participating County.
9. Olmsted County may not advance pass-through or expense reimbursement grant dollars to any other county. Each Participating County acknowledges that it will not receive any grant funds from Olmsted County until Olmsted County has received the funds from the grantor. Olmsted County will make reasonable efforts to disburse funds to each Participating County as soon as practicable through Olmsted County's normal accounts payable processes.
10. Each Participating County acknowledges that if the grant terms require provision of documentation by the fiscal support entity for any purpose including securing reimbursement from the grantor that it must provide the documentation to Olmsted County on the schedule established by Olmsted County so that sufficient processing time is available to pass the information through to the grantor. Olmsted County will make reasonable efforts to gather and pass on required documentation but staff absences or work load may delay this process. Olmsted County is not responsible for any interest or fees due to delayed pass through of funds which result from the Participating County's failure to provide documentation on a timely basis. Olmsted County is not responsible for requesting, editing, reviewing, changing, or verifying any information provided to it by Participating Counties for this grant unless specifically stated elsewhere in this Agreement.
11. Participating Counties may audit records related to CREST and Mobile Crisis and services provided under this Agreement. Participating Counties agree to cooperate with any records disclosure request made by any Participating County or the State Auditor related to an audit of this program. Parties agree to be bound by the

requirements of the Minnesota Government Data Practices Act as it applies to any data which may be created in the course of this program.

12. Participating Counties shall save and hold harmless all other Participating Counties and its officers, agents, employees, and members, from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Participating Counties or its subcontractors, agents, or employees under this Agreement.
13. The failure of any Participating County to enforce any provisions of this Agreement shall not constitute a waiver by such County of that or any other provision.
14. The Participating Counties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
15. The term of this Agreement shall be from January 1, 2019 through December 31, 2020 and/or shall remain in effect until one of the following occurs: 1) a new Agreement is signed by all Participating Counties 2) the term of this Agreement is extended via an Addendum or 3) the Participating Counties choose to terminate the Agreement in accordance with section 17 below.
16. The Participating Counties may also terminate this Agreement effective upon mailing of 30 days of written notice to other affected parties, under any of the following conditions:
 - a. If funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the indicated quantity of services. The Agreement may at the parties' discretion be modified to accommodate a reduction in funds.
 - b. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement or are no longer eligible for the funding proposed for payments authorized by this Agreement.
 - c. If any Participating County chooses to opt out of providing CREST-funded Rule 12 adult mental health services, which will require at least 60 days notice to the other Participating Counties. In this event, the remaining Participating Counties shall jointly determine whether to terminate this Agreement or redistribute the CREST funds amongst the remaining Participating Counties.

Any such termination of the Agreement shall not reduce or negate any obligations or liabilities of any party already accrued prior to such termination.

17. Participating Counties shall individually sign and return this Agreement to Olmsted County Health, Housing and Human Services, Contract Management Unit, Attention: Jill Schmidt, 2117 Campus Drive S.E., Suite 200, Rochester, MN 55904.

18. Each Participating County shall provide the Jill Schmidt of the Contract Management Unit with a copy of the fully signed Cooperative Agreement.
19. This Agreement constitutes the final expression of the parties' agreement, and the complete and exclusive statement of the terms agreed upon. This Agreement supersedes all prior negotiations, understanding, agreements, and representations. There are no oral or written understandings, agreements or representations not specified herein. Furthermore, no waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change shall be effective only in the specific instance and for the specific purpose given.

COUNTY OF _____

By: _____
Title: Chairperson of the County Board

Dated: _____

ATTESTED TO:

By: _____
Title: County Administrator

Dated: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
Title: Lead County Attorney

Dated: _____

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 2/12/2019

Amount of time requested (minutes):

10 Minutes

Dept.: Coordinator

Prepared By: Kristina Kohn

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda:

Documentation
(Yes/No):

1.

Regular Agenda:

Documentation
(Yes/No):

1. Resignation for Carrie Huffman, Account Technician, effective February 15, 2019
a. Following 11 years of service No
2. Request to advertise for replacement Account Technician as requested by the Auditor/Treasurer Yes
3. Request to hire replacement full time deputy effective February 26, 2019 as recommended by the hiring committee No
 - a.
 - b. 0-12 month on LELS pay plan
4. Request to hire Account Technician in Land Records, effective March 18, 2019 as recommended by the hiring committee No
 - a.
 - b. Step 1 of current grade
5. Discussion with possible action regarding new pay plan as recommended by David Drown Yes

All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: bvickerman@co.fillmore.mn.us; ainglett@co.fillmore.mn.us; and kruesink@co.fillmore.mn.us

Hire Analysis Form
(All sections must be completed.)

Date: Department:

Requested By: Title of Position being requested:

Requested date to post:

Is the position currently in the budget? ☒ Yes ☐ No If yes, how many hours per week is the position currently?

Number of hours requested: Replacement position: ☒ Yes ☐ No Date position vacated:

If the request is for a new position, what has created the need for the position?

na

Why would this position be filled rather than absorbing the job duties within the department?

We are understaffed for the duties we currently perform and would not be unable to absorb all of the duties of this position.

Has an assessment been made regarding the need for full-time vs. part-time? Explain.

Reports from 2018 provided by HR revealed over 700 hours in compensation time were accrued in my department. We cannot afford to lose any additional positions in addition to the 2 that transferred to Land Records at the beginning of 2019.

Where does the specific funding for this position originate?

Department Budget

What real or permanent savings can be generated by this position?

Having my staff at allotted levels would allow proper customer service and avoid unnecessary overtime.

Has this position, including job description, been reviewed with HR?

Yes - there was a recent compensation study done on this position.

Are similar duties being performed in the County? If yes, could other positions/departments share in completing these tasks? Explain how this might work.

Not at this time.

Reviewed by Personnel Committee:

☐ Recommended for Board Approval ☐ No Recommendation Made

☐ Not Recommended for Board Approval Reason:

Date on Board Agenda:

☐ Approved by Board ☐ Not Approved by Board Reason:

Fillmore County, Minnesota



CLASSIFICATION and COMPENSATION STUDY FINAL REPORT

January 2019



DDA

Human Resources, Inc.
a David Drown Associates Company

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TABLE OF CONTENTS

| | |
|-----------------------------------------|---|
| Introduction | 2 |
| Pay Philosophy | 2 |
| Process and Analysis | 2 |
| Findings & Recommendations | 3 |
| Job Classifications | 3 |
| Market Analysis | 6 |
| Pay Plan Recommendations | 6 |
| How to Maintain Your Salary Plan | 9 |
| OnGoing Support | 9 |
| Appendix A Final Job Descriptions | |

INTRODUCTION

Fillmore County, Minnesota, retained David Drown Associates to conduct a classification and compensation study for all county positions. The study represents a comprehensive review of the components that affect the County's organization structure. Components include a review of the County's compensation structure, the County's pay philosophy, regional market competitiveness of salaries, the internal equity of salaries paid to comparable County positions, fringe benefits and ongoing maintenance and administration of the compensation system.

PAY PHILOSOPHY

The County has not completed a classification and compensation study in several years. A market study was done in 2013. The County has been diligent about annually adjusting their pay scale based on the labor market. The County had two pay structures for employees and merit employees. The current employee structure included a six step pay structure that employees would move through in 10 years. Merit employees had a pay structure that included 15-20 steps.

PROCESS AND ANALYSIS

Introductory Meeting. A meeting was held to discuss the County's goals pertaining to pay philosophy; to review current policies and practices relating to the County's existing pay practices; and to obtain data on the programs and materials currently used. A Classification and Compensation Project Committee was created and included the County Coordinator, Human Resource Officer, and two members of the board. This group met several times to discuss the project scope, details, and budget implementation.

Kick-Off Meetings. The Consultant held kick-off meetings with employees and management to explain the study, discuss the job description update process, timeline of the project, and answer any questions.

Job Description Updates. As part of the Study, the job descriptions were updated and approved by the County Board. Employees and Management were able to review proposed job descriptions and make any necessary changes. After all job descriptions were written employees and managers were able to review the new job description and complete a job description appeal process if there were any changes to the new job description. After the 68 descriptions were reviewed by employees and managers the project team reviewed 15 job description appeals. Changes were made to job descriptions. There were some issues brought up regarding job titles, career ladders and reorganization of job duties. Per County policy, these items must go through the Personnel Committee.

Job Evaluation Scoring and Classification. DDA's Job Evaluation Tool (JET) was used to classify all positions. The JET assigns points to each position within the County by reviewing and evaluating the following criteria:

1. Education and Experience needed for the position
2. Decision Making and impact on the organization
3. Problem Solving and financial impact on the organization
4. Relationships and communications
5. Physical Effort
6. Mental Effort

7. Work Conditions
8. Hazards and Work Environment

The classification of jobs determines the job worth to the organization and assists with predicted pay ranges. This step also checks for internal pay equity. The County must complete a pay equity report and remain in compliance, or the County's Government Aid may be withheld.

Market Wage and Benefit Analysis. A comprehensive market analysis was conducted with selected comparable and benchmark communities as approved by the County Board. These communities were consistent with labor contracts. The Communities included:

- Aitkin
- Becker
- Blue Earth
- Dodge
- Faribault
- Goodhue
- Houston
- Kandiyohi
- Lyon
- Martin
- Nobles
- Redwood
- Todd
- Wabasha
- Winona

Develop Pay Plan. A Pay Plan blends the results of internal job scoring using the JET process with the data obtained from external analysis, resulting in a pay plan that is internally consistent and externally competitive. The Classification and Compensation Committee met to discuss pay structures and budget implementation.

Job Classification Appeal Process. All employees received their updated job descriptions and job classifications for County positions. Employees and Managers could appeal the classification of the job based on missing information in the job description. Of the 68 positions, 13 were appealed for job classification. All appeals were reviewed by the Consultant and recommendations were made to the Classification and Compensation Committee. Final recommendations were made to the County Board for approval.

FINDINGS & RECOMMENDATIONS

Current System

The County has 156 employees. There are two collective bargaining units covering a small portion of employees. The current system currently has about 65 positions and 18 different job classifications.

Job Classifications

The JET scoring process resulted in job scores ranging from Grade 5 - Grade 21.

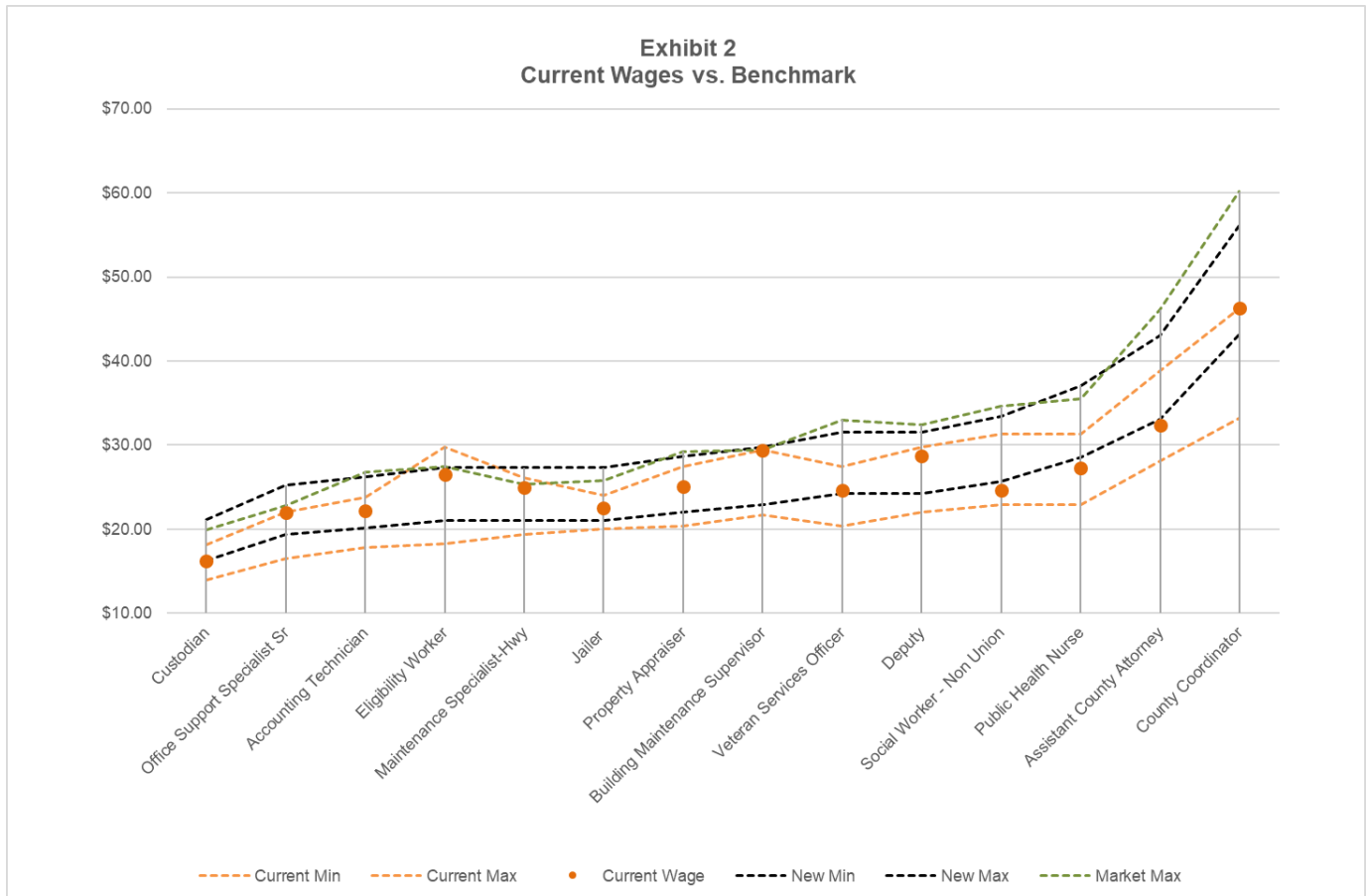
Exhibit 1: Job Classification & Scoring

| Job Position | Grade |
|------------------------------------|-------|
| Custodian | 5 |
| Merit Office Support Specialist | 5 |
| Office Support Specialist | 5 |
| Bailiff/Transport | 6 |
| Facilities Maintenance Worker | 6 |
| Merit Office Support Specialist Sr | 6 |
| Office Support Specialist Sr | 6 |
| Transfer Station Attendant | 6 |
| Case Aide | 7 |
| Accounting Technician | 7 |
| Jailer | 8 |
| Traffic Technician | 8 |
| Eligibility Worker | 8 |
| Maintenance Specialist-Hwy | 8 |
| Child Support Officer | 9 |
| Jail Program Trainer | 9 |
| Accounting Technician Lead | 9 |
| Courthouse Security | 9 |
| Feedlot Officer | 9 |
| Paralegal | 9 |
| Property Appraiser | 9 |
| Building Maintenance Supervisor | 10 |
| Dispatcher | 10 |
| Merit Fiscal Officer | 10 |
| Working Foreman | 10 |
| Registered Dietician | 11 |
| Veteran Services Officer | 11 |
| Deputy | 11 |
| Engineering Technician Sr | 11 |
| Finance Officer | 11 |
| GIS Coordinator | 11 |
| Head Mechanic | 11 |
| Highway/Airport Office Manager | 11 |
| Lead Dispatcher | 11 |
| Registered Nurse-2 year Degree | 11 |
| Shop Foreman | 11 |
| Emergency Manager | 12 |
| Home Care Coordinator | 12 |

| Job Position | Grade |
|-----------------------------------|--------------|
| Human Resources Officer | 12 |
| Lieutenant | 12 |
| Maintenance Superintendent | 12 |
| Narcotics Officer | 12 |
| Patrol Sergeant | 12 |
| Registered Nurse-4-year Degree | 12 |
| Public Health Nurse | 13 |
| Sergeant/Investigator | 12 |
| Social Worker – Non-Union | 12 |
| Social Worker Merit | 12 |
| Engineering Technician Supervisor | 13 |
| Captain | 13 |
| County Surveyor | 13 |
| Solid Waste Administrator | 13 |
| Zoning Administrator | 13 |
| Chief Deputy | 14 |
| County Recorder | 14 |
| Jail Administrator | 14 |
| Social Services Supervisor | 14 |
| Assistant County Attorney | 15 |
| County Assessor | 15 |
| Health Educator | 15 |
| Auditor/ Treasurer | 16 |
| Land Records Director | 16 |
| Director of Nursing | 17 |
| Social Services Manager | 18 |
| Sheriff | 18 |
| County Attorney | 20 |
| County Engineer | 20 |
| County Coordinator | 21 |

Market Analysis

Exhibit 2 illustrates that Fillmore County's current salary ranges for many jobs are consistent with the market. Overall the County has been consistent with its pay philosophy and by making annual adjustments to the pay structure, the County is generally within market rates. The new system will make minor adjustments to the pay structure to align all positions to the market pay.



Pay Plan Recommendations

We propose for the County to retain a grade and step system but make some adjustments to better align that system with the market.

- The new Plan will adjust the salary ranges for each job/grade upward to more closely match benchmark market levels
- The new Plan increases the number of pay grades from the current 18 to 21.
- The new Plan will increase steps from 6 to 10 to align with benchmark communities and provide annual adjustments based on performance evaluations.

Exhibit 3 shows the details of the proposed pay structure. To read the salary plan chart, select the pay grade for the job in the left column. Directly to the right of the grade are listed the salaries for each of the ten steps. For example, the position of the County Surveyor is a Grade 13 job. The starting salary for the job is \$28.55 and the top salary is \$37.11.

| Exhibit 3 | | | | | | | | | | |
|-----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | \$10.50 | \$10.85 | \$11.20 | \$11.55 | \$11.90 | \$12.25 | \$12.60 | \$12.95 | \$13.30 | \$13.65 |
| 2 | \$11.31 | \$11.69 | \$12.06 | \$12.44 | \$12.82 | \$13.19 | \$13.57 | \$13.95 | \$14.32 | \$14.70 |
| 3 | \$12.42 | \$12.84 | \$13.25 | \$13.66 | \$14.08 | \$14.49 | \$14.91 | \$15.32 | \$15.74 | \$16.15 |
| 4 | \$13.66 | \$14.11 | \$14.57 | \$15.02 | \$15.48 | \$15.93 | \$16.39 | \$16.85 | \$17.30 | \$17.76 |
| 5 | \$16.24 | \$16.78 | \$17.32 | \$17.86 | \$18.41 | \$18.95 | \$19.49 | \$20.03 | \$20.57 | \$21.11 |
| 6 | \$19.40 | \$20.05 | \$20.69 | \$21.34 | \$21.98 | \$22.63 | \$23.28 | \$23.92 | \$24.57 | \$25.22 |
| 7 | \$20.20 | \$20.88 | \$21.55 | \$22.22 | \$22.90 | \$23.57 | \$24.24 | \$24.92 | \$25.59 | \$26.26 |
| 8 | \$21.01 | \$21.71 | \$22.41 | \$23.11 | \$23.81 | \$24.51 | \$25.21 | \$25.91 | \$26.61 | \$27.32 |
| 9 | \$22.04 | \$22.78 | \$23.51 | \$24.25 | \$24.98 | \$25.71 | \$26.45 | \$27.18 | \$27.92 | \$28.65 |
| 10 | \$22.94 | \$23.71 | \$24.47 | \$25.24 | \$26.00 | \$26.77 | \$27.53 | \$28.30 | \$29.06 | \$29.83 |
| 11 | \$24.26 | \$25.07 | \$25.88 | \$26.69 | \$27.50 | \$28.31 | \$29.12 | \$29.93 | \$30.73 | \$31.54 |
| 12 | \$25.72 | \$26.58 | \$27.43 | \$28.29 | \$29.15 | \$30.01 | \$30.86 | \$31.72 | \$32.58 | \$33.44 |
| 13 | \$28.55 | \$29.50 | \$30.45 | \$31.40 | \$32.36 | \$33.31 | \$34.26 | \$35.21 | \$36.16 | \$37.11 |
| 14 | \$31.69 | \$32.75 | \$33.80 | \$34.86 | \$35.92 | \$36.97 | \$38.03 | \$39.08 | \$40.14 | \$41.20 |
| 15 | \$33.10 | \$34.20 | \$35.31 | \$36.41 | \$37.51 | \$38.62 | \$39.72 | \$40.82 | \$41.93 | \$43.03 |
| 16 | \$34.59 | \$35.74 | \$36.90 | \$38.05 | \$39.20 | \$40.35 | \$41.51 | \$42.66 | \$43.81 | \$44.97 |
| 17 | \$36.15 | \$37.35 | \$38.56 | \$39.76 | \$40.97 | \$42.17 | \$43.38 | \$44.58 | \$45.78 | \$46.99 |
| 18 | \$37.77 | \$39.03 | \$40.29 | \$41.55 | \$42.81 | \$44.07 | \$45.33 | \$46.59 | \$47.85 | \$49.10 |
| 19 | \$39.47 | \$40.79 | \$42.10 | \$43.42 | \$44.74 | \$46.05 | \$47.37 | \$48.68 | \$50.00 | \$51.31 |
| 20 | \$41.25 | \$42.62 | \$44.00 | \$45.37 | \$46.75 | \$48.12 | \$49.50 | \$50.87 | \$52.25 | \$53.62 |
| 21 | \$43.10 | \$44.54 | \$45.98 | \$47.42 | \$48.85 | \$50.29 | \$51.73 | \$53.16 | \$54.60 | \$56.04 |

Exhibit 4 shows the proposed pay structure with a 2% market adjustment.

| Exhibit 4 | | | | | | | | | | |
|-----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | \$10.71 | \$11.07 | \$11.42 | \$11.78 | \$12.14 | \$12.50 | \$12.85 | \$13.21 | \$13.57 | \$13.92 |
| 2 | \$11.53 | \$11.92 | \$12.30 | \$12.69 | \$13.07 | \$13.46 | \$13.84 | \$14.23 | \$14.61 | \$15.00 |
| 3 | \$12.67 | \$13.09 | \$13.52 | \$13.94 | \$14.36 | \$14.78 | \$15.21 | \$15.63 | \$16.05 | \$16.47 |
| 4 | \$13.93 | \$14.40 | \$14.86 | \$15.32 | \$15.79 | \$16.25 | \$16.72 | \$17.18 | \$17.65 | \$18.11 |
| 5 | \$16.56 | \$17.12 | \$17.67 | \$18.22 | \$18.77 | \$19.33 | \$19.88 | \$20.43 | \$20.98 | \$21.53 |
| 6 | \$19.79 | \$20.45 | \$21.11 | \$21.77 | \$22.42 | \$23.08 | \$23.74 | \$24.40 | \$25.06 | \$25.72 |
| 7 | \$20.61 | \$21.29 | \$21.98 | \$22.67 | \$23.36 | \$24.04 | \$24.73 | \$25.42 | \$26.10 | \$26.79 |
| 8 | \$21.43 | \$22.15 | \$22.86 | \$23.58 | \$24.29 | \$25.00 | \$25.72 | \$26.43 | \$27.15 | \$27.86 |
| 9 | \$22.48 | \$23.23 | \$23.98 | \$24.73 | \$25.48 | \$26.23 | \$26.98 | \$27.73 | \$28.48 | \$29.23 |
| 10 | \$23.40 | \$24.18 | \$24.96 | \$25.74 | \$26.52 | \$27.30 | \$28.08 | \$28.86 | \$29.64 | \$30.43 |
| 11 | \$24.75 | \$25.57 | \$26.40 | \$27.22 | \$28.05 | \$28.87 | \$29.70 | \$30.52 | \$31.35 | \$32.17 |
| 12 | \$26.23 | \$27.11 | \$27.98 | \$28.86 | \$29.73 | \$30.61 | \$31.48 | \$32.36 | \$33.23 | \$34.10 |
| 13 | \$29.12 | \$30.09 | \$31.06 | \$32.03 | \$33.00 | \$33.97 | \$34.94 | \$35.92 | \$36.89 | \$37.86 |
| 14 | \$32.32 | \$33.40 | \$34.48 | \$35.56 | \$36.63 | \$37.71 | \$38.79 | \$39.87 | \$40.94 | \$42.02 |
| 15 | \$33.76 | \$34.89 | \$36.01 | \$37.14 | \$38.26 | \$39.39 | \$40.51 | \$41.64 | \$42.77 | \$43.89 |
| 16 | \$35.28 | \$36.46 | \$37.63 | \$38.81 | \$39.99 | \$41.16 | \$42.34 | \$43.51 | \$44.69 | \$45.87 |
| 17 | \$36.87 | \$38.10 | \$39.33 | \$40.56 | \$41.78 | \$43.01 | \$44.24 | \$45.47 | \$46.70 | \$47.93 |
| 18 | \$38.53 | \$39.81 | \$41.10 | \$42.38 | \$43.67 | \$44.95 | \$46.23 | \$47.52 | \$48.80 | \$50.09 |
| 19 | \$40.26 | \$41.60 | \$42.95 | \$44.29 | \$45.63 | \$46.97 | \$48.31 | \$49.66 | \$51.00 | \$52.34 |
| 20 | \$42.07 | \$43.48 | \$44.88 | \$46.28 | \$47.68 | \$49.09 | \$50.49 | \$51.89 | \$53.29 | \$54.70 |
| 21 | \$43.97 | \$45.43 | \$46.90 | \$48.36 | \$49.83 | \$51.29 | \$52.76 | \$54.23 | \$55.69 | \$57.16 |

Exhibit 5 illustrates the current classification of jobs and the current pay to see how the new pay structure made adjustments to get all employees within market minimums and maximums.



IMPLEMENTATION OF NEW PLAN

Implementation of this plan is subject to union approval, but the Classification and Compensation Committees has provided a strategy to pay fair and equitable to all employees.

HOW TO MAINTAIN YOUR SALARY PLAN

There are three basic approaches to maintaining your salary plan in future years:

- Static Plan. You can keep the salary plan (Exhibit 3 numbers) unchanged in future years. Employees who have not yet reached the top of their range will continue to receive an annual wage increase until they reach the top of their range. Employees at the top of the range would see their wages frozen. This approach results in a salary plan that gradually becomes out of sync with the market, which usually produces a need for a major plan revision (like this study.)
- Annual Pay Plan Adjustments. This is the strategy that the County has done and because of it, has maintained a conservative implementation rate and has been providing fair and equitable pay to employees. The goal is to keep the wages of your plan in line with the market. In recent years, Market Adjustment adjustments of 1% to 2% are common. With this approach, employees that have not yet reached the top of their range would enjoy a Market adjustment plus a step increase. Employees who are at the top of their range would enjoy just a Market Adjustment, if warranted.
- Active Maintenance. Active maintenance goes beyond simple pay plan adjustments applied across the board. Instead, your HR consultant will assist you in keeping your system in tune – both internally and externally – applying the same methodology that was used for this study. The result is a Pay System that remains in tune with the market always. Major plan revisions should never be required and as a result the County will not experience gaps of pay inequities.

ON GOING SUPPORT

Standard Fee for Services

- Write or update a job description \$200 per position
- Classify a job description \$150 per position

Hourly rates:

- Professional/Lead Consultant \$200 per hour
- Technical Support: \$150 per hour
- Clerical Support: \$100 per hour

Ongoing Maintenance Program

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation plan perpetually current.

- We review, update and reclassify as necessary one-third of job descriptions annually. (starting year 2)
- We undertake a market analysis of wages with benchmark communities and suggest changes to pay plan system as necessary to remain in tune with the market. (starting year 2)
- We will periodically provide the Count with market data on benefits offered by comparable communities and suggest changes as warranted
- For any new jobs, we will write and classify the job for placement in the compensation system
- We will complete and submit a pay equity report to the State every three years or when otherwise required.
- If desired, we will handle data input of County wage data into the AMC salary system.
- We will provide budget support by:
 - Suggesting an adjustment to your Pay Plan for the coming year, based upon COLA and market factors.
 - Preparing up to two analysis of budget impacts of alternatives for wage adjustments.
- We will make an annual presentation to the County Board on the status of your compensation system.

Annual Cost:

- Year 1: 50% of minimum fee (**\$5,150** first year)
- Year 2 and after 100% of minimum fee (**\$10,300** annually)

Additional Services: Clients contracting for Plan Maintenance Services will receive a 20% reduction in hourly rates for additional services not included in Standard Plan.

| <u>Position</u> | <u>80% Standard Fee</u> |
|------------------------------|-------------------------|
| Professional/Lead Consultant | \$160 |
| Technical Support | 120 |
| Clerical Support | 80 |



**Job Descriptions
by
Job Title**

August 2018

Accounting Technician Lead

Page 1 of 3



| | |
|---------------------|-------------|
| Department: | Varies |
| Reports To: | Varies |
| Supervisory Duties: | |
| FLSA Status: | Non-Exempt |
| Union Status: | N/A |
| Last Updated: | August 2018 |

Position Details

The Accounting Technician Lead classification represents the second level in a two-level classification series titled Accounting Technician. The focus and objective of this classification is to direct accounting functions within the department, provide lead worker direction, coordination and guidance to County staff engaged in accounting/bookkeeping, technical clerical activities and customer relations activities (i.e. accounting technicians and Office Support Specialists) within the office of assignment.

Examples of Duties and Responsibilities

(Note- Individual incumbents of this job class will perform some, but not all, of these duties and may perform additional related duties not listed)

- Leads and coordinates the activities and functions of positions within the Accounting Technician and Office Support Specialist series.
- Prioritizes, schedules and monitors work assignments, work demands and deadlines to assure assignments are being completed timely and appropriately.
- Assists the department head in addressing new issues impacting the department and in implementing new operations or procedures for the office.
- Communicates with the Department Head regarding personnel related matters.
- Assumes responsibility of daily activities and decisions when Department Head is unavailable.
- Recommends and implements filing and record keeping procedures and maintains computer hardware and software systems for the department to assure accurate retention and retrieval of financial data, correspondence, statistics, proposals, research, plans, real estate records, maps, or policies.
- Conducts reviews of record retention and retrieval systems and makes recommendations for changes.
- Monitors the activities of staff in the entry, coding and billing, tracking to specific projects, processing payment of accounts from proper funds, and searching or retrieving of information.
- Provides administrative assistance and support to the department director(s). Coordinates and monitors the scheduling of meetings, committee meetings, appointments, and/or conferences. Makes any necessary arrangements or coordinates the preparation of correspondence, files, agendas or materials needed for meetings and/or court proceedings.
- Maintains escrow requests, locates parcels, and verifies that information is correct. Corresponds with and records transactions in and out of escrow accounts. Calculates refunds, adjustments, and amount of tax due.
- Collects and calculates deed and mortgage taxes and split fees. Assists in processing mortgages, deeds, and partial property splits.

- Monitors contract service agreements to ensure that proper servicing and work is being performed. Allocates costs and make adjustments to reflect cost changes.
- Prepares all required reports detailing receipt and expenditure activity to comply with State and Federal regulations.
- Provides personal computer support by training employees on software applications, troubleshooting problems, ordering equipment, installing upgrades for software, and serving as contact person for outside consultants and networking activities.
- Processes and runs temporary and regular payrolls on all employees. Maintains payroll records, employee benefits and pays payroll taxes. Understands, implements payroll operations, and assures activities conform to County, State, and Federal laws, rules and guidelines pertaining to payroll operations.
- Informs public of and assists in the enforcement of program regulations, policies and rules pertaining to program administration.
- Provides overall accounting/bookkeeping direction by maintaining manual functions of ledgers; preparing journal entries; inputting receipts and disbursements; balancing daily cash book; reconciling accounts; closing and balancing accounts at end of period.
- Analyzes and evaluates incoming documents for accuracy and completeness in accordance with Minnesota Statutes. Performs all recording, indexing and scanning to maintain permanent records.
- Assists department head with election process, including staff training.

Customer Service

- Provide customer service on-site, front counter, e-mail inquiries and phone calls.
- Receive, analyze, process and/or answer questions of the public, officials or other agencies or other departments concerning departmental procedures, to provide information or to properly process requests. Utilize knowledge of departmental operations, rules and guidelines to resolve questions and issues presented to the department.
- Monitors the effectiveness of customer service activities in addressing and dealing with citizens or other county personnel. Assures the needs of the public are being addressed appropriately and in accordance with County and department procedures, rules and performance standards.
- Addresses and deals with complaints of the public concerning department staff and policies. Informs management of problems, issues or concerns beyond the scope of administrative support operations and functions.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of cost and financial accounting procedures and best practices.
- Knowledge of data processing methods, information storage, and retrieval techniques.
- Knowledge of computer technology including experience in operation of IBM AS400 computer and personal computers.
- Knowledge of modern clerical/office practices and procedures.
- Working knowledge of human resources principles and practices.
- Knowledge of applicable federal, state and local laws, rules and regulations, as they pertain to departmental functions.
- Considerable knowledge of applicable departmental systems and procedures.

- Skill in utilizing basic mathematical computations.
- Effective communication skills, both oral and written.

Education and Experience

Requires minimum of an Associate's Degree in Accounting, Business Administration, Public Administration, Office Management, or related area from a two-year college or technical school; one year of accounting and/or administrative support experience; or an equivalent combination of education, training and experience.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in an office environment. Some travel may be required for training or meetings.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|-------------|
| Department: | Varies |
| Reports To: | Varies |
| Supervisory Duties: | |
| FLSA Status: | Non-Exempt |
| Union Status: | N/A |
| Last Updated: | August 2018 |

Position Details

The Accounting Technician performs a variety of accounting and bookkeeping duties including payroll, data processing, maintenance of financial and activity records, writing reports, general office work, and customer service.

Essential Duties and Responsibilities

(Note- Individual incumbents of this job class will perform some, but not all, of these duties and may perform additional related duties not listed)

- Responsible for coordination of payroll which includes entering timesheets into system and ensuring that all rates and deductions are accurate. Verify that payroll balances with budget. Prepare quarterly and year end reports.
- Maintain complete financial records of all receipts and expenditures and perform monthly closing of accounts receivable and payable, mileage and inventory withdrawal. Assists in monitoring working budget and reconciling or balancing accounts both within the department and with County records. Prepares and compiles information, data and activity summaries to complete required county, state or federal reports and summaries.
- Manage bank accounts including making deposits, issuing checks, balancing and reporting.
- Review invoices ensuring proper completion, prepare reports for Board approval, and prepare checks and warrants. Maintain accurate vendor information.
- Compile and prepare documents, correspondence and spreadsheets.
- Assist in Construction Contract Management including bid processing, contract filings, data set-up, reporting, and payments in accordance with contracts.
- Process deeds, certificates and various county licenses.
- Collect and post-tax payments.
- Process passport applications.
- Implement the election process, which requires annual certification of knowledge of the Statewide Voter Registration System software.

Customer Service

- Provide customer service on-site, front counter, e-mail inquiries and phone calls.
- Receive, analyze, process and/or answer questions of the public, officials or other agencies or other departments concerning departmental procedures, to provide information or to properly process requests. Utilize knowledge of departmental operations, rules and guidelines to resolve questions and issues presented to the department

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of cost and financial accounting procedures and best practices.
- Knowledge of data processing methods, information storage, and retrieval techniques.
- Knowledge of computer technology.
- Knowledge of modern clerical/office practices and procedures.
- Knowledge of applicable federal, state and local laws, rules and regulations, as they pertain to departmental function
- Skill in utilizing basic mathematical computations.
- Effective communication skills, both oral and written.

Education and Experience

High School Diploma or GED and some specialized training beyond high school plus minimum of one-year relevant work experience, or equivalent combination of education and experience.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in an office environment. Some travel may be required for training or meetings.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|-----------------|
| Department: | County Attorney |
| Reports To: | County Attorney |
| Supervisory Duties: | |
| FLSA Status: | |
| Benefits | |
| Union Status: | N/A |
| Last Updated: | August 2018 |

Position Details

The Assistant County Attorney is responsible for providing legal services and representing the County and State in a wide variety of civil, criminal and juvenile matters. Performs responsible professional legal work involving legal research; evaluating, preparing and presenting cases in legal proceedings; legal drafting; jury and court trials; appeals and contested cases. This position also furnishes legal opinions for all County Officials and has the authority to act in the County Attorney's stead in his or her absence. Work is predominately intellectual in nature and is performed in an office, courtroom or various other settings involving public or private meetings. A professional employee who works independently, under the direction of the County Attorney, within established guidelines and policies, in assisting with the statutory duties of the Office; and related work as required.

Essential Duties and Responsibilities

- Represent the County and State in adult felony, gross misdemeanor, and misdemeanor prosecutions and petty misdemeanor proceedings. Responsible for case management from initial charging decision through trial and final disposition and all post-conviction proceedings including probation violations, appeals and expungements.
- Represent the County in all truancy, child protection (CHIPS) and permanency matters from intake through court action including advising social workers and law enforcement.
- Advise and represent the County in IV-D child support actions including support establishment, paternity adjudication, and civil contempt proceedings.
- Represent the County in all juvenile delinquency proceedings including felony, gross misdemeanor, misdemeanor, juvenile petty misdemeanor and traffic cases. Responsible for case management from initial charging decision through any post-conviction proceedings.
- Represent the County in various adult protection matters including guardianship and conservatorship proceedings and civil commitment proceedings.
- Represent the County in various civil and administrative proceedings including zoning enforcement, civil forfeiture matters, medical assistance claims, tax appeals, and licensing appeals.
- Serve as legal counsel to Fillmore County elected officials and County agencies and departments on a wide variety of legal issues which may affect county interests.
- Review and advise a wide variety of contracts and legal documents affecting County operations.
- Advise and train County staff and other agencies on matters of law, new statutes or court rulings and significant legal issues or trends impacting operations and procedures which may affect the interests of Fillmore County.
- Manage files, prioritize work load, and delegate assignments to support staff.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of principles and procedures of criminal and civil law and their application.
- Knowledge of practices and standards of the legal profession including rules of conduct, rules of evidence, and rules of court.
- Knowledge of state, federal and local laws and statutes applicable to areas of practice.
- Knowledge of the principles, techniques, methods and resources of legal research.
- Ability to analyze and apply legal principles, facts and evidence and precedents clearly and logically in both written and oral form.
- Skill in establishing and maintaining effective working relationships with county staff, other attorneys, judges, clients, witnesses and the public.
- Ability to create, store and retrieve electronic documents.
- Excellent interpersonal and social skills in order to effectively communicate with other attorneys, victims, law enforcement, social workers, public, defendants and others.
- Excellent professional and legal writing skills in order to communicate and advocate using letters, legal correspondence, legal memos, legal briefs, orders, judgement and decrees, contracts, and appeals.
- Above average emotional and professional resilience in order to cope with a stressful and confrontational work environment.

Education and Experience

Juris Doctor degree required.

Requirements

One to three years prior relevant experience and Minnesota law license are required.

Desired Qualifications

- Experience/knowledge of Minnesota local government operations.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may encounter unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and angry or confrontational individuals. There is considerable exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office environment. Some travel and attendance at off-sit meetings/trainings is required.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|-----------------|
| Department: | County Attorney |
| Reports To: | County Attorney |
| Supervisory Duties: | |
| FLSA Status: | |
| Union Status: | N/A |
| Last Updated: | August 2018 |

Position Details

The Bailiff is responsible for maintaining order, integrity, safety and security during court proceedings.

Essential Duties of Duties and Responsibilities

- Jury management: check in jurors, maintain jury etiquette and security, respond to juror questions and concerns, manage all needs of the jury panel.
- Communicate with the Judge, attorneys and other court staff.
- Maintain order in the court.
- Respond to court directives and take necessary actions to maintain security and safety of persons in court.
- Prepare reports documenting work activity as necessary.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Acquire and maintain current knowledge of court procedures, rules and policies.
- Ability to attend training as required by the Sheriff.
- Ability to maintain proficiency in use and maintenance of all department owned and issued equipment.
- Ability to be available for call-out or extended shifts as required.
- Effective communication skills, both oral and written.
- Ability to utilize court computers and software related to position.

Education

High School Diploma or GED.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may encounter unexpected and prolonged workdays and stress from dealing with emotional issues and conflicts. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in an office/court indoor environment. There is exposure to angry or violent persons.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

Building Maintenance Supervisor

Page 1 of 3



| | |
|----------------------------|------------------------|
| Department: | Facilities Maintenance |
| Reports To: | County Board |
| Supervisory Duties: | Yes |
| FLSA Status: | |
| Union Status: | N/A |
| Last Updated: | May 2018 |

Position Details

The Building Maintenance Supervisor supervises workers engaged in cleaning and maintaining courthouse building and grounds; monitors the operation of heating, cooling, plumbing and electrical systems; and ensures a safe, orderly and sanitary environment which is in compliance with federal standards. This position also oversees the repair department, makes recommendations on remodeling projects, and is responsible for submitting and managing an annual departmental budget.

Building, Grounds and Systems Maintenance

- Monitors operation of heating, cooling, plumbing and electrical systems and conducts preventative maintenance and minor repairs including inspecting buildings; changing air filters, cooler pads and light bulbs; making minor mechanical and plumbing repairs; troubleshooting boiler problems; performing boiler chemical water tests, and performing safety checks on fire alarm systems.
- Assists custodians in various duties including trash removal, sweeping, vacuuming, cleaning offices and hallways, cleaning bathrooms, carpet and floor care.
- Maintains grounds by mowing grass, trimming trees and hedges, removing ice and snow, and trash pickup.
- Manages US mail activities by picking up and delivering mail as well as utilizing and maintaining postage meter.

Department Management Activities

- Supervise custodians including task prioritization and assignment, scheduling, monitoring, training and performance evaluation.
- Monitor inventory, determine supply needs and order as appropriate.
- Determines annual department budget including recommendations on remodeling projects, secures bids on large repair/remodeling projects, budgets estimated amounts for all departmental purchases.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of maintenance and operations of heating, cooling, plumbing and electrical systems.
- Skill in building maintenance, custodial practices and relevant equipment.

- Basic knowledge of supervisory policies and practices.
- Knowledge of cleaning equipment and products used in a commercial environment.
- Understanding of safety issues, labels and warnings.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Skill in providing work direction, instruction, prioritizing, planning and monitoring work of others.
- Skill in use and maintenance of equipment used in grounds maintenance such as mowers, snow and ice removal equipment, sprinklers, etc.
- Ability to write routine reports and correspondence.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to manage multiple projects and meet deadlines.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Education

High School Diploma or GED and one-year specialized training beyond high school in a relevant course of study.

Requirements

Requires three to five years relevant work experience or equivalent amount of training and experience.

Licenses/Certifications

This position will require the acquisition and maintenance of a Boiler Class C License within one year of hire. Valid Minnesota Driver's License is required at time of hire.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, kneeling, squatting, climbing, bending, stooping, balancing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may require the exertion up to 60 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed both indoors and outdoors and occasionally in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.

Building Maintenance Supervisor

Page 3 of 3

- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|--------------------------|
| Department: | Sheriff |
| Reports To: | Sheriff and Chief Deputy |
| Supervisory Duties: | |
| FLSA Status: | |
| Benefits | |
| Union Status: | LELS |
| Last Updated: | August 2018 |

Position Details

The Captain is the third highest ranking position within the Sheriff's Department. The Captain is responsible for the direct supervision of the Investigations Division including staffing and scheduling, and indirect supervision of the entire sheriff's Department excluding the Sheriff and Chief Deputy. The Captain is also a full-time investigator carrying a caseload of felony level investigations including but not limited to death investigations, sexual assaults, vulnerable adult abuse, robberies, child protection investigations, financial crimes, predatory offender investigations, burglaries, thefts, etc. The Captain is the administrator of the Lexipol Department Policy program.

Investigator Functions

- Investigate felony level crimes including, but not limited to, the following:
- Respond to and process crime scenes;
- Interview victims, suspects and witnesses;
- Prepare investigative reports;
- Prepare search warrant applicants, execute search warrants and file completed search warrants;
- Collect evidence, secure and log into record management system and evidence rooms, transport evidence to forensic science lab and submit according to policies;
- Prepare complete case files for prosecution;
- Prepare for court hearings and trials;
- Attend autopsies as part of death investigations.
- Assist other law enforcement agencies with multijurisdictional and complex investigations.
- Assist patrol staff calls for service as necessary.
- Investigates felony level including, but not limited to: death investigations, sexual assaults, vulnerable adult abuse, robberies, child protection investigations, financial crimes, predatory offender investigations, burglaries, and thefts.

Command Functions

- Provide leadership and supervision directly to the investigations division including assisting in case assignments and case management, scheduling and staffing.
- Conduct performance evaluations for Investigator/Sergeant and Narcotics Investigator.
- Provide technical guidance and be able to interpret policies and procedures, rules, and directives to staff.
- Provide operational direction for the Sheriff's Department in the absence of the Sheriff and Chief Deputy.

- Prepare and conduct presentations to groups or members of the public on relevant crime prevention topics.
- Manage the Fillmore County Sheriff's Office Lexipol Departmental Policy Program.
- Maintain tactical and technical proficiency with job responsibilities.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of and skill in application of supervisory theories and practices.
- Considerable knowledge of laws, ordinances, rules and policies effective in Fillmore County.
- Knowledge and skill in application of principles of investigation and interrogation.
- Skilled in First Aid methods and techniques.
- Ability to plan, organize, assign and inspect work of others.
- Skill in operation and maintenance of equipment and weapons used in activities.
- Effective communication skills, both oral and written.
- Ability to effectively use a computer and various software programs.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to interpret how to apply policies, procedures and standards to specific situations.
- Ability to work independently and often without immediate backup. At times, this position is required to detain, subdue and arrest violent and potentially dangerous people alone.
- Must be able to work long hours and during holidays. This position has the element of personal danger, including life-changing and life-or-death decisions which must be made without delay.
- Ability to communicate orally and in writing with other law enforcement personnel, attorneys, juveniles, victims/witnesses, media representatives, Judges, social workers, emergency medical personnel, rescue personnel, fire fighters, business and property owners, motorists, road maintenance personnel, educators, students, dispatchers, and the public.
- Qualify and be proficient in several weapons.

Education

Two-year Associates degree in Law Enforcement or equivalent as approved by the Minnesota POST Board.

Requirements

Three to five years law enforcement experience, including the demonstration of leadership abilities.

Licenses/Certifications

Must possess valid Minnesota Driver's License and current Minnesota Peace Officer License.

Physical and Mental Requirements

Positions in this job typically require: sitting, walking, running, stooping, bending, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues, conflicts and physical altercations. This position is generally light-duty and may require the exertion up to 60 pounds of force on occasion and the ability to lift, carry, push, pull and move objects, including persons. Must have the ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as using firearms. Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some

combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to subdue or restrain individuals. Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with job-related objects, materials and ingredients.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Some work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Potential for exposure to dangerous situations and angry or violent individuals.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Community Services
Reports To: Managing Supervisor
Supervisory Duties:
FLSA Status:
Union Status: N/A
Last Updated: January 17, 2019

Position Details

The Case Aide classification performs a variety of tasks providing paraprofessional and clerical support to community services professional staff.

Examples of Duties and Responsibilities

(Note- Individual incumbents of this job class will perform some, but not all, of these duties and may perform additional related duties not listed):

- Determines eligibility for community services programs and maintains complete and accurate records on client eligibility.
- Licenses family child care, child foster care, and adult foster care by processing background studies, conducting investigations, processing applications, reviewing variances, conducting checklists, and coordinating visits and interviews.
- Reviews case records for completion of required agency forms.
- Explains and educates regarding social service, income maintenance, public health, and other community programs and services to individuals or groups.
- Explains application procedures to individuals or groups and assists individuals in completing application forms.
- Interviews clients to obtain and verify necessary factual information.
- Makes appropriate referrals.
- Assists social workers and public health workers with clerical duties and processing of paperwork.
- Develops a variety of reports as directed.
- Maintains digital and paper files.
- Data entry into SSIS and
- MMIS programs.
- Provide customer service in office, by phone, or email.
- Maintains work proficiency by attending trainings and meetings.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of community service programs, operations, policies and procedures.
- Knowledge of available community resources.
- Knowledge of basic mathematics.

- Knowledge and skill in modern office/clerical practices.
- Ability to relate to people in an appropriate manner.
- Ability and skill in the utilization of computer programs.
- Ability to accurately and rapidly process detailed information.
- Ability to establish and maintain accurate and systematic records.
- Ability to comprehend written and verbal instructions.
- Ability to communicate effectively, both orally and in writing

Education and Experience

High school degree, or the equivalent, and in addition, either: 1) three years of clerical experience and/or experience working with the public; or 2) two years of clerical experience in a public welfare/human service agency; or 3) two years of experience as a Community Service Aide or similar experience in a private non-profit or other public agency; or 4) two years of study at an accredited two or four-year college with emphasis in the behavioral sciences, business, or closely related subjects (at least 23 quarter credits or 16 semester credits).

Licenses/Certifications

Must possess valid Minnesota Driver's License.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office environment. Travel to other facilities, client meetings, and training is required. Exposure to angry persons, environmental and health issues may occur.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|----------------|
| Department: | Sheriff |
| Reports To: | County Sheriff |
| Supervisory Duties: | Yes |
| FLSA Status: | |
| Union Status: | N/A |
| Last Updated: | August 2018 |

Position Details

The Chief Deputy assists the Sheriff in providing leadership, supervision, direction and control over operations of the Sheriff's Office. As second in command for the department, assumes the responsibilities and duties of the Sheriff in his/her absence.

Management/Administrative Duties and Responsibilities:

- Manages the day-to-day operations of the Sheriff's Office including but not limited to: Assuring federal, state, county and local laws are enforced; assuring that policies and procedures are adhered to; managing critical incidents and any issues of importance.
- Assists in formulation of departmental policies and procedures.
- Manages and prepares employee payroll and time off scheduling.
- Maintains training records for mandatory and discretionary staff training. Prepares and submits reports to the POST Board for training reimbursement. Monitors and implements training needs for staff as well as the ordering of training equipment.
- Maintain liaison, communication and working relationships with citizens, other law enforcement agencies, court workers, county departments, school districts, governmental officials and agencies and others in regards to office operations and to ensure quality service and coordinated work efforts are provided.
- Manages public data releases and civil process service for compliance and security.
- Provides leadership and direction in the operation of the Sheriff's Office. Assists in strategic planning, budgeting, and equipment purchasing.

Supervisory Duties and Responsibilities

- Directly supervises the positions of Captain, Jail Administrator, Emergency Manager, Lead Dispatch, Account Tech, Bailiffs and Court Security. Plans, supervises and coordinates the duties of these personnel directly under command and performs their duties if they are absent.
- Indirectly supervises entire departmental staff.
- Oversees all evaluations and discipline.
- Provides guidance and direction regarding work performance.

Required Ancillary Functions

- Acquire and maintain current knowledge of federal, state, county, and local laws and ordinances.
- Keep up to date with legislative updates, law changes and court decisions relevant to the performance of duties.
- Attend training as required by the Sheriff and/or POST Board.

- Maintain proficiency in use and maintenance of all department owned and issued equipment.
- Be available for call-out or extended shifts as required.
- Acquire and maintain current knowledge of streets, highways, and geography of Fillmore County.
- Maintain tactical and technical proficiency with job responsibilities.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with Fillmore County.

Position Requirements

Knowledge, Skills and Abilities

- Working knowledge of laws, ordinances, rules and policies effective in Fillmore County.
- Knowledge of modern police practices and methods.
- Working knowledge of labor law and collective bargaining agreements.
- Skill in operation and maintenance of equipment and weapons used in activities.
- Effective communication skills, both oral and written.
- Ability to effectively use a computer and various software programs.
- Knowledge of Minnesota Data Practices Act.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to interpret how to apply policies, procedures and standards to specific situations.
- Ability to work independently and often without immediate backup. At times, this position is required to detain, subdue and arrest violent and potentially dangerous people alone.
- Must be able to work long hours and during holidays. This position has the element of personal danger, including life-changing and life-or-death decisions which must be made without delay.
- Ability to communicate orally and in writing with other law enforcement personnel, attorneys, juveniles, victims/witnesses, media representatives, Judges, social workers, emergency medical personnel, rescue personnel, fire fighters, business and property owners, motorists, road maintenance personnel, educators, students, dispatchers, and the public.
- Qualify and be proficient in several weapons.

Education and Experience

Two-year Associates degree in Law Enforcement or equivalent as approved by the Minnesota POST Board and minimum of three to five years relevant law enforcement work experience including some supervisory experience.

Licenses/Certifications

Must possess valid Minnesota Driver's License and current Minnesota Peace Officer License.

Physical and Mental Requirements

Positions in this job typically require: sitting, walking, running, stooping, bending, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues, conflicts and physical altercations. This position is generally light-duty and may require the exertion up to 60 pounds of force on occasion and the ability to lift, carry, push, pull and move objects, including persons. Must have the ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as using firearms. Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to subdue or restrain individuals. Ability to recognize and identify similarities or differences between

characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with job-related objects, materials and ingredients.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in both office and field environments involving working inside and outside of vehicles, buildings, roads, water bodies, and outdoors. Seasonal conditions can include excessive heat or cold. Potential for exposure to dangerous situations and angry or violent individuals. Subject to extended shifts and call-ins.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Social Services
Reports To: Social Services Manager
Supervisory Duties:
FLSA Status:
Union Status: N/A
Last Updated: January 2019

Position Details

Under general supervision, performs paralegal functions related to the establishment and enforcement of child support orders for public assistance and non-public assistance clients; locates absent parents; interviews mothers and alleged fathers to establish paternity, explains rights and obligations and negotiates settlements; initiates necessary legal actions; works closely with the county attorney, judges, court administrators, child support magistrates, local attorneys, income maintenance and social service staff, employers, and a variety of other resource personnel; testifies in court proceedings; and maintains all necessary and legal documentation.

Legal Case Activity

- Determine which cases need action and type of action required.
- Calculate income based on hourly wage, potential earning ability, and self-employment tax returns, case history research, review of party supplied data, review of information available in PRISM.
- Prepare legal documents, prepare referrals and supporting documentation for the county attorney's office.
- Conduct pre/post hearing conferences with clients and/or attorneys.
- Attend and testify in district court and expedited process hearings.
- Initiates interstate actions to establish and/or enforce court orders when one of the parties resides outside of MN.
- Negotiates out of court child support related settlements for approval by appropriate authority.
- Initiates necessary legal action to establish a court order for support and/or reimbursement, or to enforce an existing court order.
- Selects and refers appropriate cases to the county attorney for legal action.
- Prepares legal documents for review and signature of the county attorney.
- Interviews witnesses for trial as necessary.
- Testifies in court on behalf of agency or client, prepares court documents, provides financial and current case status information.
- Gathers information, reviews finances and makes recommendations for the amount of child support to parents, attorneys and the court.
- Participates in modification of child support and appeals hearings.
- Processes cases to comply with court orders regarding income withholding, cost-of-living adjustments, liens and medical insurance provisions.
- May assist in the preliminary investigation of suspected fraud cases and preparation of those cases for fraud prosecution.
- Takes appropriate legal action to establish an order for medical support or to enforce an existing medical support order.

Case Management

- Interview custodial and non-custodial parents on phone or in person to discuss current case status, discuss upcoming/past legal action, party's current personal situation regarding employment or otherwise, provide payment information, or other case status questions.
- Arranges interviews and appointments for genetic testing of alleged fathers, mother and child to establish paternity.
- Locates absent parents through cooperative efforts with law enforcement agencies, Department of Human Services, the post office, employers, custodial parents, relatives and other information sources.
- Interviews parents to obtain case information, employment status and to determine their ability to pay child support.
- Initiates interstate/intrastate actions to establish orders or enforce existing child support orders from other jurisdictions in order to secure child support payments.
- Gather information from and provide information to clients. Maintain up to date case files and PRISM.
- Process cases and complete updates in PRISM to comply with court orders regarding income withholding, health care coverage, cost of living adjustments, and administrative enforcement remedies.
- Locates obligors through PRISM, custodial parents, other MN government agencies and computer systems, by locating and searching publicly available information (court, property records, birth/marriage, etc.) for MN and other states, and other information sources.
- Analyze reports to determine which cases should be reviewed for additional work, locate problem cases, or to prepare for annual cost of living adjustments. Monthly reports analyzed to determine which cases should be reviewed for additional administrative enforcement or possible legal action.
- Contacts clients who have received overpayment of public assistance money, sets up recovery payment plan
- and monitors compliance.
- Handles case correspondence and all necessary case maintenance.
- Retrieves, enters and changes information from paper and computer files (including use of the statewide child support and income maintenance computer systems) in order to obtain and correct case information, monitor case status and oversee the progress of enforcement actions.
- Responds to inquiries about the child support program from any inquiring party, including employers, attorneys and clients.
- Make referrals to other agencies such as social services, legal services, job service, etc., as appropriate.
- Provides data to supervisor regarding work processing/flow and problem cases.
- Implements program changes as mandated by the legislature and the Department of Human Services.
- Monitors billings and payments on accounts and contacts obligors to resolve delinquent payments expeditiously.
- Determine if cases meet closure criteria.

Customer Service

- Provide customer service on-site, by phone, by email or written correspondence to clients who are often in difficult personal and financial situations.
- Give and receive information regarding clients/cases to appropriate persons including court workers and other governmental organizations.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with Fillmore County.

Position Requirements

Knowledge, Skills and Abilities

- Team player with the ability to collaborate and implement effective customer service
- Ability to communicate effectively, both orally and in writing
- Ability to perform accurate mathematical calculations
 - Considerable knowledge of child support laws, rules, regulations and policies. Considerable knowledge of the legal process related to child support orders and hearings.
 - Considerable knowledge of the laws and rules pertaining to data privacy.
 - Considerable knowledge of rules of evidence and court procedures.
 - Knowledge of federal and state income maintenance program laws, rules and regulations.
 - Knowledge of legal terms, forms and substance to be followed in drafting/writing orders of judgment and contempt actions and other legal documents.
 - Knowledge of community resources.
 - Knowledge of personal financial management techniques.
 - Knowledge of debt collection approaches and laws.
 - Knowledge of human behavior.
 - Basic computation skills.
 - Ability to organize and prioritize work.
 - Ability to handle hostile or uncooperative people.
 - Ability to analyze facts and evidence to make sound recommendations
 - Ability to explain and interpret complex laws, rules and regulations and court orders.
 - Ability to process a large volume of work quickly and accurately.
 - Ability to work independently.
 - Ability to conduct an effective interview.
 - Ability to enter and retrieve data from a computer system using a keyboard.
 - Ability to communicate clearly and effectively, both orally and in writing.
 - Ability to develop effective working relationships with attorneys, child support magistrates, co-workers, clients, court personnel, human services staff, personnel from other organizations and employers.
 - Ability to maintain effective working relationships with individuals from all cultural, occupational and socioeconomic backgrounds.
 - Ability to establish and maintain thorough case files in compliance with state and federal laws, both for on-going collections and for audit process.
 - Ability to prepare clear, concise and comprehensive reports.
 - Ability to prepare court documents in a paralegal capacity.

Education

An associate of arts in criminal justice, law enforcement, paralegal, social work, psychology, human services, or business administration or completion of a technical or community college child support AAS or diploma program

OR

*A high school diploma, or GED, **AND** one of the following:*

Two years of experience working in child support programs and having responsibility for carrying out part of child support collections (i.e., as a Support Enforcement Aide, Collections Officer) or experience in a

government agency with responsibility for collection of fees

OR

Three years of experience providing clerical or other support services to child support staff, or experience as a legal secretary or paralegal (performing research on cases, gathering necessary documents for trials, preparing documents and pleadings, assisting attorneys in court, etc.)

OR

Four years of experience in collections work in the private sector.

Licenses/Certifications

Must possess valid Minnesota Driver's License.

Requirements

- E-mail and Microsoft Outlook
- Web Browsing
- Microsoft Office Products

Desired Qualifications

- Knowledge of PRISM software desired, but not required
- Knowledge of interviewing techniques
- Knowledge of legal processes and systems, including administrative law
- Knowledge of laws and ethics pertaining to data privacy
- Ability to explain laws or legal processes
- Ability to prepare and present legal documents
- Skills in mediation, complaint resolution and problem solving

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in an office setting. Driving and client visits is required. Exposure to angry persons, environmental and health issues may occur.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|--------------------|
| Department: | County Coordinator |
| Reports To: | County Board |
| Supervisory Duties: | Yes |
| FLSA Status: | Exempt |
| Benefits | |
| Union Status: | N/A |
| Last Updated: | August 2018 |

Position Details

The County Coordinator is appointed pursuant to Minnesota Statute 375A.06 and, under the authority of the County Board, serves as the Chief Administrative Officer of the County and is responsible for recommending and implementing policies approved by the County Board. Provides for overall planning and coordination of all county departments. Manages and directs all administrative functions and programs of the County including Administration, Human Resources, Finance, Information Systems, Building Maintenance, purchasing, public information, risk assessment and inter-governmental affairs. Responsible for administration of annual budget process.

Essential Duties and Responsibilities

- Responsible for researching, preparing, and distributing the weekly County Board agenda and related information. Advise Board members on issues that affect the County such as: legislative changes, long range planning needs, facilities management of County buildings and space, and personnel issues. Clerk County Board meetings and generate official records of proceedings.
- Direct work of Human Resource Officer to administer, develop, and implement the County's personnel policies and comparable worth plans, which are consistent with existing laws, contractual agreements with bargaining units, Equal Employment Opportunity, Affirmative Action, Americans with Disabilities Act, and OSHA.
- Conduct department head/elected official orientations and assist Board with performance reviews of Department Heads.
- Represents County Board as spokesperson when meeting with public; department heads; County employees; local, regional, state and federal agencies; and news media. Coordinate monthly County department head meetings and serves as Board appointed Responsible Authority on Data Privacy issues. Serves as Public Information Officer in the event of an emergency.
- Responsible for development and maintenance of Continuity of Operations plan in coordination with department heads, Emergency Management Director and Board.
- Reviews, analyzes and prepares proposals for county liability, property and casualty, workers compensation and other necessary insurance and personnel bond programs, making recommendation to the County Board. Works closely with representative from MCIT on various risk management issues including defense on lawsuits including the County.
- Initiate and present a proposed annual County budget and levy to the county Board for its review and consideration. Prepare all supporting documentations and related reports for public presentation. Comply with all State requirements for reporting and publication.

- Oversee County facilities and grounds to help ensure security, safety, maintenance, and compliance with OSHA and ADA regulations. Advertise, receive, and process bids for services and quotes for purchases in compliance with appropriate state regulations. Advise and administer vendor contracts on all capital projects. Work with department heads in securing maintenance and repair of equipment and ensure that procedures for discarding and/or replacing County property are properly followed. Administer centralized purchasing for office supplies.
- Works with the County Board to prepare and present the Fillmore County legislative priorities platform for approval. Works closely with the Association of Minnesota Counties and MACA on various county government issues. Monitors legislative sessions for potential impacts on county government. Maintains working relationships with state representatives and senators and their staff to ensure county opinions are heard.
- Direct work of Human Resources Officer in the administration of the County's benefit program which includes, periodic review of coverage, processing claims, and initiating risk management approaches as recommended by Insurance Committee. Assists with benefits committee meetings and make recommendations to County Board.
- Works closely with the County Board and Human Resources Officer in planning for and conducting collective bargaining agreements.
- Works with all department heads on determining appropriate staffing levels and assuring that employee performance issues are resolved and employee performance reviews are conducted in an appropriate manner.
- Develop and administer annual budgets for Coordinator, and various other County Revenue budgets in consultation with the County Board. Authorize expenditures for Board approval. Assist with analysis of County financial condition and make recommendations to Board.
- Works with department heads in developing a proposal and coordinating the approved long range fiscal plan for capital improvements and operations, fund balance and investments. Monitors fund balance levels of all county funds for compliance with guidelines. Reports information to the County Board on a quarterly basis.
- Subject to County Board approval, appoints, supervises, suspends and removes all non-elected department heads. Manages and evaluates non-elected department heads through ongoing performance reviews, constructive feedback and professional development plans with County Board involvement. Works closely with the four elected department heads to ensure that a team atmosphere exists between all elected and non-elected department heads.
- Serve as liaison for contracted services (Ex; Economic Development Authority, and Technology).
- Responsible for special projects as assigned by the Board

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of Parliamentary Procedure, Open Meeting Laws, Role of County Board in relationship to County departments and other entities, County policies, and public entity procurement regulations.
- Extensive knowledge of Data privacy laws.
- Knowledge of Federal, State, and local personnel and benefit regulations.
- Understanding of basic ADA and OSHA regulations.

- Knowledge of AWAIR, Right to Know, and risk management techniques.
- Understanding of concepts of accounting and County revenue sources.
- Knowledge of economic development strategies.
- Understanding of business conditions locally and otherwise and business assistance resources.
- Knowledge of statutes related to County budget administration including federal GASB 34 and later regulations.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or elected officials.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Requires a high degree of skill in developing, motivating, and fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with representatives, elected officials, or managers of other agency's or organizations and the position has the authority and responsibility for representing the County and speaking on behalf of the County.
- Skill in use of computers and various software.
- Ability to conduct meetings, coordinate schedules, and delegate tasks to maximize departmental performance.
- Skill in evaluating, delegating, assessing, supervising, and counseling staff.
- Skill in supervising, delegating and directing diverse and multiple programs.
- Ability to project expenditures and revenues based on historical information adjusted for predicted expenditures.
- Ability to effectively communicate orally and in writing.

Education and Experience

Requires minimum of Bachelor's degree (B.A.) from a four-year college or university in a relevant field and three to five years of related experience; or equivalent combination of education and experience.

Licenses/Certifications

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- Driver's License or evidence of equivalent mobility
- Drug testing supervisory certificate or ability to obtain certificate within 6 months of hire date
- Obtain required National Incident Management Certifications according to policy

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office environment. There is travel required to other facilities, meetings, training, etc.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstrate by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|--------------|
| Department: | Assessor |
| Reports To: | County Board |
| Supervisory Duties: | |
| FLSA Status: | |
| Union Status: | N/A |
| Last Updated: | August 2018 |

Position Details

The Assessor is responsible for the maintenance and implementation of the property tax system in Fillmore County and is appointed by the County Board of Commissioners under Minnesota Statutes 273.061 to fulfill the powers and duties of the office as set forth in M.S. 273.061. Interprets, determines and applies Minnesota Property Tax Laws and provides specialized, detailed input to the Minnesota Department of Revenue regarding changing conditions that affect appraisal of property values. Supervises and provides direction and technical assistance to Property Appraisers, office staff, other government offices, vendors, taxpayers, attorneys, and others while maintaining effective working relationships and communications.

Property Tax, Appraisal and Property Classification Management

- Responsible for estimating the market value and determining the classification of each of the 21,000 parcels of property in Fillmore County. Develops and maintains valuation guides and establishes schedules for property appraisals as well as oversees value and assessment of all real, personal and exempt property for valuation.
- Generates complex valuation trend reports, appraisal reports and manages the exchange data to promote uniform assessment across counties. Generates and executes assessment information data for State Commissioner of Revenue.
- Generates and maintains records, in conjunction with other county offices, on all transfer of property. Analyzes and monitors all Certificate of Real Estate Values and performs the finalization of sales for the Department of Revenue Sales Ratio Study. Ensures accurate data is maintained on Computer Aided Mass Appraisal System.
- Manages and coordinates requests for abatements and reductions of valuation.
- Appraises and establishes estimates of value on complex or specialized property within Fillmore County.
- Generates and maintains a topographical land map and a land valuation map of the county in such forms prescribed by the Commissioner of Revenue.

Program and Office Management

- Supervise, train and direct the work activities and functions of office support staff, property appraisers, vendors, and contractors.
- Interprets and applies property tax laws for staff, elected officials and the public. Informs involved parties regarding changes in assessment laws affecting valuation of real and personal property and their classifications.
- Assists attorneys and provides expert testimony to defend tax court petitions.
- Attends and coordinates Boards of Review and Equalization, attends required meetings, and completes required educational mandates to stay current with property assessment under statutory guidelines.

- Analyze, plan, prepare and manage annual department budget and appropriations.
- Determines and executes annual assessment charges to taxing districts.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with Fillmore County.

Position Requirements

Knowledge, Skills and Abilities

- Skill with assessment related software applications, especially mapping, GIS, and CAMA systems.
- Knowledge of principles, practices and methods of the appraisal process and the Minnesota real estate tax system.
- Knowledge of real estate terminology and markets.
- Considerable knowledge and experience with the techniques of mass appraisal and computer-aided mass appraisal.
- Skilled in effective oral and written communications to a variety of professional and non-professional audiences including preparing and presenting numerical and narrative reports.
- Skill in establishing and maintaining effective working relationships with staff, other departments, governmental officials and the general public.
- Skill with human resource management practices including training, delegation and performance appraisal.

Minimum Requirements

Education/experience equivalent to a four-year degree in a relevant field and five years relevant work experience. Must possess current certification as an accredited assessor by the Minnesota State Board of Assessors and meet the requirements for achieving Senior Accreditation as set forth in Minnesota Statute 273.061. Must possess valid Driver's License. Prior supervisory experience is desirable.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office setting. Some work is performed in a field environment involving working outside and in buildings. Vehicle travel is required. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



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|----------------------------|---------------------|
| Department: | Varies |
| Reports To: | County Board/Public |
| Supervisory Duties: | |
| FLSA Status: | Elected |
| Union Status: | N/A |
| Last Updated: | August 2018 |

Position Details

Advises and assists the County and its agencies on all legal matters. Represents the County in all civil and criminal court proceedings, prosecutes all felony, gross misdemeanor and criminal matters in the County. Prepares and drafts legal memoranda, pleading and complaints. Prepares, drafts and reviews contracts, policies and procedures. Supervises and directs department staff.

** The position of County Attorney is an elective position and election for the next term is in November 2018.*

Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.

- Consults with and advises law enforcement preparatory to drafting complaints and juvenile delinquency petitions. Makes determinations regarding criminal charges and delinquency allegations.
- Prepares cases for trial or hearing including deciding which evidence and/or witnesses to present. Prepares witnesses for trial. Determines appropriate sentencing recommendations. Conducts criminal and delinquency prosecutions. Discusses and negotiates plea bargains with opposing counsel.
- Serves as County Representative
 - Represents the County at all preliminary hearings (i.e. pre-trials, omnibus hearings, evidentiary hearings, etc.) involving witnesses of court proceedings and reviews all testimony before trial/hearing.
 - Represents the County in regards to extraditions.
 - Represents the County in right of way and other land acquisitions including representing the County in condemnation actions.
 - Attends various County commission meetings. Drafts language to be used in County board and commission policies.
 - Consults and advises the County Board and department heads regarding their respective powers and duties.
- Receives and reviews child protection reports. Prepares child protection and/or termination of parental rights petitions. Represents the County throughout the child protection and/or termination proceedings, including trial and trial preparation.
- Provides support, guidance and advice to department heads concerning interpretations of civil matters such as property rights, suits, workers' compensation claims or similar contests or issues pertaining to County officers.
- Consults with and advises County child support office regarding paternity, child support, welfare and URESA matters. Prepares summons, complaints and motions. Attends hearings in district court and in expedited process, including appeals.

- Reviews law enforcement reports, determines whether it justifies a complaint, determines what charges to file (if any) and prepares all subsequent professional legal work through the prosecution.
- Drafts warrants and information, prepares search warrants, directs investigations, witness interviews, conducts legal research, prepares memoranda of law and briefs supporting trial tactics, motions, jury instructions and drafts pleadings and proposed findings, orders and judgments.
- Consults, advises and represents the County in welfare appeals and chemical dependency/mental illness commitments.
- Enforces ordinance violations including commencing legal actions for civil enforcement of existing ordinances and statutes related to County functions.
- Drafts legal documents for the County including, but not limited to, contracts, agreements, ordinances, orders and easements.
- Performs collections functions for the County.
- Serves as Department Head
 - Prepares, plans and administers department budget.
 - Reviews staff timekeeping and reimbursement requests.
 - Conducts annual performance evaluations of department staff.
- Ensures that information maintained by the office is kept confidential and is not shared with the general public.
- Represents the County in all civil and criminal appeals.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with Fillmore County.

Position Requirements

Knowledge, Skills and Abilities

- The Attorney must pass the Minnesota State Bar Exam and remain licensed in Minnesota and a lawyer in good standing throughout employment;
- The job requires continuing training and the acquisition of a minimum of 45 Continuing Legal Education credits every three years (following the state requirement for acquisition of ethics and bias credits), with reporting of these credits required every three years;
- Ability to exercise independent decision making within the parameters of the law and the exercise of good judgment;
- Skill in language, law and computers necessary to produce reports and the variety of legal pleadings associated with the caseload outlined above (including appellate briefs) with proper format, punctuation, spelling and grammar, using all parts of speech;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; compute discount, interest, profit and loss, ratio and proportion; and interpret same, as may be appropriate;
- Excellent interpersonal communication skills; ability to effectively interact with people (i.e. staff, general public, department heads, stakeholders, crime victims and witnesses and elected officials) beyond giving and/or receiving instructions to convey or exchange professional information;
- Excellent problem-solving ability, as the job often requires a creative approach to matters where a solution is not necessarily pre-determined;
- The job requires the ability to pay high attention to detail and the ability to prioritize multiple tasks and multiple deadlines daily.
- Effective communication skills, both oral and written.

Education and Experience

Juris Doctorate and license to practice as an attorney of law in the State of Minnesota. Ongoing legal education as required by the State of Minnesota to maintain a license to practice law is required. A minimum of 3 years of recent, progressive, related public legal experience preferred.

Licenses

Must be licensed to practice law in the State of Minnesota.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in an office environment and court. Travel is required for meetings and court. Must have a valid drivers' license and good driving record.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|---------------------|
| Department: | Varies |
| Reports To: | County Board/Public |
| Supervisory Duties: | |
| FLSA Status: | Elected |
| Union Status: | N/A |
| Last Updated: | August 2018 |

Position Details

The purpose of this position is to administer the tax collection process from the billing and collection through tax forfeiture and monitors County investments, funds and cash flow. This position performs detailed work involving the documentation and recording of real and personnel property transactions. This position is an elected position and must provide a high-quality customers service in person and over the phone.

Treasurer

- Maintains sufficient liquidity to cover disbursements
 - Analyzes and compares securities and investment bids.
 - Determines investment/security maturity to ensure adequate disbursement coverage according to State Statutes.
 - Ensures appropriate collateral is pledged to investments.
 - Designates depositories for County funds.
 - Prepares annual investment report per County Board request.
- Responsible for depositing County Funds in designated County Depositories
 - Prepares fund account transfers and bank deposits.
- Monitors internet banking several times a day to ensure proper balances. Prepares and balances all County bank statements each month
Prepares tax payer information for mailing tax statements and receipts.
Collects current and delinquent taxes.
 - Certifies first-year delinquent taxes.
- Post tax payments into the County system
Maintains escrow accounts for banks and mortgage companies.
 - Updates escrow account information.
- Prepares legal descriptions, ownership questions and other inquiries.
Provide excellent customer service and respond to all inquiries in a courteous, respectful and proficient manner.
- Process all types of deeds and transfers of property to the correct owners.
- Prepares the tax forfeiture process which includes the tracking of each parcel, preparing the Notice of Expiration.

Auditor

- Establishes, maintains and monitors accounting, financial reporting and record keeping in accordance with generally accepted accounting principles (GAAP).
- Prepares and maintains department and multiple miscellaneous countywide budgets.
- Prepares and coordinates the County budget.
- Publishes approved budget and monitors throughout the year.

- Administers all funds and oversees the receipting of revenues and reviews payment of claims, as well as supervises the preparation and processing of County payroll, deductions and employee benefits.
- Prepares and distributes 1099s.
- Prepares the County's official financial statements.
- Coordinates the annual audit of financial statements.
- Advises County Board on financial impacts of decisions and provides accountability of public funds.
- Prepares, receives and reviews various reports including documents and forms, cash balance reports, invoices, claims, budget reports and state reports.

Chief Election Administrator

- Supervises the maintenance of the statewide voter registration system for the County, which includes voter registration lists.
- Administers/supervises the election process including, but not limited to: candidate filing, training of city and township clerks and election judges, ballot preparation, testing of automated voting systems, prepare State, County and local abstracts for cast ballots, serve on County Canvassing Board.
- Supervises and assists with the absentee balloting procedures for all the County's voting precincts.
- Supervises and assists with the mail balloting procedures for the majority of the County's voting precincts.
- Supervises post-election review.

Serves as Department Head

- Prepares, plans and administers department budget.
- Reviews staff timekeeping and reimbursement requests.
- Conducts annual performance evaluations of department staff.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with Fillmore County.

Position Requirements

Knowledge, Skills and Abilities

- Ability to analyze and categorize data and information to determine the relationship of the data with reference to established criteria/confidentiality standards.
- Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information.
- Ability to classify, compute and tabulate data.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to provide high-quality customer service.
- Working knowledge of Minnesota Statutes and Rules relating to taxes.
- Must possess ability to exercise judgment, decisiveness and creativity in situations involving a variety of duties subject to frequent interruption.
- Ability to supervise others.

Education and Experience

This position is elected, but preferred: Associate Degree in Accounting and 3 years' experience.

Credentials

This is an elected position but must be a U.S. Citizen and a resident of Fillmore County to be elected. Must be 18 years or older and must undergo a criminal history check; be free from any Federal or State felony convictions. This position must be free of any misdemeanor convictions for crimes related to breach or trust or moral turpitude.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in an office. Travel is required for meetings. Must have a valid drivers' license and good driving record.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|--------------|
| Department: | Highway |
| Reports To: | County Board |
| Supervisory Duties: | |
| FLSA Status: | |
| Union Status: | N/A |
| Last Updated: | August 2018 |

Position Details

The County Engineer directs, supervises, and approves all professional engineering and technical services in design, construction, and maintenance of highways, bridges, drainage, and related physical facilities and equipment, as well as the Preston/Fillmore County Airport facility. The incumbent is responsible for long range planning and securing funding for work by establishing goals and objectives that meet the needs of the County and are within the policies set forth by the County Commissioners.

Engineering and Technical Services

- Develops, maintains, and implements the design of highway/airport construction projects by reviewing and revising designs; and ensuring efficient operations and timely completion of projects. Ensures that construction programs balance with annual budget allotments, local appropriations, and special project funding.
- Monitors highway and bridge systems, as well as airport facilities within the county, ensuring the proper level of service is being maintained; interacts with engineering and environmental consultants to acquire special knowledge they have to enhance performance of highway staff; and directs highway construction contracts, ensuring contractor performance.
- Maintain knowledge of relevant innovations and developments in the industry and how changes in materials and construction practices relate to requirements and best practices.

Managerial Responsibilities

- Supervises the activities of professional staff and/or subordinate supervisors responsible for carrying out the functions of the department. Supervision includes assignment and review of projects, providing assistance, evaluating performance, administering discipline, and making hiring, termination and pay change recommendations.
- Participates in meetings with State/Federal and local Officials, numerous Government and private agencies, consultants, developers, State peer groups, the general public, etc. to represent the department and/or to provide direction regarding county engineering and contracting standards; informs board members of relevant information.
- Develops, recommends and monitors budget(s) by reviewing past expenditures, determining future needs and making determinations regarding the necessary resources to accomplish goals. Reviews requisition for items and recommends approval based upon budgetary guidelines.
- Interacts with public and contractors to investigate and respond to concerns and complaints, or to provide information on various issues.
- Promotes and supports safety and loss control programs to ensure a safe working environment.
- Directs regulatory licensing or permitting functions of the Department.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with Fillmore County.

Position Requirements

Knowledge, Skills and Abilities

- Engineering methods techniques, principles and procedures, as they relate to airport, highway construction, design and maintenance. Requires an understanding of the principles, practices and concepts pertaining to road design and computer programs, hydrology, and the hydraulics for culvert design.
- Governmental administrative practices including budgeting, purchasing and policy formulation.
- Ability to apply accounting principles and advanced mathematical concepts.
- Human Resource practices and policies such as supervising, training, scheduling, delegation, discipline, performance evaluation, etc. Skill in achieving desired results through team concepts.
- Skill in analyzing, preparing and managing departmental budgets and capital improvement plans.
- Ability to prepare plans and technical reports.
- Ability to effectively communicate both orally and in writing. Ability to convey complex and/or controversial issues to decision makers and the general public.
- Requires a high degree of skill in developing, motivating, fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with representatives, elected officials, or managers of other agency's or organizations and the position has the authority and responsibility for representing the County and speaking on behalf of the County.

Education

Four-year degree in Civil Engineering or related field.

Requirements

Minimum of four years' relevant work experience.

Desired Qualifications

Prior supervisory experience is desirable.

Licenses/Certifications

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- State of Minnesota Registration as Professional Engineer in Civil or Highway Engineering or equivalent.
- Current Minnesota Driver's License.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may encounter unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and/or conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office environment but work also involves working inside and outside of vehicles and in the outdoors. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstrate by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|---------------------|
| Department: | Varies |
| Reports To: | County Board/Public |
| Supervisory Duties: | |
| FLSA Status: | Elected |
| Union Status: | N/A |
| Last Updated: | August 2018 |

Position Details

This position is the custodian of all real estate records of the County pertaining to property titles. In addition, this position is responsible for maintaining all records and meeting all Minnesota Statutes pertaining to recording of documents and archival standards. This position performs varied specialized and detailed work involved in documenting, filing and recording real and personal property transfers and transactions; military discharges, vital records, and accounting tasks requiring the application and interpretation of Minnesota Statutes and Rules, regulations, procedures and standards governing the work of the office. This position acts as a local Registrar for the Minnesota Department of Health Registration and Certification System and a satellite office for the Minnesota Secretary of State's Uniform Commercial Code System.

Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.

- Provide excellent customer service and respond to all inquiries in a courteous, respectful and proficient manner.
- Examine and analyze legal documents related to real estate property to determine accuracy, completeness and compliance with statutory requirements.
- Calculate, collect and receipt recording fees, state deed tax, mortgage registration tax and well disclosure fees.
- Record, scan, process, index and audit legal documents.
 - Record District Courts oaths, appointments and Certificates of Election.
 - Record and secure data-private military discharge records.
 - Examine and analyze previous documents through Back-Indexing/Verify Program.
 - Complete all Certificates of Filing: notary public appointments, minister's credentials, etc.
 - Record and secure data-private military discharge records.
- Review and analyze proposed plats to determine accuracy, completeness and compliance with statutory recording requirements
 - Ensure statutory recording requirements and County ordinance.
 - Record, scan, process and index audit plats of property.
 - Compose legal descriptions of the platted property.
- Accurately perform security and preservation tasks and real estate transactions for Big Stone County.
 - Timeliness of filings and recordings is of upmost importance.
- Determine tangible interest and process requests for certified copies of birth and death certificates.
 - Review and update new births and deaths.
- Send vital reports to State of Minnesota.
- Collects and verifies completeness of well disclosure certificates in cooperation with the Minnesota Department of Health.

- Prepares documents for recording, assigns recording numbers to documents; indexes, tracts and scans images for permanent preservation; maintains manual as well as computerized tract index.
- Processes pertinent information and performs various recording tasks to complete the recording of the document.
- Monitors real estate information data entry and scanned imagery for accuracy and completeness.
- Act as a satellite office for the Minnesota Secretary of State's Uniform Commercial under Minnesota Statutes and Rules.
- Act as local Registrar for the Minnesota Department of Health Registration and Certification System, following Minnesota Statutes and Department of Health's Rules.
- Department Head
 - Prepares, plans and administers department budget.
 - Reviews staff timekeeping and reimbursement requests.
 - Conducts annual performance evaluations of department staff.
- Submit daily deposits to Treasurer
 - Prepare monthly Remittance Report to the State of Minnesota.
 - Send monthly invoices to charge customers and real estate online access
- Accept and process Marriage License applications to determine eligibility.
- Process birth and death certificates.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with Fillmore County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of metes and bounds, Torrens and platting conventions associated with property records; knowledge of statutory requirements and best practices for recording documents.
- Effective supervisory and leadership capabilities.
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same, as may be appropriate.
- Ability to efficiently utilize time and resources available to complete tasks and meet tight deadlines.
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures.
- Skill to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.
- Working knowledge of Minnesota Statutes and Rules relating to real estate and experience with Minnesota Department of Health Registration and Certification System and with Minnesota Secretary of State's UCC Systems preferred.
- Must possess ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Must possess ability to exercise judgment, decisiveness and creativity in situations involving a variety of duties subject to frequent interruption.
- Must be detail oriented.
- Must maintain a working knowledge of current Minnesota State statutes, rules and procedures relating to the Records Office.
- Ability to work with others in a team environment required.
- Must demonstrate excellent customer services skills.

Education and Experience

The job requires eligibility for election under Minnesota Statutes. Desired qualifications are an Associate's degree or technical certificate in a field that includes records administration, plus a minimum of five years of experience as a Deputy Recorder, or a related job, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Credentials

Must be a U.S. citizen or national; be age 18 or older; be able to undergo criminal history check; be free of any Federal or State felony conviction; be free of any misdemeanor conviction for crimes related to breach of trust or moral turpitude (e.g., embezzlement, identity theft, misappropriation, document fraud, drug offense, or dishonesty in carrying out a responsibility involving public trust).

Continuing Education

Mandatory annual training with Minnesota Department of Health (Vital Records); annual or more frequent training with Minnesota Secretary of State (UCC System); periodic Fidler and Laredo training (Real Estate records); continuing training through the Minnesota Recorders Association.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in an office. Travel is required for meetings. Must have a valid drivers' license and good driving record.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|--------------|
| Department: | Sheriff |
| Reports To: | Chief Deputy |
| Supervisory Duties: | |
| FLSA Status: | |
| Union Status: | N/A |
| Last Updated: | August 2018 |

Position Details

The Court Security Deputy is responsible for maintaining safety and security by controlling the ingress and egress of all visitors to the Fillmore County Court House Complex.

Examples of Duties and Responsibilities

- Performs pre-opening search/sweep of the complex and its perimeter.
- Observes, scans, searches entrants and packages/possessions entering the complex with the exception of badged and authorized employees.
- Responds to calls for assistance throughout the complex including medical emergencies and unruly or problem visitors.
- Monitors video feeds of numerous cameras in the complex and responds as needed.
- Performs closing search/sweep of the complex and its perimeter.
- Attends training as required by the Sheriff and POST Board.
- Prepares reports documenting work activity as necessary.
- Maintains proficiency in use and maintenance of all department owned and issued equipment.
- Maintains tactical and technical proficiency with job responsibilities.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Acquire and maintain current knowledge of court and county procedures, rules and policies.
- Ability to attend training as required by the Sheriff.
- Ability to maintain proficiency in use and maintenance of all department owned and issued equipment.
- Effective communication skills, both oral and written.
- Ability to utilize computers and software related to position.
- Knowledge of modern police practices and methods.
- Knowledge of First Aid methods and techniques

Education

Two-year Associates degree in Law Enforcement or equivalent as approved by the Minnesota POST Board.

Licenses/Certifications

Must possess current Minnesota Peace Officer License.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may encounter unexpected and prolonged workdays and stress from dealing with emotional issues and conflicts. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office/court indoor environment. There is exposure to angry or violent persons.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Facilities Maintenance
Reports To:
Supervisory Duties: Building Maintenance Supervisor
FLSA Status:
Union Status: N/A
Last Updated: August 2018

Position Details

Under supervision, maintains County facilities (buildings, grounds and equipment) in a safe, clean and orderly condition. Performs minor maintenance on buildings and equipment as needed.

Facility Upkeep and Maintenance

- Cleans buildings, grounds and equipment according to established guidelines to ensure a safe and clean environment. Sweeps; mops dusts; vacuums; removes trash; washes windows; and polishes, washes, waxes, strips and shampoos floors.
- Assists Maintenance Supervisor in operating and maintaining all mechanical equipment such as, boiler, heating units, air conditioning, and ventilation systems.
- Performs grounds and lawn care maintenance, including cutting grass; pruning and trimming bushes; and removing snow.

Mail Operations

- Processes mail and delivers to post office.

Documentation

- Completes daily logs on HVAC systems operations and maintenance.
- Completes logs for sprinkler systems, fire extinguishers, elevator, emergency lighting, air compressors, eye wash station, and EDA testing.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Basic understanding of building trades and maintenance work; building cleaning and maintenance and mechanical operations; and proper use, storage and disposal of various cleaning chemicals and hazardous chemicals and materials. Team player with the ability to collaborate and implement effective customer service.
- Ability to communicate effectively, both orally and in writing.
- Basic understanding of boiler and air conditioning systems and master control which regulates air system
- Ability to operate cleaning and grounds maintenance equipment and postage meter.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to respond/report for work in a reasonable time in inclement weather.

Education and Training Requirements

Requires minimum of High school diploma or general education degree (GED) and one to three months related experience and/or training, or equivalent combination of education and experience.

Certificates and Licenses *(position requirements at entry)*

- Special Engineer License or able to obtain within one year
- Minnesota Driver's License, or evidence of equivalent mobility

Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, stand and walk. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, smell and talk or hear. The employee must regularly lift and/or move up to 25 pounds, and frequently lift and/or move up to 50 pounds. The employee will occasionally lift and/or move up to 100 pounds with assistance.

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

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|----------------|
| Department: | Sheriff |
| Reports To: | County Sheriff |
| Supervisory Duties: | Sergeant |
| FLSA Status: | |
| Union Status: | LELS |
| Last Updated: | August 2018 |

Position Details

Under direction of the Sheriff and supervisors, the Deputy Sheriff performs general duty law enforcement work to protect life and property and enforce state and local laws and ordinances throughout Fillmore County.

Essential Duties and Responsibilities

- Patrol Fillmore County to preserve law and order and prevent or discover crimes. Patrol all areas within Fillmore County, including U.S. Highways, State Highways, County Roads and Township Roads. Patrol areas may also include cities within Fillmore County that are with or without their own police department. This also includes Spring Valley, Wykoff, Harmony, Canton and Mabel, which are contracted with the Fillmore County Sheriff's Office for Law Enforcement services.
- Assist local police departments within Fillmore County, other state and local agencies, whenever possible and practical, with situations including but not limited to accidents, domestic assaults, fights, burglaries, thefts, special events or other instances that require assistance.
- Investigation of vehicle accidents, various crimes, and deaths including collection and preservation of evidence.
- Prepare reports documenting work activity.
- Serve Civil Process documents, including but not limited to Summons and Complaints, Court Orders, Foreclosure Notices, Orders for Protection, Harassment Orders and Subpoenas.
- Execute arrest warrants.
- Testify in court and participate in the preparation of court cases.
- Investigate missing persons cases, including but not limited to children and vulnerable adults as necessary and required by law.
- Conduct search and rescue in instances of lost persons, such as hunters, bikers, hikers, cavers, swimmers, boaters and tubers. This may also include downed aircraft and stranded snowmobilers.
- Transport/escort prisoners and others to and from court, jail, other jurisdictions or rehabilitative institutions.
- Assist in medical emergencies, emergency, and natural disaster situations.

Required Ancillary Functions

- Acquire and maintain current knowledge of federal, state, county, and local laws and ordinances.
- Keep up to date with legislative updates, law changes and court decisions relevant to the performance of duties.
- Attend training as required by the Sheriff and/or POST Board.
- Maintain proficiency in use and maintenance of all department owned and issued equipment.

- Be available for call-out or extended shifts as required.
- Acquire and maintain current knowledge of streets, highways, and geography of Fillmore County.
- Maintain tactical and technical proficiency with job responsibilities.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Working knowledge of laws, ordinances, rules and policies effective in Fillmore County.
- Knowledge of modern police practices and methods.
- Knowledge of First Aid methods and techniques.
- Skill in operation and maintenance of equipment and weapons used in activities.
- Effective communication skills, both oral and written.
- Ability to effectively use a computer and various software programs.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to interpret how to apply policies, procedures and standards to specific situations.
- Ability to work independently and often without immediate backup. At times, this position is required to detain, subdue and arrest violent and potentially dangerous people alone.
- Must be able to work long hours and during holidays. This position has the element of personal danger, including life-changing and life-or-death decisions which must be made without delay.
- Ability to communicate orally and in writing with other law enforcement personnel, attorneys, juveniles, victims/witnesses, media representatives, Judges, social workers, emergency medical personnel, rescue personnel, fire fighters, business and property owners, motorists, road maintenance personnel, educators, students, dispatchers, and the public.
- Qualify and be proficient in several weapons.

Education

Two-year Associates degree in Law Enforcement or equivalent as approved by the Minnesota POST Board.

Licenses/Certifications

Must possess valid Minnesota Driver's License and current Minnesota Peace Officer License.

Physical and Mental Requirements

Positions in this job typically require: sitting, walking, running, stooping, bending, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues, conflicts and physical altercations. This position is generally light-duty and may require the exertion up to 60 pounds of force on occasion and the ability to lift, carry, push, pull and move objects, including persons. Must have the ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as using firearms. Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to subdue or restrain individuals. Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with job-related objects, materials and ingredients.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in a field environment involving working inside and outside of vehicles, buildings, roads, water bodies, and outdoors. Seasonal conditions can include excessive heat or cold. Potential for exposure to dangerous situations and angry or violent individuals.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|---------------------|---------------|
| Department: | Public Health |
| Reports To: | County Board |
| Supervisory Duties: | Yes |
| FLSA Status: | Exempt |
| Union Status: | |
| Last Updated: | August 2018 |

Position Details

The Director of Nursing manages the overall day-to-day operations and personnel of the Public Health Department to assure the successful achievement of the department's vision, mission and program objectives. The Director promotes individual's and population public health by providing the essential service of Public Health in a variety of settings; ensures compliance with a broad range of health regulations and policies; participates in multi-faceted community health projects; and provides technical assistance and information regarding public health. The director provides mentoring, supervision, and technical assistance to public health staff.

Develops, conducts, disseminates, and evaluates assessments on population health status and public health issues faces the community:

- Assures completion of required assessments, including the Community Health Needs Assessment process.
- Utilizes development recommendations regarding public health policy, processes, programs, or interventions.

Investigates and addresses health problems and environmental public health problems to protect the community:

- Assures compliance with Minnesota law.
- Informs policy makers about threats, strategies, and mitigation options.
- Develops agreements to prevent or mitigate health and environmental public health problems.

Implements surveillance, education, investigation and prevention and/or containment strategies to reduce the spread of infectious diseases:

- Assures reporting compliance.
- Provides direction for non-emergency and emergency prophylaxis.
- Designates and manages staff who serve in the disease surveillance, prevention, and control roles required by the state.

Prepares for and responds to emergencies, events and incidents and assists communities in recovery.

- Serves as a 24-7 responder.
- Communicates with and coordinates emergency response efforts with state, county and federal partners.
- Provides oversight for public health response teams and completes preparedness, response, and recover activities.

- Allocates resources to address health needs of affected people, including at-risk individuals with access and function needs.
- Implements response objectives.
- Enacts agreements.
- Enforces emergency health orders related to Minnesota Rule 4605 and Minnesota Chapters.

Informs and educates the public about public health issues and functions:

- Approves culturally appropriate public health education and promotion projects and polices.
- Serves as public health information officer.
- Executes risk and media communication plans.
- Assures staff and community members have access to communication services and assistive technologies.

Develops public health policies and plans:

- Includes providing oversight for the development, implementation, monitoring, and revision of the Community Health Emergency Operations Plan.
- Develops and enforces departmental and county policies.
- Informs stakeholders and policy makers about the potential public health impacts of local and state policies that are being considered or in place.

Enforces public health laws:

- Assesses and reviews existing laws.
- Seeks legal counsel for advice about public health laws.
- Informs elected officials about the need for amendments or updates to current laws and/or proposed new laws.
- Educates staff and communities about changes to laws.
- Conducts and monitors enforcement activities.

Promotes strategies to improve access to health care:

- Identifies barriers to health care services, gaps in services and populations that experience them.
- Informs stakeholders of gaps in health care and potential strategies to address gaps.
- Identifies and implements strategies to improve access to health care services.
- Leads or participates in collaborative efforts to increase access to health care services in a culturally competent manner.

Assists in maintaining a competent public health workforce:

- Demonstrates Tier 3 Core Competencies for Public Health Professionals.
- Establishes agreement and contracts for student internships and volunteer experiences.
- Develops and implements workforce development strategies.
- Recruits, trains, retains, evaluates and disciplines staff.
- Supports staff participation in professional development activities.
- Provides a supportive work environment.

Evaluates and continuously improves processes, programs and interventions:

- Establishes and implements a performance management system that incorporates policies and procedures.
- Implements a systematic process for assessing customer satisfaction with department services.

- Fosters a workplace culture that supports continuous improvement.
- Offers staff development options in performance management and quality improvement.
- Addresses corrective action plans and monitors the Quality Improvement Plan.

Contributes to and applies the evidence base of public health:

- Reviews and approves public health research project agreements.
- Assures protection of human subjects when the health department is involved in or supports research activities.
- Communicates research findings, including public health implications to stakeholders, partners and policymakers.

Maintains administrative and management capacity:

- Writes, reviews, maintains and enforces policies and procedures for the public health department operation.
- Assures record retention is completed.
- Implements strategies for ethical decision making and client confidentiality.
- Creates policies and procedures that advance health equity.
- Directs employees to human resource staff and policies.
- Assures staff have safe and clean work areas.
- Establishes an effective financial system that incorporates budgeting, contract provisioning, procurement of supplies, equipment and services, auditing and program and fiscal reporting.

Maintains capacity to engage the public health governing entity:

- Assures health department and Board of health/Joint Board of Health understand their authority, roles, and responsibilities.
- Establishes an agreement with a medical consultant.
- Provides orientation and updates to the advisory committee and commissioners.
- Communicates with the Board of Health/ Joint Board of Health regarding important public health issues, actions, policies and department performance.

Direct and Manage Public Health Staff:

- Supervise the activities of personnel to ensure program standards and professional practice standards are met.
- Schedule work assignments and review activities.
- Provide assistance and training to personnel.
- Conduct annual performance evaluation of staff.
- Develop and administer corrective action plans and discipline.
- Participate in the recruitment, selection, hiring, promotion, and discharge procedures.
- Orient new employees.
- Assure staff professional development through continuing education, training and leadership development activities.
- Develops a work environment of continuous quality improvement in professional practice.

Department Management and Administration:

- Coordinates the delivery of community health services with other public and private services by:
 - Facilitating or leading meetings and committees for special programs or strategic planning;
 - Representing the department at meetings and conferences;

- Serves as a liaison between the department division, other departments, organizations, the general public and other agencies;
 - Assuring that diseases, health problems and health threats in the community are investigated and addressed.
 - Achieves compliance with immunizations and works with private clinics on community immunization registries;
 - Oversees all Public Health “Nuisance Investigations” and is consultant to cities on nuisance abatement;
 - Serves as an Agent for the Board of Health which gives statutory authority to act on behalf of the Board of Health in preparing and signing state funded grant budgets, expenditure reports, progress reports, and grant contracts.
- Oversees the Public Health Division budget including:
 - Preparing an operational budget;
 - Monitoring revenues and expenditures;
 - Analyzing future needs and community demographic forecasts;
 - Exploring grants and alternative funding opportunities;
 - Developing partnerships;
 - Preparing and overseeing the preparation of reports;
 - Making recommendations for cost effective improvements;
- Provides advice to the County Coordinator and County Board regarding public health issues, planning and concerns.
- Ensures department compliance with County Board policies and all applicable local, state or federal laws, rules and regulations.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of State and Federal laws and regulations dealing with all aspects of Public Health.
- Knowledge of accounting and budgeting.
- Knowledge of medical terminology, disease process, physical assessment, and disease investigation.
- Knowledge of community demographics, health concerns, and services available.
- Knowledge of funding sources for programs.
- Knowledge of human resources practices such as supervising, training, scheduling, delegation, performance evaluation, etc.
- Ability to read, analyze, and interpret complex documents.
- Skill in providing basic medical services.
- Skill in organizing and prioritizing multiple tasks.
- Ability to use a variety of computer software.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to individuals, officials, management, public groups, and/or board of commissioners.
- Requires a high degree of skill in developing, motivating, fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with representatives, elected officials, or managers of other agency’s or organizations and the position has the authority and responsibility for representing the County and speaking on behalf of Fillmore County.

Education

Four-year degree in nursing and one to three years of experience.

Licenses/Certifications

This position will require the acquisition and maintenance of PHN Certification and current Minnesota Driver's License.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. This position is exposed to frequent moderate detail and deadlines.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office environment. Travel to other locations is frequent. Exposure to environmental and health issues may occur.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|-----------------|
| Department: | Sheriff |
| Reports To: | Lead Dispatcher |
| Supervisory Duties: | None |
| FLSA Status: | Non-Exempt |
| Union Status: | LELS |
| Last Updated: | August 2018 |

Position Details

The Dispatcher is responsible for taking information from the public and other agencies and dispatching that information to the appropriate personnel to respond to events. Responds to all 911 calls as well as some Sheriff's administration calls and lobby reports when office staff is not available. Manages radio calls with local and outside agencies. Creates events in CAD software system and ensures they are up to date and accurate. Oversees jail activity and maintains security of the building by watching monitors and controlling door access.

Essential Duties and Responsibilities

- Receives and responds to emergency and non-emergency calls including enhanced 911, and non-emergency calls from the public, dispatchers from other agencies, law enforcement agencies via telephone and radio systems and computer aided dispatch (CAD) systems.
- Processes, evaluates, and prioritizes calls and dispatches appropriate response in a timely manner.
- Maintains status and locations of Sheriff's Office and other agency units.
- Monitors unit activity via the radio system.
- Maintains security in the building, monitors jail, opens and closes access points to the building. Maintains awareness of jailer(s) location and movements of inmates and/or employees.
- Creates reports in the CAD system. Maintains accurate record entries for all calls for service. Accesses and enters data in state and national databases. Creates and maintains activity logs.
- Assists persons entering the lobby.
- Performs monthly civil defense testing.
- May assist in providing on-the-job training for Dispatchers and submit progress and evaluation reports on trainees.
- Keeps abreast of relevant department policies and procedures. Attend trainings and continuing education as required.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Ability to work assigned schedule in a 24/7 work environment.
- Basic knowledge of law enforcement terminology and procedures.

- Ability to effectively use a computer and various software programs.
- Ability to handle critical situations in a calm manner.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of Fillmore County geography and ability to interpret plat books and maps.

Education

High School Diploma or GED

Desired, Not Required, Qualifications

Some relevant work experience and/or CJIS terminal operator certification.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters non-traditional work schedules and stress and pressure from dealing with emotional and critical issues. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in an office environment.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|----------------------------|
| Department: | Community Services |
| Reports To: | Social Services Supervisor |
| Supervisory Duties: | None |
| FLSA Status: | Non-Exempt |
| Union Status: | |
| Last Updated: | August 2018 |

Position Details

Performs a variety of tasks related to the determination of eligibility of clients for income maintenance programs and services; establish initial and on-going eligibility for multiple income maintenance programs; communicates program requirements and assists program participants in understanding how to maintain eligibility; supports program participants in achieving the highest degree of independence and in addressing barriers to self-sufficiency; provides education, enrollment and assistance to managed health care enrollees; makes appropriate referrals to other community resources; and performs related work as assigned.

Determination of Eligibility for Programs and Services

- Determines eligibility and the amount of benefits for a variety of income maintenance programs including cash, food, medical and child care assistance.
- Re-determines eligibility and benefit amounts required by changes in client status by reviewing and verifying client information, preparing budgets and related documents, and calculating benefit amounts in accordance with established benefit standards.
- Navigates multiple program resources to interpret guidelines and processes to accurately apply them to multiple programs.
- Interviews clients to obtain necessary factual information and verifies received information as necessary in accordance with policy and data practices requirements.

Managed Care Administration

- Informs applicants about managed health care, determines eligibility for enrollment in managed health care, determines the most cost-effective insurance, and resolves problems and questions from health plans, health care providers, enrollees and other staff.

Communication, Referral and Assistance

- Explains application procedures to individuals or groups and answers questions regarding application process and forms.
- Communicates program time limits, expectations and other program requirements to clients and serves as central point of communication for financial, child care and employment services.
- Responds to client complaints and informs clients of the right and method of appeal as well as other legal rights related to provided programs and services.
- Provides requisite information on new and existing cases to child support, employment services and other appropriate staff.
- Makes referrals to social services after determining if such referrals are appropriate.
- Makes contacts with community resources as assigned.
- Advises clients on viable life options, as appropriate, and promotes self-sufficiency.

- Advises clients of case status, including explaining eligibility requirements and benefit factors, assesses client needs, and refers clients to programs and other community resources.

Assist with Legal Activities

- Prepares Estate Recovery cases for hearings, documenting the actions taken by the County and provides testimony at such hearings.
- Prepares cases for appeal hearings, documenting the actions taken by the County and provides testimony at the appeal hearing.
- Assists law enforcement and the County Attorney's office in preparing cases for prosecution and provides testimony in court.

Administration Functions

- Performs data entry into multiple county and state computer systems and retrieves information from those systems.
- Composes correspondence and constructs reports as needed.
- Maintains complete and accurate records on client's eligibility for all assigned programs.
- Provides input into the development and evaluation of the income maintenance unit's policies and procedures.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of office procedures, practices, equipment and software programs.
- Knowledge of multiple complex computer systems.
- Knowledge of interviewing techniques and skills in conducting interviews.
- Knowledge of the income maintenance program rules, regulations, benefits and methods of determining eligibility.
- Knowledge of other sources of financial support, including Social Security, reemployment insurance, veteran's benefits, worker's compensation, and disability insurance/pension programs.
- Knowledge of the basic principles of foster care, child and adult protection criteria, and a general understanding of mental and physical illnesses.
- Knowledge of community resources such as emergency housing, food, social services and diversionary assistance programs.
- Knowledge of real and personal property, estate and ownership laws, and their relationships to public assistance program eligibility.
- Knowledge of human behavior.
- Skill in communicating, in written and verbal form, with a culturally diverse clientele.
- Data entry and keyboarding skills.
- Ability to establish and maintain effective working relationships with clients, public, co-workers and agency administration.
- Ability to effectively explain income maintenance programs and procedures to recipients who are distraught.
- Ability to handle frequent procedural changes and client personal and financial crises.
- Ability to organize work, set priorities, make decisions and work independently under stress.
- Ability to be objective/non-judgmental.
- Ability to accurately and rapidly process detailed information.
- Ability to establish and maintain accurate and systematic records.

- Ability to express ideas clearly and ability to comprehend and follow complex written and verbal instructions.
- Ability to communicate effectively, both orally and in writing.
- Ability to interpret legal documents, complex rules, manual materials and bulletins as they apply to income maintenance programs.

Education

High School Diploma or GED is required. Completion of the technical college Public Welfare Financial Worker diploma program is desirable.

Experience Requirements

Two to three years' experience in clerical or customer service work as well as experience in basic computer skills including data entry and Microsoft Office products.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in an office environment.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

Emergency Manager/Assistant Jail Administrator

Page 1 of 3



Department: Sheriff
Reports To: Sheriff/Chief Deputy/Jail Admin.
Supervisory Duties: Yes
FLSA Status:
Benefits
Union Status: LELS
Last Updated: August 2018

Position Details

The Emergency Management/Assistant Jail Administrator is responsible for directing the emergency functions of the Dispatch Center and assuming the duties of the Jail Administrator when necessary. Responsible for coordination of emergency management through federal, state and local programs, procedures and personnel. Performs all duties of Deputy Sheriff as needed for service calls or emergency response.

Emergency Manager Duties and Responsibilities

- Develops, maintains and tests the County Emergency Operations Plan by providing technical guidance and/or formal training to the appropriate County departments, as well as other necessary agencies, so that federal, state, and local requirements are met
- Develops and implements public awareness and education programs for Emergency Management. Directs the training of staff and volunteers. Assists local jurisdictions with training programs and meets with interested groups to inform and enlist support and cooperation.
- Prepares, submits and manages Federal/State Emergency Management grants and budgets.
- Identifies and analyzes potential effects of hazards that threaten Fillmore County. Develops, coordinates input, and maintains the County's All-Hazard Mitigation Plan. Develops and establishes a warning system for the County. Coordinates various county, local services and available communication facilities within the county.
- Promotes effective interagency and interdepartmental coordination and leads multi-jurisdictional and multi-disciplinary work groups and task forces. Leads the Fillmore County Emergency Management Advisory Group and represents County at regional Emergency Management meetings.
- Coordinates and designs training and exercises to prepare the County for effective response to major emergencies. Assists other governmental units within the geographical area in developing organizational plans and training programs. Trains Emergency Operations Center (EOC) staff in operational procedures.
- Takes inventory of personnel and material resources from public and private sectors for availability in an emergency. Identifies and resolves resource deficiencies. Coordinates resources before, during and after an emergency.
- Attend classes, training, conferences, and regional meetings needed to maintain State Certification and perform duties.
- In the case of an actual emergency, coordinates the emergency response for the county. Responds to emergencies such as: haz-mat spills, severe weather, pipeline event, flooding, and any other natural or man-made disaster or incident.

Emergency Manager/Assistant Jail Administrator

Page 2 of 3

Additional Duties

- Performs all duties and responsibilities of Deputy Sheriff position as needed to respond to calls for service or emergencies.
- In absence of Jail Administrator, performs duties of that position.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of relevant Federal, state, county and local laws, functions and locations.
- Knowledge of Federal and state data privacy regulations.
- Basic understanding of personnel management principles.
- Knowledge of Police and Sheriff's department infrastructure and functions.
- Federal and state crime reporting systems and procedures;
- Working knowledge of FEMA and MN HSEM rules and regulations.
- Knowledge of training requirements for various responses to disasters
- Ability to utilize variety of computer software.
- Skill in organizing and directing work of staff, volunteers, other agency workers, etc.
- Ability to effectively present information to top management, public groups and /or board of commissioners.
- Ability to coordinate the efforts of a number of local officials without having specific authority for making changes.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to interpret how to apply policies, procedures and standards to specific situations.
- Ability to work independently and often without immediate backup. At times, this position is required to detain, subdue and arrest violent and potentially dangerous people alone.
- Must be able to work long hours and during holidays. This position has the element of personal danger, including life-changing and life-or-death decisions which must be made without delay.
- Ability to communicate orally and in writing with other law enforcement personnel, attorneys, juveniles, victims/witnesses, media representatives, Judges, social workers, emergency medical personnel, rescue personnel, fire fighters, business and property owners, motorists, road maintenance personnel, educators, students, dispatchers, and the public.
- Qualify and be proficient in several weapons.

Education

Two-year Associates degree in Law Enforcement or equivalent as approved by the Minnesota POST Board.

Requirements

One to three years relevant work experience.

Licenses/Certifications

Must possess valid Minnesota Driver's License and current Minnesota Peace Officer License. Minnesota Basic Emergency Management Certification program must be completed within two years of hire.

Physical and Mental Requirements

Positions in this job typically require: sitting, walking, running, stooping, bending, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues, conflicts and physical altercations. This position is generally light-duty and may require the exertion up to 60 pounds of force on occasion and the ability to lift, carry, push, pull and move objects, including persons. Must have the ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as using firearms. Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to subdue or restrain individuals. Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with job-related objects, materials and ingredients.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Some work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Some exposure to potential of dangerous altercations/weapons.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

Engineering Technician Senior

Page 1 of 3



Department: Highway
Reports To: Engineering Technician Supervisor
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The Engineering Technician Senior position serves as project manager of road, bridge and culvert construction projects. Coordinates planning, design, survey, inspection, and completion according to specifications to ensure project is completed according to County and MNDOT standards. Performs safety inspections of in-service bridges.

Essential Duties and Responsibilities

- Determines best method to collect survey data, supervises and schedules survey work, coordinates survey work with contractors, evaluates survey data, prepares and reviews plans, determines if plans need to be altered, and completes final design plans and specifications for road, bridge and culvert projects according to established procedures and to comply with departmental standards.
- Supervises and performs all material testing for compliance with standards and specifications. Inspects projects in progress and completed including observing installation and testing of certain components to ensure compliance to project specifications and County standards. Maintains records of inspections performed as required.
- Determines staking lines for future construction and improvement projects, verifying staking and layout of each phase of project in association with plans and blueprints.
- Reviews plans and specifications for projects and makes estimations regarding quantities of materials needed and computes mathematical data. Prepares proposals, abstracts, contract payment requests, construction changes, work orders, supplemental agreements, and plan drawings and submits for State approval. Completes all paperwork needed to finalize projects utilizing public funding.
- Directs seasonal workers including assigning work schedules, monitoring assignments, training staff, and determining the priority of projects.
- Performs safety inspections of all bridges as mandated by Federal Guidelines when certified to do so. Assists in this process until certified.
- Interacts with public and contractors to respond to general inquiries and provide information.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of technical engineering methods, techniques, principles and procedures.
- Skill in use of computer aided engineering tools such as Autocad and road design software.

- Working Knowledge of Windows and MS Office software.
- Knowledge and skill of survey principles and operation of survey equipment
- Familiarity with current MN DOT specifications
- 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 general public.
- Ability to work with mathematical concepts from basic math computations through trigonometry. Ability to apply concepts to field surveying and engineering computations.
- 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.
- Skill in communication in dealings with others both in and outside of the department. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation, and action.
- Ability to operate surveying equipment.
- Ability to perform technical engineering procedures.
- Ability to operate drafting instruments and related equipment.

Education and Experience

Associate's degree (A.A.) or equivalent from two-year college or technical school; and four years related experience and/or training; or equivalent combination of education and experience.

Licenses/Certifications

- MN DOT Certified Aggregate Production - Level 1
- MN DOT Certified Grading & Base – Level 1 & 2
- MN DOT Certified Bituminous Plant – Level 1
- MN DOT Certified Bituminous Street - Level 1 & 2
- MN DOT Certified Concrete Field – Level 1 & 2
- MN DOT-Certified Concrete Plant – Level 1
- MN DOT-Certified Bridge Construction Inspection – Level 2
- MN DOT Bridge Inspection Team Leader
- Erosion and Storm Water Management
- Construction Site Management
- Valid Driver's License or evidence of equivalent mobility

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, bending, stooping, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may encounter prolonged workdays. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in both office and field environments involving working inside and outside of vehicles and in open spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

Engineering Technician Supervisor

Page 1 of 4



| | |
|----------------------------|---------------------------|
| Department: | Highway |
| Reports To: | County Engineer |
| Supervisory Duties: | Eng. Tech Sr. Engineering |
| FLSA Status: | |
| Union Status: | |
| Last Updated: | August 2018 |

Position Details

The Engineering Technician Supervisor position assists in the administration of the Highway Department primarily in the areas of design, construction and bridge data related work. Supervises and manages the engineering staff of road, bridge and airport projects, keeping within budgetary and compliance guidelines. Manages team leaders on bridge inspections to ensure State, Federal and County compliance of all bridges within Fillmore County. Responsible to oversee department operations in the absence of the County Engineer.

Construction Site Supervision

- Work closely with prime contractor and subcontractor for ensuring adequate plans and constructability of road and bridge projects.
- Monitor and document contractor's daily work performed for accuracy, site changes, OSHA compliance regulations, survey verifications and quality controls of materials used.
- Act as first contact person to utility companies, property owners affected by the project to address right of way issues and other project concerns to eliminate project delays.
- Initialize project, provide project description and work with Accountant/Office Manager to prepare project budget under the direction of the Engineer.
- Prepare and manage preliminary plans.
- Finalize projects with vendors and Accountant/Office Manager.
- Makes recommendations to the County Engineer on projects, plans, and designs.

Employee Management

- Supervise engineering staff working on multiple construction projects to facilitate completion according to project specifications.
- Provides work direction of maintenance personnel, during necessary construction needs of the County.
- Assist Engineer with project staffing needed to balance work load with on-going projects.
- Monitor proper documentation and collection of contract project items.
- Make recommendation to engineer with staffing based on employee time off requests.
- Assist engineer with additional technical recommendations for employees to expand construction inspection experience.
- Conducts annual performance evaluations for Engineering Tech. classification.
- Serves as backup in the absence of the County Engineer.

Manage Bridge Inspection Program

- Team Leader for the monitoring and inspection of all bridges within the county to maintain compliance of all FHWA, State and County requirements.

- Interact with Mn/DOT Bridge Department, City and Township bridge owners and general public addressing safety and replacement concerns.
- Perform annual inspections documenting any deficiencies to keep inspection reports and structure inventory reports current.
- Supervise and train assistant bridge inspectors on the inspection, documentation and reporting process.

Road and Bridge Design Responsibilities

- Review plans submitted by consultants or engineering staff to determine any changes to eliminate project cost over runs.
- Direct the survey crew for preliminary data collection needed based off of 5-year Road and Bridge Capital Improvement Plan (CIP).
- Submit road and bridge plans to MnDOT State Aid Office for approval and comply with changes needed to get project to bid letting.
- Collect and develop preliminary cost estimates for future construction projects.
- Communicate and provide information to landowners on permanent right of way and easements needed to better understand design needs.
- Assists the Engineer with Bridge/Highway repair recommendations to be distributed to Maintenance Supervisor.

Budget and Reporting

- Assists Engineer with 5-year CIP using field data, construction plans and past experience to initiate priority level.
- Assist Engineer with 5-year CIP to create a bridge replacement priority list using bridge data and inspection reports.
- Prepare cost analysis reports for Engineer and County Board to determine various construction alternatives.
- Review other county construction projects with Engineer for cost feasibility and construction alternatives.

Project Finals

- Supervise other technicians on completion of project finals.
- Prepare and monitor SWPP for the County.
- Create punch list for contractor's completion.
- Work with Accountant/Office Manager on final documentation ensuring contract compliances.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Working knowledge of technical engineering methods, techniques, principles and procedures
- Knowledge and skill in survey principles and operation of survey equipment
- Considerable knowledge of current MN DOT specifications
- Basic knowledge of supervisory approaches and methods
- Understanding of construction contract administration including competitive bidding
- Knowledge of funding sources for construction projects and basic accounting principles
- Knowledge of legal aspects of right of way easements, landowner rights and land purchasing
- Considerable knowledge of highway construction safety requirements, procedures and principles including traffic control signs and maintaining highway work zones

- Ability to use computer aided engineering tools such as Civil 3D and road design software applications and Windows and MS Office software
- 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 of effectively present information and respond to questions from groups of managers, clients, customers, and general public
- Requires the skill of persuasion in dealings with others both in and outside of the department
- Ability to work with mathematical concepts from basic math computations through trigonometry
- Ability to apply concepts to field surveying and engineering computations
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in diagram or mathematical variables; either abstract or concrete form
- Ability to operate surveying equipment
- Ability to perform technical engineering procedures
- Ability to operate drafting instruments and related equipment

Education and Experience

Associate's degree (A.A.) or equivalent from two-year college or technical school in Civil Engineering, Civil Engineering Technology, Construction Management, or other Engineering related discipline and three to five years of prior related work.

Licenses/Certifications

- MN DOT Certified Aggregate Production - Level 1
- MN DOT Certified Grading & Base – Level 1 & 2
- MN DOT Certified Bituminous Plant – Level 1
- MN DOT Certified Bituminous Street - Level 1 & 2
- MN DOT Certified Concrete Field – Level 1 & 2
- MN DOT-Certified Concrete Plant – Level 1
- MN DOT-Certified Bridge Construction Inspection – Level 2
- MN DOT Bridge Inspection Team Leader
- MN DOT Bridge Safety Level 2
- Erosion and Storm Water Management
- Construction Site Management
- Valid Driver's License or evidence of equivalent mobility

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, bending, stooping, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may encounter prolonged workdays. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in both office and field environments involving working inside and outside of vehicles and in open spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions. This position is occasionally exposed to

moving mechanical parts: fumes or airborne particles: and vibration. The noise level in the work environment is occasionally loud.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

Facilities Maintenance Worker

Page 1 of 2



Department: Building Maintenance
Reports To: Facilities Mtn Supervisor
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The Facilities Maintenance Worker, under supervision, maintains the jail complex and the highway engineering shop grounds and equipment in a safe, clean and orderly condition. Performs maintenance and repairs on buildings and equipment as needed.

Facility Upkeep and Maintenance

- Clean, repair and maintain jail complex and highway engineering buildings to established guidelines to ensure a safe and clean environment. Duties include, but are not limited to, sweeps, mops, dusts, vacuums, removes trash, washes windows, plumbing repair, and polishes, washes, waxes, strips and shampoos floors.
- Performs routine operation and maintenance of all mechanical equipment such as, boiler, heating units, plumbing, air conditioning, and ventilation systems. Trouble shoot and repair as necessary.
- Performs grounds and lawn care maintenance, including cutting grass; pruning and trimming bushes; and removing snow.
- Install and removes emergency electronic equipment including radios, sirens, cages, light bars, power boosters, cameras, speakers, radar, antennas, wiring, etc. in Sheriff patrol vehicles.
- Maintain and service furnace, air conditioners and air handlers, radiant heaters, water heaters, washer and dryer, dishwasher and garbage disposal in both buildings.
- Maintain, service, and test emergency generators at Sheriff's Office and radio tower.

Documentation

- Completes daily logs on HVAC systems operations and maintenance.
- Completes logs for sprinkler systems, fire extinguishers, elevator, emergency lighting, air compressors, air conditioner, eye wash station, and EDA testing.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Basic understanding of building trades and maintenance work; building cleaning and maintenance and mechanical operations; and proper use, storage and disposal of various cleaning chemicals and hazardous chemicals and materials.
- Ability to communicate effectively, both orally and in writing.
- Basic understanding of boiler and air conditioning systems.

- Ability to operate cleaning and grounds maintenance equipment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Knowledge and skill in installation and maintenance of electronic equipment in vehicles.
- Ability to respond/report for work in a reasonable time in inclement weather.

Education and Experience

Requires minimum of High school diploma or general education degree (GED) and one to six months related experience and/or training, or equivalent combination of education and experience.

Licenses/Certifications

- Special Engineer' Boilers License (acquired within one year of hire)
- Minnesota Drivers' License

Physical and Mental Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, stand and walk. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, smell and talk or hear. The employee must regularly lift and/or move up to 25 pounds, and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Zoning
Reports To: Zoning Administrator
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

Serves as project manager for feedlot and conservation projects. Plans and completes feedlot and conservation projects by collecting survey data, preparing preliminary designs, inspecting material quality and drafting projects according to specifications to ensure completion according to federal, state, and local standards and/or standards and specifications of the project engineer. Administers the Chapter 720 rules governing feedlots. Oversees the ISTS program by reviewing designs, soil verifications and inspections. Functions as the Fillmore County Agriculture Inspector.

Feedlot Officer/Zoning Technician Duties and Responsibilities

- Review engineering plan sets for livestock feedlot facilities and structures and manure/nutrient management plans and records to ensure compliance with feedlot rule requirements.
- Develop and promote education programs that increase the public's awareness of issues and the best management practices for feedlots.
- Develop and implement a program to monitor the operation of all permitted feedlots. Maintain a record of all complaints and the action(s) taken. Work to achieve compliance, including legal action in conjunction with the County Attorney's Office.
- Manages feedlot operators in the development of feedlot management plans and implementation of best management practices; performs public relations activities including speaking to community groups and participating in educational workshops; develops and maintains a computerized feedlot database.
- Receive and review applications and conduct site inspections and analysis; review for compliance with relevant County ordinances and State statutes and recommend abatement measures to mitigate any identified pollution hazard.
- Coordination and administration of the Minnesota Pollution Control Agency Feedlot Program, including budgeting and administration responsibilities for the County Program Base Grant and other grant initiatives involving Fillmore County.
- Work closely with the Fillmore Soil and Water Conservation District to evaluate and interpret data to determine the potential pollution hazard from individual feedlots on a County and watershed-wide basis; determine the degree of pollution hazard or potential pollution hazard with the use of the FLeval & Minnfarm computer models.
- Assist in the administration of the County Land Use Plan; evaluate and approve ISTS Designs for completeness and accuracy; conduct soil verifications and perform ISTS inspections on new systems. Consult and coordinate with other government agencies including SWCD, MN Department of Agriculture, or Department of Natural Resources as needed.

Agricultural Inspector Duties and Responsibilities

- Collect seed samples for the Department of Agriculture.
- Investigate and respond to weed complaints.

- Assist in projects concerning noxious weeds.
- Provide information to citizens and others regarding noxious weeds.

Administrative Duties and Responsibilities

- Investigate inquiries and complaints pertinent to the assigned programs and conduct enforcement action(s) if deemed necessary.
- Gathers and compiles data relating to engineering and related projects/programs and prepares reports as required.
- Provides work instruction to engineering and seasonal staff persons responsible for assisting in various work projects.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of federal, state and local codes and laws, policies and regulations to adequately interpret and apply to issuing permits and conducting inspections.
- Skill in the use of a variety of computer software and applications such as MS Office and ArcMap.
- Basic understanding of physical and natural sciences.
- Knowledge of sewer construction, feedlot and Ag. Inspection and relevant MPCA regulations and rules.
- 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 of effectively present information and respond to questions from groups or individuals.
- Good mathematical ability.
- Ability to apply concepts of basic algebra and geometry.
- Requires the skill of persuasion in dealings with others both in and outside of the department. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation, and action.

Education

Requires High School Diploma or GED as well as some specialized training beyond high school or equivalent combination of education and experience.

Experience Requirements

Minimum of six months relevant work experience.

Licenses/Certifications

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- ISTS Design, Inspector and Soils State Certification acquired and maintained within one year of hire date.
- Feedlot Pollution Control Officer State Certification acquired and maintained within one year of hire date.
- Current Minnesota Driver's License.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office or indoors environment. Some work is performed outdoors and seasonal conditions can include excessive heat or cold. Vehicle travel is required.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Auditor/Treasurer
Reports To: Auditor/Treasurer
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

Under general administrative direction of the Auditor/Treasurer, the Finance Officer is responsible for performing complex accounting entries, processes, transactions, and reconciliations; compiling data for outstanding indebtedness reports; allocating tax receipts to appropriate funds and jurisdictions; may assist with budget planning, preparation, and analysis; providing assistance as requested to ensure adherence to established practices and policies; preparing required reports and schedules; responding to requests from state auditors; and assisting with elections.

Essential Duties and Responsibilities

- Reviews and analyzes levies and special assessments received for collection. Calculates property tax rates and payment amounts for proposed and certified taxes in compliance with MN property tax statutes. Prepares files for vendor printing tax statements ensuring compliance with statutory requirements. Coordinates work with vendors, consultants, other government entities and taxing entities.
- Compiles and maintains data for TIF districts, special assessments and bonds including certifications and tax maintenance.
- Executes delinquency, forfeiture and bankruptcy processes in accordance with MN statutes. Prepares all documents, publications, certified mail and civil service notices as required by statute.
- Prepares settlement and distribution of tax collection including PILT and Wildlife payments.
- Performs calculations on tax adjustments/abatement including reductions, additions and refunds. Creates resultant revised statements.
- Prepares a wide variety of tax reporting and tax submissions for state and local agencies.
- Prepares reports for county audit as well as audit reports and variety of other requested reports for other taxing entities.
- Installs Tax/Cama software system updates and keeps apprised on any legislative changes and beta tests as necessary for implementation and compliance with tax law changes.
- Updates departmental webpage.
- Assists with election administration.

Customer Service

- Provides customer service on-site, front counter, e-mail inquiries and phone calls.
- Customer service includes: responding to tax questions, processing passports and marriage licenses, filing notary commissioners, entering revenue receipts and balancing and posting tax payments and verifying accuracy of payment allocations.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Working knowledge of common property tax laws and regulations.
- Ability to read, analyze, and interpret and technical documents, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from citizens and other agencies.
- Ability to work with mathematical concepts.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Skill with basic computer skills including spreadsheet, word processing and web-based applications.
- Effective oral and written communication skills.

Education

Two years post-high school education in a relevant field and three years relevant work experience; or equivalent combination of experience and training.

Training/Certifications

This position will require the acquisition and maintenance of the following certificates/training within six months of hire:

- State Auditor/Treasurer Course
- Tax Calculation Certification
- Revenue Recapture Training
- Passport Acceptance Agent Training
- Election Judge Training (within two years of hire)

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 10 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office environment. Some travel for training is required.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Community Services
Reports To: Social Services Manager
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

Under general supervision, performs the receipt, accounting, reporting and dispersal of several funds available to the community services agency; analyzes, interprets and prepares multiple fiscal and statistical reports; maintains financial records and accounts; assists in the preparation of the agency budget; develops, implements, modifies and oversees use of agency's computer-based accounting system; acts as Representative Payee for clients ensuring financial obligations are met.

Fiscal Duties and Responsibilities

- Prepares and maintains all financial reports for the Social Welfare Fund.
- Prepares Representative Payee Reports for the Social Security Administration.
- Receives, codes, receipts and prepares all deposits for revenue received.
- Assists in the preparation and maintenance of the agency budget.
- Prepares bills for processing by receiving, verifying and coding incoming invoices.
- Performs accounting entries, transactions and reconciliations.
- Maintains ledgers and prepares analysis of various ledger accounts as requested.
- Prepares financial materials (i.e. healthcare claims, bills) and reconciles payments as received.
- Compiles data and prepares multiple statistical and financial reports to various government agencies.
- Prepares, enters and edits adjusting entries to maintain ledgers.
- Analyzes and interprets fiscal reports so that the information is available in useful form.
- Analyzes payroll accounts to assure accuracy.
- Prepares and maintains account receivable/claims spreadsheets.

Administrative Duties and Responsibilities

- Develops and maintains procedures to meet changes in state or county policies or programs which affect fiscal matters.
- Analyzes accounting and collection problems and implements solutions or corrects deficiencies in existing processes.
- Participates in technical review and preparation of agency contracts.
- Trains support staff on accounting functions and acts as system administrator.
- Provides work direction to staff engaged in manual accounting activities.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of accounting principles, practices and procedures.
- Knowledge of business arithmetic.
- Knowledge of the principles of public sector budget preparation and control procedures.
- Knowledge of fiscal analysis methods.
- Knowledge of state and federal governmental fund accounting, auditing and reporting requirements.
- Knowledge of automated accounting (i.e., general ledger, collections and client intake systems).
- Basic knowledge of financial assistance and social service programs and state and federal regulations.
- Ability to plan and organize work.
- Ability to analyze workflow problems and to design procedures.
- Ability to perform detailed work rapidly and accurately.
- Ability to prepare and interpret complex fiscal reports and records.
- Ability to communicate effectively, both orally and in writing.
- Skill in utilization of wide variety of software programs and ability to train staff in procedures and operation of computer.
- Ability to maintain accurate and timely records through all stages of the accounting cycle.

Education and Experience Required

Two years post high school education in a relevant field and one to three years relevant work experience, or equivalent combination of education and experience.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 10 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed indoors in an office environment. Some travel for training opportunities is required.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.

- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: GIS - Recorder
Reports To: Recorder
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: January 2019

Position Details

The GIS Coordinator develops and maintains the GIS (Geographic Information Systems) for Fillmore County consisting of multiple layers, in a format that can be utilized by the public on the County Website. This includes the development and maintenance of an Enhanced 911 (rural addressing) emergency response dispatching system. Collaborates and coordinates with other governmental units within Fillmore County and some State and Federal Agencies.

GIS Development and Maintenance Duties and Responsibilities

- Develops, maintains and organizes Fillmore County's GIS and GIS development. This includes determining all equipment, software and data needs for the access of records and information.
- Develops and maintains GIS dataset, layer and databases. Data sets include parcels, highways and roads, soils, feedlots, school districts, municipal boundaries, city subdivisions, etc. Assists the Assessor's dept. and other departments as needed to develop and maintain countywide parcel data layer. Coordinates parcel data availability and use countywide. Responsible for the integration of parcel information with AS400 information and integrating use by county departments.
- Update the parcel layer as parcels are split by deeds submitted to the County.
- Develops the spreadsheet used by the Auditor/Treasurer for creating new parcels and changing legal descriptions to match submitted deeds.
- Assists other departments, as needed.

Sheriff's 911 System Responsibilities

- In coordination with Sheriff's Department, responsible for planning, maintaining and administering countywide enhanced emergency response system that complies with State standards.
- Responsible for all Rural Addressing budgeting and purchasing recommendations.
- Coordinates with other county departments; townships; cities; fire, police and EMS personnel to develop methods and data to improve emergency services.
- Maintains and upgrades E-911 rural addressing data for the dispatch center.

Customer Service Responsibilities

- Assigns new names and numbers to new streets and structures and communicates all changes to telephone companies. Coordinates signing needs with the county highway department.
- Provide customers with maps and information, as requested, regarding their property lines.
- Publishes maps, atlases and other documents for Emergency Service Personnel for the various services to assist in location of addresses.

- Maintains and updates the County Master Street Address Guide. Resolves any discrepancies between E-911 database providers and telephone companies.
- Prints large aerial maps for Cities, Townships and private business as requested.
- Trains other department personnel in the use of GIS data and software.
- Provides back-up support to the County IT department for network users.
- Provides address points from applications for new buildings, 911 address changes and works with cities on plat addresses.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Significant knowledge of geographic information systems and experience using ESRI software, including but not limited to Arc View, Arc GIS, Arc Info. And Arc IMS.
- Basic understanding of emergency responders' functions and dispatching.
- Advanced ability to learn new software and technology.
- Ability to read and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write routine reports and correspondence and procedure manuals.
- Skill in utilizing mathematical principles.
- Effective communication skills, both orally and in writing.

Education and Experience

Two years of relevant post high school education in a relevant field and one to three years relevant work experience, or equivalent combination of education and experience.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, bending, squatting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in an office environment. Some travel is required for training purposes.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



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|----------------------------|--------------|
| Department: | Highway |
| Reports To: | Shop Foreman |
| Supervisory Duties: | |
| FLSA Status: | |
| Union Status: | Local #49 |
| Last Updated: | August 2018 |

Position Details

Under supervision, this position maintains and repairs all highway department equipment and vehicles. Assesses complaints from operators and drivers and evaluates need for repairs. Implements preventative maintenance schedules. Ensures all vehicles are in safe operating condition and that all DOT legal and safety regulations are adhered to.

Mechanic Duties and Responsibilities

- Makes repairs and does preventative maintenance on all County Highway Dept. vehicles and equipment.
- Diagnoses and trouble shoots open and closed center hydraulic systems, computer-controlled engine systems and transmissions, air conditioning, electrical, lighting, starting and charging systems, air and hydraulic and antilock brake systems.
- Performs metal fabrication as needed.

Administrative and Back-Up Duties and Responsibilities

- Maintains orderly status of shop area by organizing and cleaning.
- Creates and maintains repair records.
- Implements preventative maintenance schedules.
- Assists maintenance superintendent and shop foreman in preparing specifications for replacement equipment and vehicles.
- Serves as a replacement equipment operator or truck driver.
- Operates all types of departmental equipment as needed, including back up for snow plowing and equipment operation.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of hydraulic systems and principles of heavy diesel engines, electrical principles, air-conditioning.
- Knowledge of air braking systems, hydraulic braking systems, automotive engines & transmission repair, small engines.
- Ability in welding.
- Computer literacy.
- Knowledge of forklift safety.
- Ability to effectively communicate both orally and in writing.
- Ability to work independently without immediate supervision.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to repair vehicles & equipment.
- Ability to operate equipment & trucks.

Education and Experience

Requires minimum of two-year Technical degree in Diesel and Heavy Equipment Repair from a college or technical school and three to five years related experience; or equivalent combination of education and experience.

Licenses/Certifications

Requires valid Minnesota Commercial Driver's License. This position will require the acquisition and maintenance of the following additional certificates/licenses within one year of hire:

- OSHA
- MSHA
- Right to Know
- Aware

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, bending, squatting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position is generally medium duty and may require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, working near moving mechanical parts, vibration and at risk of electrical shock. The noise level in the work environment is usually very loud. Some work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Public Health
Reports To: Director of Nursing
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The Health Educator promotes individual and population health through health promotion and education initiatives and health behavior-change programs in a variety of settings for the diverse populations represented in Fillmore County. Responsibilities include developing, implementing, and evaluating programs and public health initiatives, establishing, leading and maintaining community partnerships, and managing work plans and timelines. The health educator focuses on strengthening community-based partnerships involving multiple public and private organizations and agencies to address the identified community health priorities in Fillmore County. Work involvement will include initiatives and projects at any given time and will change as the initiatives and projects evolve. The health educator will implement objectives, work plans, and respond to priorities set forth by the Fillmore County Health Department. This position also investigates and responds to environmental health hazards, infectious diseases, and public health emergencies. This position: develops community assessments; writes communications, planning documents, and policy; and assures completion of the community health needs assessment, the community health improvement plan, quality improvement initiatives, and strategic planning.

Develops, conducts, disseminates, and evaluates assessments on population health status and public health issues facing the community

- Develops programmatic assessments and completes the entire Community Health Needs Assessment process.

Investigates and addresses health problems and environmental public health problems to protect the community

- Completes animal bite investigations and case management.
- Provides mold consultations and referrals.
- Conducts radon testing and surveillance within legal parameters.

Implements surveillance, education, investigation and prevention and/or containment strategies to reduce the spread of infectious diseases

- Ensures disease reporting.
- Manages infectious disease outbreaks.
- Establishes mass prophylaxis sites.
- Develops materials regarding specific infectious diseases in accordance with laws and regulations.

Prepares for and responds to emergencies, events and incidents and assists communities in recovery

- Serves as 24-7 responder and Health Alert Network administrator.
- Provides public health leadership for public health preparedness activities with
- individuals, organizations and communities.

- Develops, exercises and reviews all-hazard response and mitigation plans.
- Addresses access and functional needs of at-risk individuals.
- Develops and maintains public health workforce and volunteer readiness and deployment.

Informs and educates the public about public health issues and functions

- Serves as public health information officer.
- Creates culturally appropriate risk, health, prevention and wellness communications and distributes to target populations using multiple media approaches.
- Develops risk, media, and branding plans and communications for the health department.

Engages and collaborates with community partners to identify and address health problems

- Promotes healthy communities and healthy behaviors through activities that improve health in a population, such as engaging communities to change policies, systems or environments to promote positive health or prevent adverse health.
- Provides information and education about healthy communities or population health status.
- Establishes and participates in coalitions and partnerships that address health.
- Addresses issues of health equity, health disparity and the social determinants of health.

Develops public health policies and plans

- Develops and implements the community Health Improvement Plan, Strategic Plan, Performance Management System and Emergency Operations Plan.
- Participates in advisory committees or workgroups that influence internal and external projects, plans and policies.
- Assures compliance with internal policies by auditing charts or reports.
- Develops impact statements or fact sheets that address current or proposed policies and plans.

Enforces public health laws

- Complies with local ordinances and state statutes for removal and abatement of public health nuisances.
- Collaborates with partners to review, update or develop regulations that influence health.
- Educates the community about relevant public health laws.
- Obtains consent to provide care.
- Completes reports for vulnerable community members.

Promotes strategies to improve access to health care

- Identifies barriers to health care services, gaps in services and populations that experience them.
- Informs stakeholders of gaps in health care and potential strategies to address gaps.
- Identifies and implements strategies to improve access to health care services.

Assists in maintaining a competent public health workforce

- Demonstrates Tier 2-Tier 3 Core Competencies for Public Health Professionals
- Coordinates and manages student internships and volunteer experiences.
- Provides training for staff to address gaps in capacity, capabilities and core competencies.
- Provides a safe, supportive, work environment by mentoring staff, offering team building, safety strategies and wellness activities.

Evaluates and continuously improves processes, programs and interventions

- Conducts performance management as required by funders.
- Conducts and analyzes customer feedback.

- Develops and implements the Quality Improvement Plan.
- Assists staff teams with implementation of quality improvement projects.

Contributes to and applies the evidence base of public health

- Works with institutes of higher learning and students to conduct public health research
- Analyzes department data and communicates findings and implications.

Maintains administrative and management capacity

- Oversees record retention.
- Writes and review policies and procedures for public health department operations.
- Develops and provides interventions that are culturally and linguistically competent.
- Advances health equity initiatives.
- Acquires additional financial resources and provides programmatic and financial oversight for contracts and agreements.

Manages capacity to engage the public health governing entity

- Communicates to the Board of Health, Joint Board of Health, Public Health Advisory Committee and any specialized committees about public health concerns.
- Prepares reports and presentations that illustrate performance improvement processes and/or activities.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Considerable knowledge of the principles, practices, issues, trends and techniques in the field of public health.
- Knowledge and skill in applying fundamentals, methods and approaches when developing and implementing public health programs.
- Knowledge of community issues, organizations and funding sources available for public health.
- Knowledge and application of local, state and federal laws, regulations, programs and services, including applicable reimbursement sources, relating to public health.
- Ability to plan, promote and collaborate with citizen groups, advisory groups, citizens and other county agencies in designing health programs and services to better meet the needs of citizens.
- Skill in researching prevention and health related topics.
- Ability to communicate and present health information in a clear, concise and effective manner in both writing and presentations.
- Knowledge of public relation activities designed to promote, communicate and foster interest in relevant health issues and topics.
- Ability to organize and prioritize work.
- Ability to create and maintain accurate records and technical report.
- Ability to use office equipment, computers and software applications.

Education and Experience

Requires minimum of Bachelor Degree (BA/BS) in community health education, public health or related area and three to five years relevant work experience; or an equivalent combination of education and experience.

Licenses/Certifications

Current Minnesota Driver's License is required. Various training and certifications are required after hire within certain time frames.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position requires exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. This position is exposed to continuous high detail and frequent moderate deadlines.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed indoors in an office or meeting room setting. Motor vehicle travel is required. There is potential exposure to infectious diseases and blood-borne pathogens. Exposure to environmental and health issues may occur. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, working near moving mechanical parts, vibration and at risk of electrical shock. The noise level in the work environment is usually very loud. Some work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

Highway Maintenance Specialist

Page 1 of 2



Department: Highway
Reports To: Highway Maintenance Superintendent
Supervisory Duties:
FLSA Status:
Union Status: Local #49
Last Updated: January 2019

Position Details

Performs tasks to maintain Fillmore County roads, facilities and grounds to provide for the safety and adequate travel and accessibility for the public. Includes aspects of maintenance, heavy equipment operation, tool use, construction, and traffic control.

Highway Maintenance Duties and Responsibilities

- Plows and wings snow and applies ice control materials.
- Asphalt patching, crack filling and gap filling.
- Blading roads to maintain gravel roads.
- Repair and replace culverts.
- Reshape and clean ditches and waterways.
- Bridge repair and maintenance.
- Roadside mowing, spraying, cleaning and grubbing.
- Complete records and reports regarding time and job codes.
- Must be available for callouts for seasonal and emergency operations.

Equipment Operator Duties and Responsibilities

- Equipment operation including: snow plow/dump truck, road grader, payloaders, mowers, dozer-backhoe, semi-truck and trailer, pickup, forklift, water truck and pumps, router and crack filling equipment, and excavator.
- Equipment maintenance including inspection, servicing, and assisting mechanics in repair activities.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of proper and safe operation, servicing and maintenance of heavy equipment.
- Knowledge of local and state laws and regulations regarding the operation of equipment, particularly those pertaining to their operation on public streets.
- Working knowledge of weed and brush control practices and the application of chemicals.
- Knowledge of road construction and operating procedures.
- Familiarity with OSHA and relevant Department of Labor laws and requirements.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Education and Experience

Requires High School Diploma or GED and minimum of one-year work experience in the operation of highway construction or maintenance equipment. Experience with snow removal and ice control in a road system environment is preferred.

Licenses/Certifications

Requires valid Minnesota Commercial Driver's License. Forklift and safety right to know certification required within one year of hire.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, bending, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may encounter unexpected and prolonged workdays. This position is generally medium-duty and may require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed primarily in a field environment. Some work involves working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and vibration. The noise level in the work environment is occasionally loud.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

Highway Maintenance Superintendent

Page 1 of 4



| | |
|---------------------|-----------------|
| Department: | Highway |
| Reports To: | County Engineer |
| Supervisory Duties: | Yes |
| FLSA Status: | |
| Union Status: | |
| Last Updated: | January 2019 |

Position Details

Supervises maintenance of roads, bridges, and outlying highway shops ensuring public safety and that County and department objectives are met. Assists County Engineer in planning and budgeting for maintenance and replacement of equipment, supplies, roads, and bridges.

Highway Maintenance Duties and Responsibilities

- Assists County Engineer to assess and determine maintenance and improvement work plans and priorities. Makes recommendations, reviews, and directs determined plans.
- Meets with the general public to provide information and answer questions regarding road conditions and maintenance schedules.
- Serves as highway department safety officer; plans and organizes safety training; and maintains records to be filed with state and federal agencies.
- Purchases necessary supplies and materials needed for the highway maintenance department, monitoring prices and determining when to order. Monitors budget receipts and expenditures to ensure fiscal responsibility.
- Plows and wings snow and applies ice control materials.
- Available on-call and responds to emergencies and must call back staff as needed.
- Evaluates and determines the equipment and materials needed for emergencies or weather situations.
- Occasionally operates equipment as needed such as snow plows, trucks, skid loader, motorgrader, etc.

Supervisory Duties and Responsibilities

- Coordinates and supervises the work of highway and maintenance personnel, prioritizing duties to meet the necessary maintenance and construction needs of the County. Supervision includes training, work assignment and review, instruction, assistance, and performance evaluation.
- Plans and conducts staff Safety Meetings.
- Assists County Engineer in preparation of annual maintenance budget.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of proper and safe operation, servicing and maintenance of material moving equipment.

- Knowledge of local and state laws and regulations regarding the operation of equipment, particularly those pertaining to their operation on public streets.
- Working knowledge of weed and brush control practices and the application of chemicals.
- Working knowledge of human resource practices such as training, scheduling, delegation, discipline, etc.
- Knowledge of road construction, materials, costs, and operating procedures.
- Knowledge of hydrology and construction materials and equipment needed to repair culverts.
- Familiarity with OSHA and relevant Department of Labor laws and requirements.
- Ability to maintain accurate records and budget.
- 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 general public.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Effective communication skills, both oral and written.

Education and Experience

Requires some post-high school training in a relevant field and three to five years relevant work experience, or equivalent combination of training and experience.

Licenses/Certifications

Requires valid Minnesota Commercial Driver's License and underground tank inspection certification.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may encounter unexpected and prolonged workdays. There is exposure to computer keyboards and video screens. This position is generally medium-duty and may require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in both an office and field environment. Some work involves working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and vibration. The noise level in the work environment is occasionally loud.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

Highway Maintenance Superintendent

Page 4 of 4

Airport Addendum: Supervises maintenance of airport ensuring public safety and that County and department objectives are met.

- Calibration of PAPIs to ensure proper lighting for Airport.
- Prepares and distributes NOTAM.
- Provides training for staff on airport regulations.
- Responsible for fuel system and maintenance of lights and pavement at Airport. Work includes lamp tests, fuel delivery, tests, inspections, runway light repair, cleaning and building maintenance and grounds work.

Highway – Airport Office Manager

Page 1 of 4



Department: Highway
Reports To: County Engineer
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: January 2019

Position Details

The Highway/Airport Office Manager administers financial activities according to Highway and Aeronautical policies established in compliance with Federal and State regulations utilizing cost accounting applications and general ledger cash accounting including budget administration. The position administers and directs airport operations to provide safe conduct of activities consistent with FAA and MnDOT standards and procedures. This position manages airport staff and tenants; budget and grant administration; economic development; and develops safety procedures as recommended or advised by FAA and MnDOT.

Highway Accounting Duties and Responsibilities

- Manage and maintain Highway Department accounting practices and policies in accordance with MnDOT requirements and relevant county and state policies and procedures.
- Compile cost analysis for construction projects, grant administration, equipment and supplies procurement.
- Compile cash flow data.
- Maintain department inventory. Account for all equipment and infrastructure within department and regulate usage/depreciation rates.
- Assists in facilities budgeting and project coordination.
- Compile, review and maintain quotes for purchases.
- Investigate and report property and liability loss claims.
- Supervise preparation of billings and oversees coding.
- Assist County Engineer in analyzing, preparing and presenting annual budget.
- Prepare, analyze and administer grants ensuring compliance with federal, state and local requirements.
- Audit and manage contract process for construction projects and monitor internal audit to ensure accuracy and compliance.
- Analyze and create annual report and financial statement for the department.
- Supervise and direct support staff.
- Participates in Finance Committee.
- Frequent collaboration with County Board and state and federal agencies to maximize grants, state, and federal funding.
- Assists in monitoring state aid and record keeping.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Significant knowledge of principles of cost and governmental accounting, including budget preparation and control measures; accounting theory principles and practices.
- Knowledge of principles of office management and uses of standard office equipment.
- Ability to utilize various computer software. Skill in Microsoft Office.
- Familiarity with OSHA and relevant Department of Labor laws and requirements.
- Knowledge of State and Federal governmental fund accounting audit, contract management and reporting requirements and policies.
- Knowledge of Audit procedures including internal control.
- Ability to provide reports to analyze operations and advise managers in their decision-making process.
- Ability to exercise independent judgment, initiative and discretion in developing work methods and operating procedures to implement departmental activities and policies.
- Working knowledge of human resource practices.
- Ability to provide effective work direction, approve or reject the assigned work product and implement procedures to increase efficiencies and effectiveness of employees.
- Ability to analyze financial records and reports, locate errors and provide solutions rapidly and accurately while working under pressure and deadlines and accept responsibility for output.

Education and Experience

Requires an Associates degree in Accounting, Business Administration, Public Administration, Office Management, or related area from a two-year college or technical school and three to five years of relevant work experience; or an equivalent combination of education, training and experience.

Licenses/Certifications

This position will require the acquisition and maintenance of MnDOT State Aid Finance Training within one year of hire.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office environment. Some travel is required between county facilities and to attend training/meetings.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

ADDENDUM

Airport Operations Duties and Responsibilities

- Prepare airport grant audit and closeout materials.
- Function as primary contact for airport activities to agencies, the public, users, consultants, etc.
- Manage and direct airport operations including administrative oversight, reporting and inspections, and communications with FAA.
- Calculate, determine and analyze airport expenditures.
- Manage aviation fuel system including sales, purchases and inventory needs.
- Maintain airport certifications, licensing, agreements and operational policies.
- Maximize Airport Self-Sufficiency.
- Serves as backup fuel monitoring in the absence of the Highway Maintenance Superintendent.
- Prepares CIP for Airport in collaboration with consultants, County Engineer, and committee.
- Prepares and distributes NOTAM.



Department: Public Health
Reports To: Director of Nursing
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The Home Care Coordinator maintains and active caseload and provides care coordination, case management, or nursing services to individuals, families, and population groups. The position serves as the primary contact for long-term program by conducting outreach and collaborating with multidisciplinary and multi-agency teams in order to achieve desirable outcomes for families and communities. The Home Care Coordinator assists in planning and implementation of all long-term care program areas in compliance with state and federal guidelines. This position is responsible for leading long-term care meetings; assisting with long-term care procedures and policy development, keeping current on relevant law and program changes; tracking program data and referrals; orienting, training, and assigning caseloads to long-term care staff; and for providing case consultation to program staff.

Develops, conducts, disseminates, and evaluates assessments on population health status and public health issues facing the community

- Assures completion of required long-term care assessments.
- Identifies community assets.
- Utilizes data to create reports that demonstrates long-term care and other program impacts.

Investigates and addresses health problems and environmental public health problems to protect the community

- Provides assistance in preventing, minimizing, and containing health and environmental public health programs as assigned.

Implements surveillance, education, investigation and prevention and/or containment strategies to reduce the spread of infectious diseases

- Assists with the management of infectious disease outbreaks.
- Monitors and provides resources for infected individuals.
- Follows OSHA health and safety guidelines.
- Provides services in mass prophylaxis settings.
- Administers routine vaccinations.
- Educates the public about specific infectious diseases in accordance with laws and regulations.
- Serves as a liaison for immunization registries.
- Completes immunization site visits to address performance management.

Prepares for and responds to emergencies, events and incidents and assists communities in recovery

- Responds to individual emergency situations in the clinic or home setting with basic life support, first aid skills and linkages to emergency medical services.
- Serves as 24-7 responder.
- Participates in public health response teams to complete preparedness, response and recovery activities.

- Addresses health needs of affected people, including at-risk individuals with access and functional needs.
- Implements response objectives as assigned.

Informs and educates the public about public health issues and functions

- Completes screening and counseling for preventative or maintenance purposes.
- Implements evidence-based, culturally appropriate public health education and promotion interventions.
- Assures community members have access to communication services and assistive technologies.
- Promotes vaccination.
- Promotes long-term care programs.

Engages and collaborates with community partners to identify and address health problems

- Participates in collaborative partnerships that address health, health equity and social determinants of health through programs or policies.
- Engages with community members, advisory groups and elected officials whose policy decisions, advice or strategies affect public health actions.

Develops public health policies and plans

- Assists in the implementation of Strategic Plan and Performance Management System elements.
- Develops plans, policies, and procedures with permission from the Director of Public Health.
- Participates in advisory committees or workgroups that influence internal and external projects, plans and policies.
- Assures compliance with long-term care policies and plans.

Enforces public health laws

- Educates staff, individuals, organizations and communities about relevant public health and long-term care laws and changes to laws.
- Obtains consent to provide care.
- Completes reports for vulnerable community members.
- Provides visits as ordered by the legal system.

Promotes strategies to improve access to health care

- Identifies barriers to health services, gaps in services and populations that experience them.
- Informs stakeholders of gaps in health care and potential strategies to address gaps.
- Identify and implement strategies to improve access to health care services.
- Provides intake, care coordination, referral, and follow-up for individuals and families who are members of vulnerable or at-risk populations.
- Counsels and guides individuals and families in recognizing and attempting to resolve or ameliorate physical, emotional, and environmental problems.

Assists in maintaining a competent public health workforce

- Demonstrates Tier 2 Core Competencies for Public Health Professionals.
- Mentors students.
- Train staff.
- Provides a supportive work environment.

Evaluates and continuously improves processes, programs and interventions

- Conducts performance management as required by funders.
- Conducts and analyzes customer feedback.
- Completes chart audits.
- Implements corrective action plans.
- Assists individual staff and teams with implementation of quality improvement projects.

Maintains administrative and management capacity

- Maintains clean and safe work environment.
- Implements strategies for ethical decision-making and client confidentiality.
- Manages and updates computer charting technologies.
- Documents client assessment and interventions in medical records and databases.
- Adheres to policies and procedures that advance health equity.
- Assists administration in the development of clinical nursing policies and procedures.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of principles, practices and techniques of professional nursing functions including physical assessment and counseling.
- Knowledge of applicable state and federal laws, regulations, programs and services, including applicable reimbursement sources, relating to public health nursing.
- Knowledge of medical terminology, diseases, illnesses, and nutrition.
- Skill in use of computers and various software.
- Ability to organize and prioritize work.
- Knowledge of general medical/nursing procedures.
- Ability to create and maintain accurate records.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, speeches, and articles for publication that conform to prescribed style and format.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and general public.
- Excellent communication skills, both oral and written.

Education and Experience

Requires minimum of an Associate Degree in nursing and three to five years relevant work experience.

Licenses/Certifications

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- RN License
- Driver's License

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. This position is exposed to frequent moderate detail and deadlines.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed indoors in an office or meeting room setting. Motor vehicle travel is required. There is potential exposure to infectious diseases and blood-borne pathogens. Exposure to environmental and health issues may occur.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstrate by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: County Coordinator
Reports To: County Coordinator
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The Human Resources Officer is responsible for managing and coordinating all human resource functions for Fillmore County with the goal of attracting, developing, motivating and retaining a superior workforce. Work is performed under the general supervision of the County Coordinator as reviewed for results obtained, adherence to management policy, relevant legal requirements and best practices.

Human Resource Management Duties and Responsibilities

- Manages personnel system for Fillmore County which includes maintaining employee records and designing and recommending policies and procedures to the Coordinator and County Board. Assists department heads on correct procedures related to misconduct of subordinates, proposed disciplinary actions, and grievance procedures. Recommends hiring, transfer, suspension, promotion, and discipline of employees and processes grievances.
- Responsible for administration of employee benefit package programs. This includes researching rates, doing periodic reviews of coverage, conducting needs assessments, assessing deductibles, evaluating competitive plans, and making recommendations based on that data. May conduct benefits committee meetings and make recommendations to County Board.
- Manages selection process for employees and HR related vendors. After consultation with individual department heads, determines specific staffing needs. Develops advertising strategy, appropriate classification, and hiring methodology. Coordinates pre-employment testing, screening, and placement of applicants, assists with interviews, makes tentative offers of employment and notifies applicants of selection/non-selection after final approval by County Board.
- Develops and conducts employee onboarding and exist process.
- Develops and maintains employee classification and compensation plans in compliance with state pay equity statute. Considers fiscal impacts of salary adjustments for contracted and non-represented employees. Monitors pay changes and submits pay equity reports to the Board and State. May include audits of payroll related to compliance issues. Prepares bi-weekly payroll processing for all staff.
- Responsible for administration of risk management programs, including but not limited to, A Workplace Accident and Injury Reduction (AWAIR) program, Right to Know, Joint Labor Management Safety/Emergency Management Committee, and Accident and Hazard reports and related reporting.
- Develops and maintains employee performance appraisal systems by monitoring compliance by department heads, reviewing forms, recommending training and development options to department heads, and mediating employee/department head disputes.
- Administers Drug and Alcohol testing program.

Labor Relations Duties and Responsibilities

- Leads labor negotiations, interprets labor contracts and manages labor relations issues.
- Provides guidance to governing body to develop and implement an overall labor relations strategy.

Legal Compliance and Management Consulting

- Provides interpretation of and ensures compliance with Fair Labor Standards Act, union contracts, federal and state statutes and personnel policies and procedures for employees and department heads with regard to personnel administration.
- Serves as Equal Employment Opportunity Officer by educating employees and department heads, recommending the use of independent investigators as necessary, interviewing complainants, updating and making recommendations to Coordinator and County Board and developing county-wide training programs.
- Representative to County Board on all HR functions.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Extensive knowledge of the principles, practices and techniques of human resources administration in a public-sector setting.
- Knowledge of local, state, and federal laws and policies impacting public sector personnel management.
- Skill in wage, salary and classification plan administration.
- Excellent listening and oral communication skills.
- Skill in writing clear, comprehensive and enforceable policies, procedures, contracts, etc.
- Ability to present controversial matters to policy making or advisory bodies requiring effective explanation and persuasion while facing dissension.
- Skill in PC and software utilization.
- Understanding of concepts of accounting and county revenue sources.

Education and Experience

Education and experience substantially equivalent to a four- year degree in HR Management, Public Administration, Business Administration or a related field and one to three years in human resources/labor relations professional work.

Licenses/Certifications

This position will require current Minnesota Driver's license or evidence of equal mobility. Drug Testing Supervisory Certificate must be acquired within six months of hire.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office environment. Some travel is required to meetings, trainings, etc.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstrate by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



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|----------------------------|-------------|
| Department: | Sheriff |
| Reports To: | Captain |
| Supervisory Duties: | |
| FLSA Status: | |
| Union Status: | LELS |
| Last Updated: | August 2018 |

Position Details

The Sergeant/Investigator will manage criminal cases that are reported to the Fillmore County Sheriff's Department and all felony crimes within Fillmore County. Assists the Social Services division with their investigations, including that of vulnerable adults and child protection.

Crime Investigation Duties and Responsibilities

- Enforce federal, state and local laws.
- Conduct the investigation of complaints and crimes.
- Process crime scenes including photography, videotaping, identification, preservation and collection of evidence. Transport evidence to forensic lab and submit according to evidence intake policies.
- Locate and interview victims, witnesses and suspects effectively and within established legal requirements.
- Take and document statements for use in investigation development and any subsequent court action.
- Create and maintain logs, notes and reports and testify as required in court.
- Prepare and execute search warrants.
- Conduct death investigations including attending autopsies.
- Investigate and assist with cases of incest, child abuse, neglect, sexual abuse, vulnerable adults, and their prosecution efforts. This will include the assistance of the Fillmore County Community Services staff.
- Investigate crimes involving theft by check and forgeries. Attempt to either prosecute or receive payment in these instances. Investigate complaints for the Fillmore County Attorney's Office. Investigate and assist in the investigation of complaints against school personnel.
- Assist in the investigation of narcotics related activity within Fillmore County.
- Assist the State Fire marshal and the Fillmore County Arson Investigator in their arson investigations.

Administration and Process Duties and Responsibilities

- Assist other agencies both within Fillmore County and outside of the jurisdiction as required.
- Investigate and assist with traffic involved matters when a patrol deputy is not available.
- Gather and distribute information for County and local officers and dispatchers including information on suspects, vehicles and activity they are suspected of being involved in.
- Attend the SE MN, and NE Iowa investigators council. Attend staff meeting at the Sheriff's Office. Receive continuing education in investigative techniques. Attend S.E.R.T. meetings and training sessions. Be a member of the S.E.R.T. entry team and assist that team with the responsibility as a sharpshooter. Attend Fillmore County Social Services vulnerable adult meetings.

- Manage Predatory Offenders located in Fillmore County. Investigate non-compliant offenders.
- Review reports of patrol deputies and offer assistance, advice and corrective action.
- Perform all duties of a patrol deputy when required.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Good knowledge of federal, state and local laws and regulations relating to criminal acts.
- Good knowledge of traffic laws and regulations.
- Extensive knowledge of identification, collection and preservation of evidence.
- Good knowledge of modern police practices and methods
- Ability to act quickly and decisively under difficult circumstances.
- Good knowledge of first aid and CPR.
- Ability to direct traffic and handle crowds.
- Knowledge of serving of civil processes and responsibility and authority of Sheriff's Department in this function
- Ability to develop skill in the use of firearms and other departmental equipment.
- Significant skill in effective and professional oral and written communication.
- Thorough knowledge of entire county area and of county regulations
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to interpret how to apply policies, procedures and standards to specific situations.
- Ability to work independently and often without immediate backup. At times, this position is required to detain, subdue and arrest violent and potentially dangerous people alone.
- Must be able to work long hours and during holidays. This position has the element of personal danger, including life-changing and life-or-death decisions which must be made without delay.
- Ability to communicate orally and in writing with other law enforcement personnel, attorneys, juveniles, victims/witnesses, media representatives, Judges, social workers, emergency medical personnel, rescue personnel, fire fighters, business and property owners, motorists, road maintenance personnel, educators, students, dispatchers, and the public.
- Qualify and be proficient in several weapons.

Education

Two-year Associates degree in Law Enforcement or equivalent as approved by the Minnesota POST Board.

Experience

One to three years relevant work experience.

Licenses/Certifications

Must possess valid Minnesota Driver's License and current Minnesota Peace Officer License.

Physical and Mental Requirements

Positions in this job typically require: sitting, walking, running, stooping, bending, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues, conflicts and physical altercations. This position is generally light-duty and may require the exertion up to 60 pounds of force on occasion and the ability to lift, carry, push, pull and move objects, including persons. Must have the ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as using firearms. Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to subdue or restrain individuals. Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with job-related objects, materials and ingredients.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in office and field environments. Some work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Potential for exposure to dangerous situations and angry or violent individuals.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|----------------|
| Department: | Sheriff |
| Reports To: | County Sheriff |
| Supervisory Duties: | Yes |
| FLSA Status: | |
| Union Status: | |
| Last Updated: | August 2018 |

Position Details

The Jail Administrator is responsible for the management, safety and security of the Fillmore County Jail by providing direction, leadership, training, supervision and guidance to staff. Responsible for the relationship and communication between the jail and the following: Courts, Probation, County Attorney, Public Defenders, Social Services, Juvenile Detention facilities, Victims' Services, other county's law enforcement agencies and jails, State Department of Corrections, media and the public.

Staff and Administrative Duties and Responsibilities

- Administer and direct day to day operations of all jail personnel including dispatchers, jailers and support staff.
- Develop and implement policies and procedures to assure department, County, and State policies and guidelines are adhered to and in compliance.
- Schedule work assignments and review activities.
- Conduct annual performance appraisals.
- Administer corrective action plans and discipline.
- Participate in the recruitment, selection, hiring, promotion and discharge procedures for jail personnel.
- Maintain inventory of jail maintenance equipment, jail forms and vending products, and orders supplies as necessary.
- Develop, recommend and monitor the jail budget by reviewing past expenditures, determining future needs and making determinations regarding the necessary resources to accomplish goals. Review requisition for items and recommend approval based upon budgetary guidelines.
- Coordinate jail programs and training.
- File reports and prepare inspections for the State Department of Corrections.
- Ensure jail operates in accordance with the 2911 Minnesota Rules.
- Recruit and train volunteers meeting standards set by the Department of Corrections.
- Coordinate transportation of inmates to and from court, prison facilities, juvenile camps, and mental institutions as ordered by the Court. Responsible for coordinating inmate's medical visit and transportation to and from hospital and clinics.
- Participate in meetings and acts as liaison between the State Department of Corrections STS program, DFO Community Corrections, Fillmore County Court Administration, District 6 jail training and administration committees, and MSA Jail Training Board. Facilitate the Fillmore County Criminal Justice Coordinating Committee meeting.
- Coordinate maintenance of facilities with maintenance staff and coordinate with IT staff and contractors for computer, software and mechanical operations and maintenance.
- Responsible for PREA audit and compliance.

Inmate Related Duties and Responsibilities

- Responsible for managing the day to day needs and activities of inmates.
- Supervise inmates to assure accordance with conditions conducive to good health and welfare.
- Supervise the separation and classification of inmates.
- Serve as program director by coordinating the following programs: education, counseling, employment, work release, alcoholics anonymous, recreation, library, religious studies, anger management, NA, typing skills, GED, Conflict Management, Financial Education, Snowmobile training, and job search.
- Billing and reporting to collections of inmate's work release fees, pay to stays, and medical bills.
- Review recordings of jail cameras and phones to maintain security and safety of inmates and staff.
- Respond to inmate grievances and complaints.
- Coordinate meal program with contracted meal provider.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Skills in mediation, complaint resolution and problem solving.
- Knowledge of governmental administrative practices including budgeting, purchasing and policy formulation.
- Extensive knowledge of applicable state and federal laws, regulations, programs and services relating to jail administration.
- Working knowledge of Health and Fire Codes.
- Knowledge of Data Privacy laws.
- Significant knowledge and ability with human resource practices such as supervising, training, scheduling, delegation, discipline, etc.
- Knowledge of basic accounting principles.
- Ability to read, analyze, and interpret general business periodicals, financial reports, legal documents, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, policies and procedure manuals.
- Significant skill in effective oral and written communication.
- Ability to be on-call and work extended hours as required.

Education and Experience

Requires minimum of Bachelor's degree (B.A.) from a four-year college or university in a relevant field and one to three years related experience and/or training; or an equivalent combination of education and experience.

Licenses/Certifications

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- First Aid/CPR Certification
- Minnesota Drivers' License or evidence of equivalent mobility

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may encounter unexpected and prolonged workdays and stress

and pressure from dealing with emotional issues and conflicts. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an indoor/office environment. Some vehicle travel is required. May encounter angry or combative individuals.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Sheriff
Reports To: Jail Administrator
Supervisory Duties:
FLSA Status:
Union Status: LELS
Last Updated: August 2018

Position Details

The Jail Programmer/Trainer administers jail programs with the goals of offering alternatives to criminal behavior and reducing recidivism. The position provides jail inmates the opportunity to learn and practice new life skills, learn how to control their own behaviors, and develop a positive self-worth so that upon release they can become a productive citizen of the community. Assists Jail Administrator in developing and implementing training for jail staff.

Programmer Duties and Responsibilities

- Develop inmate programs such as GED, cognitive skills, life skills, AA, fitness, community service, and ministerial.
- Develop and coordinate outside inmate programs such as STS and Work Release.
- Review work-release applications, do job checks, and set up payment schedules.
- Review applications for STS program.
- Maintain weekly UA records.
- Investigate work release and STS crew violations and determine appropriate discipline.
- Recruit, orientate, and train jail program volunteers.
- Monitor visitor lists and visitor rules.
- Assist with developing policies and procedures.
- Jail liaison to court, probation, outside agencies, the general public, and other county staff.
- Write various reports as required.
- Assist Dispatchers as needed.

Jailer Duties and Responsibilities

- Complete all booking and release procedures on incoming and outgoing persons as set forth in policy/procedure manual.
- Periodically inspect cells for well checks, vandalism, and other problems. Keep logs of all inmate activity as required by policy/procedure.
- Interpret rules and regulations for inmates and help them with any problems that may arise.
- Participate with jail administrator, probation officer, CD counselor and volunteers in program planning.
- Transport prisoners to and from various facilities and to court, medical appointments, etc.
- Submit predatory offender packets for required individuals either incarcerated or from the public.
- Transport and distribute meals to prisoners.
- Perform some facility maintenance such as plumbing issues, locks and lights.
- Comply with PREA standards.
- Intervene in emergency situations such as fights, suicide attempts and medical emergencies.
- Perform contraband checks.

- Routinely respond to medical complaints and emergency situations. Must conduct three or more medication passes to inmates daily. Assist inmates experiencing medical or mental health distress. Must monitor and conduct suicide checks.
- Provide 24/7 coverage.
- Responsible for and manage inmate records, accounts, and property in compliance with HIPPA and other confidentiality requirements.
- Coordinate with the courts, probation, dispatch, and deputies daily to accomplish their duties.
- Monitors activity within the jail using audio and video recording systems.
- Conducts investigations of occurrences within the Jail.
- Enforces disciplinary measures on inmates when necessary

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of Minnesota Rules Chapter 2911.
- Ability to effectively communicate, both orally and in writing.
- Ability to type, photograph, fingerprint and teach those skills to others.
- Knowledge of County Jail regulations and general aptitude for dealing with prisoners.
- Knowledge of first aid and skilled in its application.
- Knowledge of the custodial care and rights of prisoners.

Education and Experience

High School Diploma or GED, some post-high school relevant training/education, three to five years relevant work experience; or equivalent combination of education and experience.

Licenses/Certifications

Current Minnesota Driver's License is required. Within six months of hire the following training/certifications are required: Taser, Response to Resistance, and First Aid/CPR.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and frequently require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. Exposed to infectious disease and needles.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Most work is performed in an indoors environment. Some work involves driving county vehicles. Jailers are responsible for caring for a population of diverse and often extreme backgrounds and beliefs. Must deal with people who are dangerous, combative, drunk, uncooperative, suicidal and people under the influence of controlled substances, and who may have disabilities or health issues.
- Jailers are required to care for inmates in an objective and empathetic manner.

- Jailers are exposed to Exposure to angry or combative individuals occurs. Jailers routinely deal with aggressive, unpredictable, disgruntled, and sometimes violent people that are regularly under the influence of drugs or alcohol, in a state of mental crisis, suicidal, or that have psychological issues.
- Jailers are required to handle volatile situations in a calm and professional manner. Jailers constantly work with a population undergoing an extremely stressful period in their lives.
- Exposed to smell of odor, other extreme odors, feces and urine and bodily fluids.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Sheriff
Reports To: Jail Administrator
Supervisory Duties:
FLSA Status:
Union Status: LELS
Last Updated: August 2018

Position Details

Jailers are responsible for the control, observation and supervision and well-being of inmates to ensure the maintenance of security and regulations, operational rules, and policies of the Fillmore County Jail.

Duties and Responsibilities

- Complete all booking and release procedures on incoming and outgoing persons as set forth in policy/procedure manual.
- Periodically inspect cells for well checks, vandalism, and other problems. Keep logs of all inmate activity as required by policy/procedure.
- Interpret rules and regulations for inmates and help them with any problems that may arise.
- Participate with jail administrator, probation officer, CD counselor and volunteers in program planning.
- Transport prisoners to and from various facilities and to court, medical appointments, etc.
- Submit predatory offender packets for required individuals either incarcerated or from the public.
- Transport and distribute meals to prisoners.
- Perform some facility maintenance such as plumbing issues, locks and lights.
- Comply with PREA standards.
- Intervene in emergency situations such as fights, suicide attempts and medical emergencies.
- Perform contraband checks.
- Routinely respond to medical complaints and emergency situations. Must conduct three or more medication passes to inmates daily. Assist inmates experiencing medical or mental health distress. Must monitor and conduct suicide checks.
- Provide 24/7 coverage.
- Responsible for and manage inmate records, accounts, and property in compliance with HIPPA and other confidentiality requirements.
- Coordinate with the courts, probation, dispatch, and deputies daily to accomplish their duties.
- Monitors activity within the jail using audio and video recording systems.
- Conducts investigations of occurrences within the Jail.
- Enforces disciplinary measures on inmates when necessary

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Ability to effectively communicate, both orally and in writing.
- Ability to use computer software and applications.
- Knowledge of County Jail regulations and general aptitude for dealing with prisoners.
- Knowledge of first aid and skilled in its application.
- Knowledge of the custodial care and rights of prisoners.
- Ability to handle critical situations in a calm manner.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to interpret how to apply policies, procedures and standards to specific situations.
- Ability to work independently and often without immediate backup. At times, this position is required to detain, subdue and arrest violent and potentially dangerous people alone.
- Ability to communicate orally and in writing with other law enforcement personnel, attorneys, juveniles, victims/witnesses, media representatives, Judges, social workers, emergency medical personnel, rescue personnel, fire fighters, business and property owners, motorists, road maintenance personnel, educators, students, dispatchers, and the public.
- Qualify and be proficient in several weapons.

Education and Experience

High School Diploma or GED and must be 18 years of age.

Licenses/Certifications

Current Minnesota Driver's License is required. Within six months of hire the following training/certifications are required: Taser, Use of Force, and First Aid/CPR.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and frequently require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. Exposed to infectious disease and needles.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Most work is performed in an indoors environment. Some work involves driving county vehicles. Jailers are responsible for caring for a population of diverse and often extreme backgrounds and beliefs. Must deal with people who are dangerous, combative, drunk, uncooperative, suicidal and people under the influence of controlled substances, and who may have disabilities or health issues.
- Jailers are required to care for inmates in an objective and empathetic manner.
- Jailers are exposed to Exposure to angry or combative individuals occurs. Jailers routinely deal with aggressive, unpredictable, disgruntled, and sometimes violent people that are regularly under the influence of drugs or alcohol, in a state of mental crisis, suicidal, or that have psychological issues.
- Jailers are required to handle volatile situations in a calm and professional manner. Jailers constantly work with a population undergoing an extremely stressful period in their lives.

- Exposed to extreme odors and bodily fluids.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|---------------------|
| Department: | Land Records Office |
| Reports To: | County Board |
| Supervisory Duties: | Yes |
| FLSA Status: | Exempt |
| Benefits | |
| Union Status: | |
| Last Updated: | November 2018 |

Position Details

This position performs administrative work in planning, organizing and directing all functions of Land Records Office; accountable for all activities of assessment, recording functions as relating to the Land Records, GIS, vital statistics and Auditor/Treasurer functions relating to Land Records. This position is also to provide a fair and equitable assessment of all real and personal property in the County and to ensure that each taxpayer pays only for his/her fair share of the property tax burden. This position is expected to provide high-quality customers service regarding department issues, documents and concerns. Work is performed in accordance with local, state and federal applicable laws and ordinances.

Duties and Responsibilities

Serves as Department Head

- Prepares and monitors annual operating budget and approves bills submitted to the County for payment.
- Reviews and approves bills sent to other government entities.
- Develops and recommends policies affecting the Department to the County Board and provides reports and presentations to the County Board.
- Develops long-range capital improvement projects and programs.
- Coordinates the goals, objectives and priorities of the Department.
- Leads the operations of the Department and oversees, manages and directs the staff, the work and work activities of the Department in alignment with the vision and directives of the County Board.
- Participates in meetings with outside agencies to provide direction regarding contracting standards, communication and public infrastructure.
- Responsible for all Department data records and reporting.

Supervision

- Provides assistance in training and guidance to employees.
- Responsible for scheduling work assignments, tracking hours worked and conducting performance evaluations of staff and assists in hiring process.

Responsible for Property Valuations

- Gathers and maintains current market and economic data for determining market values, developing cost schedules for buildings, depreciation schedules and land value guides.
- Responsible for all County assessments for ad-valorem taxes.

- Confers with adjacent counties to uniformly assess and equalize values of similar properties and classification of properties.
- Reviews, approves and investigates all Electronic Certificate of Real Estate Value (ECRV's) of sales data and land transfers submitted to the County that are used in the sales ratio studies to analyze values.
- Analyzes and determines amount of local effort (decreases/increase).
- Implements and determines eligibility for special property tax programs.

County Liaison

- Serves as Department public relations person to help educate the public and answers questions and concerns.
- Serves as Liaison to tax payers and provide up-to-date information for public and County Board.

County Liaison for Property Assessment

- Prepares, schedules, and attends Local Board of Appeal and Equalization meetings.
- Prepares and attends the County and State Board of Appeal and Equalization meetings and defend valuations of assessed properties.
- Provides excellent customer service answering questions and concerns about property values, classification, ownership, taxes CER information, property tax estimates, property combinations and property splits.

Assist the County Recorder to Review and Record All Real Estate Documents as Follows:

- Acts as custodian of all official real estate documents submitted for recording, legal compliance and notary (Abstract, Torrens, Plat and Federal and State Tax Lien documents).
- Processes documents in Torrens (Registered Land) system, images and maintains documents on computer, issues certificates, keeps abreast of Torrens regulations and generally functions as the Deputy Registrar of Titles.
- Verifies real estate documents in the land records and imaging system in order to provide reporting on statutory compliance.
- Establishes and maintains all books of record, files and indexes according to statutory requirements.
- Receipts and records documents daily in reception books and registers and is responsible for daily data entry, imaging, and retaining of all recorded documents.
- Ensures that the department maintains all appropriate and necessary licensures and certifications to execute functions of assessment, recording and registration of lands and vital statistics.

Other duties as apparent or assigned.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Qualifications

Education and Experience: Bachelor's degree in Business Administration or related area to real estate appraisal along with an Accredited Minnesota Assessor's (AMA) licensure and five years relevant work experience or any equivalent combination of education, training and experience which provides the

requisite knowledge, skills and abilities for this position. Must be able to obtain Senior Accredited Minnesota Assessor's (SAMA) licensure within two years of employment.

Requirements

- Valid Driver's License.
- Supervisory experience is required.
- Knowledge of metes and bounds, Torrens and platting conventions associated with property records; knowledge of statutory requirements and best practices for recording documents.
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same, as may be appropriate.
- Organizational and time management skills are necessary to meet statutory deadlines.
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures.
- Excellent interpersonal communication skills; ability to effectively communicate with people to convey or exchange professional information; ability to interact with people beyond giving and/or receiving instructions; ability to effectively communicate with public in an approachable, professional manner.
- Ability to handle unpredictable situations in public dealings in a manner that represents the County in a positive fashion.
- Ability to make independent decisions under stressful situations.
- Ability to pay high attention to detail and the ability to prioritize multiple tasks and multiple deadlines daily.
- Ability to multi-task between diverse duties and varied technology platforms.
- Must maintain certification, adhere to MN Department of Revenue guidelines, and stay abreast of changes in appraisal methods, regulation and formulas, building costs, market values and similar technical development.

Equipment and Tools Responsibilities

- Equipment operated: telephone and fax machine, computer, copy machine and calculator.
- Must have knowledge and experience dealing with computers and Microsoft Office and database systems and state software.

Physical and Mental Requirements

- The position is primarily conducted in a climate controlled office environment and is largely sedentary in nature. Required to perform repetitive tasks, such as handwriting and keyboarding. Subject to dealing with irate people, including the criminal element of the population, both in person and via telephone.
- It is occasionally required that weight is lifted or force be exerted up to 25 pounds.
- Vision requirements for this position are close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Majority of the time on the job is spent talking or hearing. Occasionally exposed to standing, walking, sitting, using hands to handle, finger or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all office and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|--------------------|
| Department: | Sheriff |
| Reports To: | Jail Administrator |
| Supervisory Duties: | Yes |
| FLSA Status: | |
| Union Status: | LELS |
| Last Updated: | August 2018 |

Position Details

The Lead Dispatcher oversees operations of the dispatch center and is responsible for scheduling Dispatchers, overseeing all compliance with the BCA and CJIS, monitoring training needs, acting as liaison for Sheriff and works with the Sheriff and Jail Administration on technology needs and changes in the PSAP. The position is responsible for taking information from the public and other agencies and dispatching that information to the appropriate personnel to respond to events. Responds to all 911 calls as well as some Sheriff's administration calls and lobby reports when office staff is not available. Manages radio calls with local and outside agencies. Creates events in CAD software system and ensures they are up to date and accurate. Oversees jail activity and maintains security of the building by watching monitors and controlling door access.

Dispatch Operations Duties and Responsibilities

- Receives and responds to emergency and non-emergency calls including enhanced 911, and non-emergency calls from the public, dispatchers from other agencies, law enforcement agencies via telephone and radio systems and computer aided dispatch (CAD) systems.
- Processes, evaluates, and prioritizes calls and dispatches appropriate response in a timely manner.
- Maintains status and locations of Sheriff's Office and other agency units.
- Monitors unit activity via the radio system.
- Maintains security in the building, monitors jail, opens and closes access points to the building. Maintains awareness of jailer(s) location and movements of inmates and/or employees.
- Create reports in the CAD system. Maintain accurate record entries for all calls for service. Accesses and enters data in state and national databases. Creates and maintains activity logs.
- Assists persons entering the lobby.
- Performs monthly civil defense testing.
- Keep abreast of relevant department policies and procedures. Attend trainings and continuing education as required.

Lead Worker Duties and Responsibilities

- Manage dispatch schedule and time off. Keep schedule updated and ensure that 24/7 coverage is maintained. Approve time off requests.
- Manage computer programs. Update all information and perform administrative functions. Check and install software updates and reboot computers according to schedule. Notify IT department of any issues.
- Function as Terminal Agency Coordinator for the BCA and maintain all required records and communications.

- Manage training and updates for dispatchers. Includes planning and conducting regular dispatch meetings, arranging for attendance at conferences, and other outside training events for self and dispatch staff.
- Manage payroll for dispatchers. Verify requests for extra hours and shift differential. Make and correct entries into electronic payroll system.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Ability to work assigned schedule in a 24/7 work environment.
- Basic knowledge of law enforcement terminology and procedures.
- Ability to effectively use a computer and various software programs.
- Ability to handle critical situations in a calm manner.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of Fillmore County geography and ability to interpret plat books and maps.
- Knowledge and skill in applying basic human resources practices.

Education and Experience

High School Diploma or GED and one to three years relevant work experience.

Desired Qualifications

CJIS terminal operator certification.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters non-traditional work schedules and stress and pressure from dealing with emotional and critical issues. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in an office environment. Some travel is required to outside training/conferences.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Sheriff
Reports To: Sheriff/Chief Deputy/Captain
Supervisory Duties:
FLSA Status:
Union Status: LELS
Last Updated: August 2018

Position Details

The Lieutenant is the fourth highest ranking position within the Sheriff's Department. The position provides supervision and direction to department employees.

Law Enforcement Duties and Responsibilities

- Performs all duties of Deputy Sheriff within Fillmore County Sheriff's Office.
- Enforce laws of Federal, State and Local units of government.
- Responsible for boat and water operations and operation identification program within County. Secures grants for those programs and maintains all necessary records.
- Responsible for civil process and all duties related to civil process handled by the Sheriff's Office.
- Responsible for all animal (neglect, abuse, dangerous animal) investigations, including delegating cases to officers and tracking status of animals.
- Responsible for Predatory Offender registration, compliance and non-compliance investigations.
- Conducts background checks for permits to purchase/carry firearms and makes recommendations on issuance or denial.
- Provides court security.
- Functions as Salvation Army Liaison.

Command Functions

- Provide leadership and supervision directly to patrol and investigator staff.
- Conduct performance evaluations.
- Provide technical guidance and be able to interpret policies and procedures, rules, and directives to staff.
- Provide operational direction for the Sheriff's Department in the absence of the Sheriff, Chief Deputy, and Captain.
- Maintain tactical and technical proficiency with job responsibilities.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of and skill in application of supervisory theories and practices.

- Considerable knowledge of traffic and criminal laws, ordinances, rules and policies effective in Fillmore County.
- Knowledge and skill in application of principles of law enforcement work.
- Skilled in First Aid methods and techniques.
- Ability to plan, organize, assign and inspect work of others.
- Skill in operation and maintenance of equipment and weapons used in activities.
- Effective communication skills, both oral and written.
- Ability to effectively use a computer and various software programs.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to interpret how to apply policies, procedures and standards to specific situations.
- Ability to work independently and often without immediate backup. At times, this position is required to detain, subdue and arrest violent and potentially dangerous people alone.
- Must be able to work long hours and during holidays. This position has the element of personal danger, including life-changing and life-or-death decisions which must be made without delay.
- Ability to communicate orally and in writing with other law enforcement personnel, attorneys, juveniles, victims/witnesses, media representatives, Judges, social workers, emergency medical personnel, rescue personnel, fire fighters, business and property owners, motorists, road maintenance personnel, educators, students, dispatchers, and the public.
- Qualify and be proficient in several weapons.

Education

Two-year Associates degree in Law Enforcement or equivalent as approved by the Minnesota POST Board.

Requirements

One to three years law enforcement experience.

Physical and Mental Requirements

Positions in this job typically require: sitting, walking, running, stooping, bending, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues, conflicts and physical altercations. This position is generally light-duty and may require the exertion up to 60 pounds of force on occasion and the ability to lift, carry, push, pull and move objects, including persons. Must have the ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as using firearms. Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to subdue or restrain individuals. Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with job-related objects, materials and ingredients.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Some work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. May work extended shifts and call-ins. Exposure to computer work and video screens. Potential for exposure to dangerous situations and angry or violent individuals.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstrate by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



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|----------------------------|-------------|
| Department: | Sheriff |
| Reports To: | Captain |
| Supervisory Duties: | |
| FLSA Status: | |
| Union Status: | LELS |
| Last Updated: | August 2018 |

Position Details

The Narcotics Investigator is assigned to the Southeast Minnesota Violent Crime Enforcement Team to independently conduct investigations of controlled substance and violent crimes in Fillmore County. The position also conducts general investigations as part of the Fillmore County Sheriff's Office investigative division.

Crime Investigation Duties and Responsibilities

- Enforce federal, state and local laws.
- Investigate felony level crimes relating to narcotics and violent crimes including managing confidential informants and their files and responding to public information on possible narcotics and violent crimes.
- Locate and interview victims, witnesses and suspects effectively and within established legal requirements.
- Take and document statements for use in investigation development and any subsequent court action.
- Create and maintain logs, notes and reports and testify as required in court.
- Prepare and execute search warrants.
- Respond to and process crime scenes.
- Collect evidence and log into record management system, transport evidence and submit according to policies.
- Attend autopsies related to death investigations.
- Prepare operation plans relating to controlled buys, controlled delivers, prepare expense sheets for purchased evidence and payments to informants.
- Prepare and conduct presentations to groups and members of the public on topics related to narcotics trends, patterns, and general information.
- Prepare monthly and quarterly reports of activity and investigations for SEMNVCT and Fillmore County Sheriff.
- Maintain proficiency with technologically based investigative resources.
- Responsible to operate and report on the prescription drug collection site and is point of contact for National drug take back days.
- Maintain availability for call-in for incidents or investigations.
- Perform all duties of deputy sheriff as assigned or apparent.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Good knowledge of federal, state and local laws and regulations relating to criminal acts.
- Working knowledge of the operations of Southeast Minnesota Violent Crime Enforcement Team.
- Extensive knowledge of identification, collection and preservation of evidence.
- Ability to conduct interviews of victims, witnesses, suspects and informants within legal parameters.
- Good knowledge of modern police practices and methods
- Ability to act quickly and decisively under difficult circumstances.
- Good knowledge of first aid and CPR.
- Ability to develop skill in the use of firearms and other departmental equipment.
- Significant skill in effective and professional oral and written communication, including report writing.
- Ability to use a computer and various software programs.
- Thorough knowledge of entire county area and of county regulations.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to interpret how to apply policies, procedures and standards to specific situations.
- Ability to work independently and often without immediate backup. At times, this position is required to detain, subdue and arrest violent and potentially dangerous people alone.
- Must be able to work long hours and during holidays. This position has the element of personal danger, including life-changing and life-or-death decisions which must be made without delay.
- Ability to communicate orally and in writing with other law enforcement personnel, attorneys, juveniles, victims/witnesses, media representatives, Judges, social workers, emergency medical personnel, rescue personnel, fire fighters, business and property owners, motorists, road maintenance personnel, educators, students, dispatchers, and the public.
- Qualify and be proficient in several weapons.

Education

Two-year Associates degree in Law Enforcement or equivalent as approved by the Minnesota POST Board.

Experience Requirements

One to three years relevant work experience.

Licenses/Certifications

Must possess valid Minnesota Driver's License and current Minnesota Peace Officer License.

Physical and Mental Requirements

Positions in this job typically require: sitting, walking, running, stooping, bending, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues, conflicts and physical altercations. This position is generally light-duty and may require the exertion up to 60 pounds of force on occasion and the ability to lift, carry, push, pull and move objects, including persons. Must have the ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as using firearms. Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some

combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to subdue or restrain individuals. Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with job-related objects, materials and ingredients.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in office and field environments. Some work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Potential for exposure to dangerous situations and angry or violent individuals.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Various
Reports To: Varies
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The Office Support Specialist classification represents the first level in a two-level classification series titled Office Support Specialist. This classification represents a clustering of different positions who share a common occupational family, who have a similar focus and objective. The focus and objective is to provide clerical and customer assistance and support for the County.

Classification Distinctions

The Office Support Specialist incumbents perform the same basic functions and share a common set of core knowledge to provide customer support and department assistance involving various clerical and secretarial duties and assignments.

Duties and Responsibilities

The following are illustrative tasks of typical duties found within the classification. Individual positions will perform some, but not all, of these duties as well as other similar duties.

- Receives, responds to, or refers telephone, walk-in, or email inquiries, complaints or questions in an appropriate manner.
- Learns office routines, specific program operations, specific software packages, program rules and office/County administrative rules and guidelines.
- Assists the public or other departments in obtaining information or providing assistance with questions. Answers questions concerning routine departmental rules, regulations, and policies. Seeks assistance from more experienced staff for non-routine or more difficult questions or determines if the request should be handled by other parties.
- Provides forms, documents, applications, maps, permits, notices, educational material or other materials and information requested by public in accordance with the responsibility of the position and data practices of the County.
- Updates, performs data entry and/or performs file maintenance of County and department records and files. Logs and enters data electronically or manually into appropriate departmental or county files. Searches, compiles information, and provides information to the public or staff concerning documents, data or information in records in accordance with Data Privacy Act and County guidelines.
- Conducts data entry to and updates departmental databases. Generates reports as needed.
- Assists with the organizing and planning of department programs and events which includes mailing of promotional material and forms, recording and maintaining details in logical manner, preparing documents, and scheduling needed workers.
- Maintains paper and electronic filing system. Accurately files all records, letters, and logs according to departmental procedures. Creates new files and charts.
- Copies, assembles, and processes bulk mailings.

- Transfers, disposes or retains documents, files and records in accordance with the County's record retention procedures and guidelines.
- Dates, stamps, sorts and distributes incoming mail.
- Utilizes office equipment to copy or duplicate records such as copy equipment, microfilm or scanning equipment.
- Takes inventory of departmental office supplies, publication materials, and recommends or replenishes supplies.
- Performs word processing and types letters, correspondence or other materials relevant to the department of assignment. Transcribes and types dictated/taped statements, reports, or transcripts.
- Prepares bills for payment and maintains files to track departmental budget.
- Generates standardized financial or summary reports from departmental programs or systems or performs routine queries to general reports or summaries requested.
- Updates property tax records.
- Coordinates veterans' van transportation program.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Working knowledge of office administrative procedures, practices and methods.
- Basic understanding of business math operations and concepts.
- General understanding of functions, policies, procedures, ordinances, operating practices, and Minnesota State statutes relating to assigned department.
- Understanding and knowledge of computer operation, hardware and software applications used in typical office environment.
- Skill in keyboarding.
- Knowledge of record keeping, records retention, and general bookkeeping practices and functions.
- Skill in the use and operation of word processing software, calculators, Dictaphones, fax machines, copy machines, computer network operation, phone systems, e-mail, Internet, database software, and general spreadsheet applications.
- Requires the skill to provide basic client services to the public and other agencies within the County. Requires tact, courtesy, and cooperation in dealings with others where the primary purpose of public relations and client services is the exchange of information.
- Skill in the application, interpretation, and carrying out of specialized office functions, procedures and routines in accordance with County rules, ordinances, or administrative guidelines.
- Effective communication skills, both oral and written.

Education and Experience

High School Diploma or GED and one-year relevant work experience.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 10 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work environment is a typical office environment. Environment is typically free of any unpleasant environmental hazards or risks. Employees may be exposed at times to citizens who are angry or who may be abusive. Some travel between facilities or for training/meetings may be required.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

Office Support Specialist Senior-Merit

Page 1 of 3



Department: Community Services
Reports To: Community Services Administrator
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The Office Support Specialist Senior-Merit classification provides work direction to the positions of Office Support Specialist. The position provides administrative support to the agency director and supervisors, or to a major program area in community services. In some positions, incumbents may be required to know technical terminology or special software programs. Incumbents will research and respond to issues that may have no immediate solutions within established procedures and guidelines.

Duties and Responsibilities

The following are illustrative tasks of typical duties found within the classification. Individual positions may perform some of these duties as well as other similar duties. The essential functions or grouping are intended to be representative of the classification as a whole.

- Receives and refers telephone or walk-in inquiries, complaints or questions in an appropriate and professional manner.
- Trains new office support employees.
- Assigns and reviews the work of other office support staff.
- Handles performance problems, work schedule conflicts or other work flow problems for assigned staff.
- Develops internal deadlines for staff assignments.
- Completes special projects, research, assigned program responsibilities and other complex assignments.
- Assists clients in completing program forms and may assist in processing applications for services.
- Reviews and selects mail to independently research and answer for managers or supervisors.
- Develops, implements and maintains office procedures and work systems to resolve existing problems or to respond to new systems or policies.
- Maintains administrative or fiscal data and prepares reports.
- Maintains adequate inventory of office supplies and forms.
- Provides other employees with information, assistance and services. Issues are often complicated and varied and require research to resolve.
- Collects and analyzes data for administrative reports.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Working knowledge of office administrative procedures, practices and methods.
- Basic understanding of business math operations and concepts.
- General understanding and specific knowledge of community services department programs, rules, policies and procedures.
- Understanding and knowledge of computer operation, hardware and software applications used in typical office environment as well as software programs specific to community services functions.
- Knowledge of record keeping, records retention, and general bookkeeping practices and functions.
- Knowledge of data practices law and policies as they apply to community services operations.
- Knowledge of community resources interacting with the department.
- Basic understanding of human resources and principles of supervision.
- Requires the skill to provide basic client services to the public and other agencies within the County. Requires tact, courtesy, and cooperation in dealings with others where the primary purpose of public relations and client services is the exchange of information.
- Skill in the application, interpretation, and carrying out of specialized office functions, procedures and routines in accordance with County and State rules, ordinances, or administrative guidelines.
- Ability to apply judgment and discretion in addressing issues, problems and concerns raised by the public or internal customers.
- Ability to establish and maintain complex record systems based on substantial program knowledge.
- Ability to read, analyze and interpret governmental regulations, financial reports, and legal documents.
- Effective communication skills, both oral and written.

Education and Experience

High School Diploma or GED, some relevant training/education post-high school, and one to three years relevant work experience; or equivalent combination of training and experience.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 10 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work environment is a typical office environment. Environment is typically free of any unpleasant environmental hazards or risks. Employees may be exposed at times to citizens who are angry or who may be abusive. Some travel for training/meetings may be required.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

Office Support Specialist Senior

Page 1 of 4



| | |
|---------------------|-------------|
| Department: | Various |
| Reports To: | Varies |
| Supervisory Duties: | |
| FLSA Status: | |
| Union Status: | |
| Last Updated: | August 2018 |

Position Details

The Office Support Specialist-Senior classification represents the second level in a two-level classification series titled Office Support Specialist. This classification represents a clustering of different positions sharing a common occupational family with similar skill sets and similar focus and objectives. The focus and objective is to provide clerical and customer assistance and support for the County. Positions assigned to this classification perform clerical and secretarial support functions requiring discretion and judgment in applying established office procedures, rules and operations within the department and as established by the County.

Classification Distinctions

The Office Support Specialist-Senior shares a common set of core knowledge, skills and job functions with the other office support classifications. The focus of this series is to provide customer support and department assistance involving various clerical and secretarial duties and assignments. Office Support Specialist-Senior differs from that of Office Support Specialists in that the Senior requires specific knowledge, training and experience in departmental functions, programs, rules and record keeping functions prior to gaining entry into the position. Seniors are expected to apply judgment and are afforded some discretion in determining how they perform and carry out the established routines and operations governing their job. The expectation of the classification series is that the Senior level performs more complex office functions and, although not all positions perform this activity, may assist in the training and monitoring of work performed by other Office Support Specialists, in the absence of the Department Supervisor, Accounting Technician, Lead or other designated lead or supervisory personnel. Part of this responsibility involves understanding the duties and tasks of other Office Support Specialist positions in the department or County and being able to back up tasks and cover for a multitude of different positions within the County. This classification differs from Accounting Technician in that vast majority of the duties and responsibilities of the later position deal specifically with bookkeeping and accounting practices and procedures. While the Office Support Specialist-Senior may be required to perform accounting and bookkeeping responsibilities within their department/agency, the preponderance of responsibilities are more diverse and more administrative support rather than accounting in nature.

Duties and Responsibilities

The following are illustrative tasks of typical duties found within the classification. Individual positions may perform some of these duties as well as other similar duties. The essential functions or grouping are intended to be representative of the classification as a whole.

- Receives and refers telephone or walk-in inquiries, complaints or questions in an appropriate and professional manner.
- Schedules hearings, meetings, appointments etc.
- Types and prepares letters, manuals, mass mailings, correspondence, forms, notices, agendas, minutes, abstracts, requisitions, specifications, contracts or other material.
- Assembles, compiles and distributes agenda packets for meetings.

- Enters and retrieves information and/or documents from County database and generates reports or activity summaries. Follows data privacy laws in providing information appropriately to the public or other personnel of the County.
- Performs customer service activities by issuing permits; collecting fees, fines, taxes, or payments and receipting revenue and coding funds to appropriate accounts/funds; and assisting customers in completing applications, forms or other materials needed by the County.
- Provides assistance in more non-routine questions, issues, complaints or concerns raised by the public or other staff members. Backs up and performs the activities and duties of other County positions within the classification series. May assist departmental lead personnel or supervisors in training new staff, monitoring their work, and assisting staff with non-routine or more difficult work activities or functions of the office.
- Researches and investigates delinquent taxes on properties, easements, liens, estimated market value, and open mortgages. Records findings and provides information to department head or other departments. Sends notice of delinquent taxes; explains procedures, policies, and collection practices to taxpayers; and determines which parcels qualify for forfeiture. Assures that all taxes collected are allocated to proper entities and accounts.
- Develops formats and maintains department budget book. Assists in the preparation of the budget first draft by spreading fixed costs across departments based on time/spent proportion. Reviews departmental program budgets to assure amounts and figures are within County budgetary parameters.
- Assists Accounting Technician, Lead with developing improved customer service systems.
- Ensures that AS400 runs at peak performance by maintaining backup and recovery plans for system, loading software, maintaining operating system, and troubleshooting problems.
- Enters levy and aid information into computer, calculates taxes, writes and proofs report, and submits final report to Auditor.
- Serves as computer software resource person to other departments and assists others as needed. Responsible for setting up and delivery of training programs.
- Answers questions of public, staff, financial institutions, attorneys, and banks concerning departmental policies, regulations, and statutes; document preparation and processing, title information, tax information and status, etc.
- Manages accounts receivable and accounts payable functions within department. Enters all receipts into system and reconciles activity. Verifies and compares accounts payable quantities to purchase orders, check extensions, and maintains 1099 tax records on vendors. Prepares month end closing and balancing functions. Responsible for ensuring accuracy for whole department.
- Performs other duties of a comparable level or type.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Working knowledge of office administrative procedures, practices and methods.
- Basic understanding of business math operations and concepts.
- General understanding and specific knowledge of department functions, policies, procedures, ordinances, operating practices, and Minnesota State statutes relating to assigned department.
- Understanding and knowledge of computer operation, hardware and software applications used in typical office environment.

- Knowledge of record keeping, records retention, and general bookkeeping practices and functions.
- Skill in the use and operation of word processing software, calculators, Dictaphones, fax machines, copy machines, computer network operation, phone systems, e-mail, Internet, database software, and general spreadsheet applications.
- Requires the skill to provide basic client services to the public and other agencies within the County. Requires tact, courtesy, and cooperation in dealings with others where the primary purpose of public relations and client services is the exchange of information.
- Skill in the application, interpretation, and carrying out of specialized office functions, procedures and routines in accordance with County rules, ordinances, or administrative guidelines.
- Ability to apply judgment and discretion in addressing issues, problems and concerns raised by the public or internal customers.
- Skilled in performing routine bookkeeping functions such as coding, posting and reconciling accounts, coordinating accounts receivable and performing billing activities.
- Ability to read, analyze and interpret governmental regulations, financial reports, and legal documents.
- Effective communication skills, both oral and written.

Education and Experience

High School Diploma or GED, some relevant training/education post-high school, and one to three years relevant work experience; or equivalent combination of training and experience.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 10 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work environment is a typical office environment. Environment is typically free of any unpleasant environmental hazards or risks. Employees may be exposed at times to citizens who are angry or who may be abusive. Some travel for training/meetings may be required.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.

Office Support Specialist Senior

Page 4 of 4

- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

Office Support Specialist Senior – Generic Description

Page 1 of 4



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|---------------------|----------|
| Department: | Various |
| Reports To: | Varies |
| Supervisory Duties: | |
| FLSA Status: | |
| Union Status: | |
| Last Updated: | May 2018 |

Position Details

The Office Support Specialist-Senior classification represents the second level in a two-level classification series titled Office Support Specialist. This classification represents a clustering of different positions sharing a common occupational family with similar skill sets and similar focus and objectives. The focus and objective is to provide clerical and customer assistance and support for the County. Positions assigned to this classification perform clerical and secretarial support functions requiring discretion and judgment in applying established office procedures, rules and operations within the department and as established by the County.

Classification Distinctions

The Office Support Specialist-Senior shares a common set of core knowledge, skills and job functions with the other office support classifications. The focus of this series is to provide customer support and department assistance involving various clerical and secretarial duties and assignments. Office Support Specialist-Senior differs from that of Office Support Specialists in that the Senior requires specific knowledge, training and experience in departmental functions, programs, rules and record keeping functions prior to gaining entry into the position. The position is expected to apply judgment and is afforded some discretion in determining how to perform and carry out the established routines and operations governing the job. The expectation of the classification series is that the Senior level performs more complex office functions and, although not all positions perform this activity, may assist in the training and monitoring of work performed by other Office Support Specialists, in the absence of the Department Supervisor, Accounting Technician, Lead or other designated lead or supervisory personnel. Part of this responsibility involves understanding the duties and tasks of other Office Support Specialist positions in the department or County and being able to back up tasks and cover for a multitude of different positions within the County. This classification differs from Accounting Technician in that vast majority of the duties and responsibilities of the later position deal specifically with bookkeeping and accounting practices and procedures. While the Office Support Specialist-Senior may be required to perform accounting and bookkeeping responsibilities within their department/agency, the preponderance of responsibilities are more diverse and more administrative support rather than accounting in nature.

Duties and Responsibilities

The following are illustrative tasks of typical duties found within the classification. Individual positions may perform some of these duties as well as other similar duties. The essential functions or grouping are intended to be representative of the classification as a whole.

- Receives and refers telephone or walk-in inquiries, complaints or questions in an appropriate and professional manner.
- Schedules hearings, meetings, appointments etc.
- Types and prepares letters, manuals, mass mailings, correspondence, forms, notices, agendas, minutes, abstracts, requisitions, specifications, contracts or other material.
- Assembles, compiles and distributes agenda packets for meetings.

Office Support Specialist Senior – Generic Description

Page 2 of 4

- Enters and retrieves information and/or documents from County database and generates reports or activity summaries. Follows data privacy laws in providing information appropriately to the public or other personnel of the County.
- Performs customer service activities by issuing permits; collecting fees, fines, taxes, or payments and receipting revenue and coding funds to appropriate accounts/funds; and assisting customers in completing applications, forms or other materials needed by the County.
- Provides assistance in more non-routine questions, issues, complaints or concerns raised by the public or other staff members. Backs up and performs the activities and duties of other County positions within the classification series. May assist departmental lead personnel or supervisors in training new staff, monitoring their work, and assisting staff with non-routine or more difficult work activities or functions of the office.
- Researches and investigates delinquent taxes on properties, easements, liens, estimated market value, and open mortgages. Records findings and provides information to department head or other departments. Sends notice of delinquent taxes; explains procedures, policies, and collection practices to taxpayers; and determines which parcels qualify for forfeiture. Assures that all taxes collected are allocated to proper entities and accounts.
- Develops formats and maintains department budget book. Assists in the preparation of the budget first draft by spreading fixed costs across departments based on time/spent proportion. Reviews departmental program budgets to assure amounts and figures are within County budgetary parameters.
- Assists Accounting Technician, Lead with developing improved customer service systems.
- Ensures that AS400 runs at peak performance by maintaining backup and recovery plans for system, loading software, maintaining operating system, and troubleshooting problems.
- Enters levy and aid information into computer, calculates taxes, writes and proofs report, and submits final report to Auditor.
- Serves as computer software resource person to other departments and assists others as needed. Responsible for setting up and delivery of training programs.
- Answers questions of public, staff, financial institutions, attorneys, and banks concerning departmental policies, regulations, and statutes; document preparation and processing, title information, tax information and status, etc.
- Manages accounts receivable and accounts payable functions within department. Enters all receipts into system and reconciles activity. Verifies and compares accounts payable quantities to purchase orders, check extensions, and maintains 1099 tax records on vendors. Prepares month end closing and balancing functions. Responsible for ensuring accuracy for whole department.
- Assists in the recruitment and selection of office support staff.
- Handles performance problems, work schedule conflicts or other work flow problems for assigned staff.
- Develops internal deadlines for staff assignments.
- Completes special projects, research, assigned program responsibilities and other complex assignments.
- Assists clients in completing program forms and may assist in processing applications for services.
- Reviews and selects mail to independently research and answer for managers or supervisors.
- Develops, implements and maintains office procedures and work systems to resolve existing problems or to respond to new systems or policies.
- Maintains administrative or fiscal data and prepares reports.
- Maintains adequate inventory of office supplies and forms.

Office Support Specialist Senior – Generic Description

Page 3 of 4

- Provides other employees with information, assistance and services. Issues are often complicated and varied and require research to resolve.
- Collects and analyzes data for administrative reports.
- Acts as Community Services liaison with county human resources staff or merit system. Completes and submits personnel forms to county and/or merit.
- Maintains departmental websites.
- Assists in employee benefit enrollment.
- Coordinates Wellness/Activities program.
- Performs other duties of a comparable level or type.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Working knowledge of office administrative procedures, practices and methods.
- Basic understanding of business math operations and concepts.
- General understanding and specific knowledge of department functions, policies, procedures, ordinances, operating practices, and Minnesota State statutes relating to assigned department.
- Understanding and knowledge of computer operation, hardware and software applications used in typical office environment.
- Knowledge of record keeping, records retention, and general bookkeeping practices and functions.
- Skill in the use and operation of word processing software, calculators, Dictaphones, fax machines, copy machines, computer network operation, phone systems, e-mail, Internet, database software, and general spreadsheet applications.
- Requires the skill to provide basic client services to the public and other agencies within the County. Requires tact, courtesy, and cooperation in dealings with others where the primary purpose of public relations and client services is the exchange of information.
- Skill in the application, interpretation, and carrying out of specialized office functions, procedures and routines in accordance with County rules, ordinances, or administrative guidelines.
- Ability to apply judgment and discretion in addressing issues, problems and concerns raised by the public or internal customers.
- Skilled in performing routine bookkeeping functions such as coding, posting and reconciling accounts, coordinating accounts receivable and performing billing activities.
- Ability to read, analyze and interpret governmental regulations, financial reports, and legal documents.
- Effective communication skills, both oral and written.

Education and Experience

High School Diploma or GED, some relevant training/education post-high school, and one to three years relevant work experience; or equivalent combination of training and experience.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 10 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

Office Support Specialist Senior – Generic Description

Page 4 of 4

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work environment is a typical office environment. Environment is typically free of any unpleasant environmental hazards or risks. Employees may be exposed at times to citizens who are angry or who may be abusive. Some travel for training/meetings may be required.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstrate by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: County Attorney
Reports To: County Attorney
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

Assists County Attorney and Assistant County Attorneys with legal work and administrative duties, including legal research, reading and analysis of investigative reports and preliminary documents from various departments and agencies, drafting of legal documents and correspondence, and answering routine questions concerning various matters. Responsible for some administrative duties and work direction to legal secretaries and other non-attorney staff.

Essential Duties and Responsibilities

- Read and analyze investigative reports received from law enforcement, Social Services, and other agencies. Recommend charges to be brought in criminal or delinquency matters. Prepare and type formal complaints, pleadings, and correspondence notifying parties of upcoming hearings and various other legal documents. File motions, memos, and other documents, schedule hearings, communicate with related County departments and state agencies, organize electronic and paper files, and maintain records.
- Transcribe, draft, revise, e-file, e-charge, and serve correspondence, pleadings, and other documents.
- Provide work direction to legal secretary and non-attorney staff. Train office staff in the procedures and operations of the department. Explain and provide instruction in policies, programs, rules and administrative routines. Provide assistance in more non-routine questions, issues, complaints or concerns raised by the public or other staff members.
- Preparation of notification letters to victims, affidavits of restitution, and correspond with victim services to keep parties apprised of upcoming hearings and procedures.
- Organize files, schedule/re-schedule proceedings, track deadlines, insure transport of incarcerated defendants to court, and monitor that procedures are done in a timely manner. Advise officers/witnesses of hearing dates and when their testimony will be needed.
- Draft child support, contempt, commitment, guardianship, children in need of protection and services, truancy pleadings and paperwork based on written request from Social Services and attorneys. Schedule court dates and serve documents on witnesses and parties of cases.
- Consult with victims/witnesses in absence of victim service worker. Assist in preparation of affidavits for restitution, crime victims reparations board, and other filings.
- Facilitate as a witness coordinator and trial facilitator.
- Oversee the scheduling of inventory of supplies, maintenance and repair of office machinery and software.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Good working knowledge of legal terminology, legal research and analysis.
- Skill in use of computer and office equipment such Microsoft Office, Facebook, Google and other computer programs and research tools.
- Ability to effectively use MCAPS, MNCIS, LETG, ODYSSEY, MGA (Minnesota Government Access) and other legal databases.
- Working knowledge of relevant Minnesota State Statutes and Court procedures.
- Significant skill in composing and writing letters, memos, legal correspondence, pleadings and other legal documents.
- Working knowledge of Child Support Procedures.
- Ability to read, analyze, and interpret statutes, ordinances, technical procedures, and governmental regulations.
- Ability to write reports, criminal complaints, legal documents and correspondence.
- Ability to review and professionally respond to sensitive inquiries or complaints.
- Ability to maintain confidentiality.
- Ability to multi-task, handle stress, and deal with conflict and confrontation.
- Skill in operating various office equipment including, computers and printers, scanners, transcription and dictation machines, fax and copy machines, telephone systems, etc.

Education and Experience

AA degree or vocational certification as a paralegal and one to three years relevant work experience, or equivalent combination of education and experience.

Requirements

Successful completion of BCA background check.

Certifications

This position will require the acquisition and maintenance of Paralegal Certification.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 10 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

The work environment will commonly be an office/courtroom setting with constant contact with other attorneys, victims, police officers, social workers and the general public. The noise level in the work environment is usually moderate. Some travel to meetings or training is required. Some exposure to angry or emotional persons.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



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| Department: | Sheriff |
| Reports To: | Chief Deputy |
| Supervisory Duties: | |
| FLSA Status: | |
| Union Status: | LELS |
| Last Updated: | August 2018 |

Position Details

The Patrol Sergeant performs general duty law enforcement work to protect life and property and enforce state and local laws and ordinances throughout Fillmore County as well as providing leadership and supervision to patrol deputies.

Essential Duties and Responsibilities

- Patrol Fillmore County to preserve law and order and prevent or discover crimes. Patrol all areas within Fillmore County, including U.S. Highways, State Highways, County Roads and Township Roads. Patrol areas may also include cities within Fillmore County, which are contracted with the Fillmore County Sheriff's Office for Law Enforcement services.
- Assist local police departments within Fillmore County, whenever possible and practical, with situations including but not limited to accidents, domestic assaults, fights, burglaries, thefts, special events or other instances that require assistance.
- Investigation of vehicle accidents, various crimes and deaths.
- Prepare reports documenting work activity.
- Serve Civil Process documents, including but not limited to Summons and Complaints, Court Orders, Foreclosure Notices, Orders for Protection, Harassment Orders and Subpoenas
- Execute arrest warrants.
- Testify in court and participate in the preparation of court cases.
- Investigate missing persons cases, including but not limited to children and vulnerable adults as necessary and required by law.
- Conduct search and rescue in instances of lost persons, such as hunters, bikers, hikers, cavers, swimmers, boaters and tubers. This may also include downed aircraft and stranded snowmobilers.
- Transport/escort prisoners and others to and from court, jail, other jurisdictions or rehabilitative institutions.
- Assist in medical emergencies, emergency, and natural disaster situation

Leadership Functions

- Provide leadership and supervision directly to the patrol division including assisting in case assignments and case management, scheduling and staffing.
- Responsible for supervision of Dispatchers and Jailers working during this position's shifts.
- Collaborate with Chief Deputy in scheduling part-time officers.
- Responsible for communicating needs, problems or issues of concern of the patrol staff to the Chief Deputy.
- Conduct performance evaluations for subordinate staff.

- Provide technical guidance and be able to interpret policies and procedures, rules, and directives to staff.
- Review reports of patrol deputies and offer assistance, advice and corrective action.
- Assists Chief Deputy and Captain in hiring process, orientation, and training of deputies.
- Reviews monthly logs and makes record of officer log statistics.
- Maintain tactical and technical proficiency with job responsibilities.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of and skill in application of supervisory theories and practices.
- Considerable knowledge of laws, ordinances, rules and policies effective in Fillmore County.
- Knowledge and skill in application of principles of investigation and interrogation.
- Skilled in First Aid methods and techniques.
- Ability to plan, organize, assign and inspect work of others.
- Skill in operation and maintenance of equipment and weapons used in activities.
- Effective communication skills, both oral and written.
- Ability to effectively use a computer and various software programs.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to interpret how to apply policies, procedures and standards to specific situations.
- Ability to work independently and often without immediate backup. At times, this position is required to detain, subdue and arrest violent and potentially dangerous people alone.
- Must be able to work long hours and during holidays. This position has the element of personal danger, including life-changing and life-or-death decisions which must be made without delay.
- Ability to communicate orally and in writing with other law enforcement personnel, attorneys, juveniles, victims/witnesses, media representatives, Judges, social workers, emergency medical personnel, rescue personnel, fire fighters, business and property owners, motorists, road maintenance personnel, educators, students, dispatchers, and the public.
- Qualify and be proficient in several weapons.

Education

Two-year Associates degree in Law Enforcement or equivalent as approved by the Minnesota POST Board.

Requirements

One to three years law enforcement experience.

Licenses/Certifications

Must possess valid Minnesota Driver's License and current Minnesota Peace Officer License.

Physical and Mental Requirements

Positions in this job typically require: sitting, walking, running, stooping, bending, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues, conflicts and physical altercations. This position is generally light-duty and may require the exertion up to 60 pounds of force on occasion and the ability to lift, carry, push, pull and move objects, including persons. Must have the ability

to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as using firearms. Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to subdue or restrain individuals. Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with job-related objects, materials and ingredients.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Some work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Potential for exposure to dangerous situations and angry or violent individuals.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstrate by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



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| Department: | Public Health |
| Reports To: | County Board |
| Supervisory Duties: | Yes |
| FLSA Status: | |
| Union Status: | |
| Last Updated: | August 2018 |

Position Details

The Public Health Director is responsible for management of overall public health department operations and personnel to assure successful vision, mission, and goal achievement. This position prepares and manages the department budgets; manages strategic planning to identify, coordinate and deliver necessary services; prepares reports; evaluates programs and staff for efficiency and effectiveness; coordinates public health services with other public and private services; and advises the Fillmore County Community Health Board. As CHS Administrator, assures mandatory compliance with state statutes and rules and facilitates joint work planning and reporting for counties within the community health board. Provides visionary and strategic public health leadership at the local, community health board, and state level.

Public Health Duties and Responsibilities

- Develops, conducts, disseminates and evaluates assessments on population health status and public health issues.
- Prepares for and responds to emergencies, events and incidents and assists communities in recovery.
- Educates the public about public health issues and functions.
- Engages and collaborates with community partners to identify and address health issues.
- Develops public health policies and plans.
- Enforces public health laws.
- Promotes strategies to improve access to health care.

Community Health Service (CHS) Duties and Responsibilities

- Protects the community by investigating and addressing health problems and environmental public health issues assuring compliance with Minnesota Chapters 144 and 145A.
- Implements surveillance, education, investigation and prevention and/or containment strategies to reduce the spread of infectious diseases assuring reporting compliance under Minnesota Rules.

Administrative/Management Duties and Responsibilities

- Develops and manages a competent and adequate public health workforce.
- Evaluates and improves department process, programs and interventions.
- Contributes to and applies the evidence base of public health.
- Maintains administrative and management capacity.
- Develops and administers budgets.
- Completes annual performance evaluations on staff.
- Prepares reports as required by Fillmore County and State of Minnesota.
- Communicates with and advises County Board and Board of Health.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of principles and methods of public health and best practices.
- Ability to develop and maintain community collaborations.
- Significant knowledge of federal, state and local laws, rules and regulations impacting departmental services.
- Skill in budget planning, grant administration.
- Knowledge and skill in applying human resource principles to management of staff.
- Knowledge of data practices and HIPAA compliance.
- Strong ability to effectively communicate, both orally and in writing, with a wide variety of audiences.
- Skill in the effective use of computers and a variety of software.

Education and Experience

Bachelor's Degree in Nursing, Community Health, Public Administration or related field and one to three years relevant work experience.

Licenses/Certifications

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- PHN Certificate
- Driver's License

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office environment. Travel to other locations is frequent. Exposure to environmental and health issues may occur.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures

- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Public Health
Reports To: Director of Nursing
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The Public Health Nurse provides public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families, and communities. Nursing activities include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, and collaborating with community partners to promote the health of a population. Public Health Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for families and communities. Public Health Nursing interventions occur at individual, family, community and system levels depending upon the responsibilities of the position and the issues involved.

Develops, conducts, disseminates, and evaluates assessments on population health status and public health issues facing the community

- Performs comprehensive individual and family assessments, which include health history, physical assessment, growth monitoring, developmental assessment, psycho-social assessment, assessment of family functioning, assessment for substance abuse or domestic violence issues and assessment of basic needs including food, housing, income, resources and supports and access to health care.
- Completes organizational assessments and evaluating outcomes of nursing interventions and working with clients or professionals to make necessary changes.

Investigates and addresses health problems and environmental public health problems to protect the community

- Provides assistance in preventing, minimizing, and containing health and environmental public health problems as assigned.

Implements surveillance, education, investigation and prevention and/or containment strategies to reduce the spread of infectious diseases

- Assists with the management of infectious disease outbreaks.
- Monitors and provides resources for infected individuals.
- Follows OSHA health and safety guidelines.
- Provides services in mass prophylaxis settings.
- Administers vaccinations.
- Educates the public on the spread of infectious disease.

Prepares for and responds to emergencies, events and incidents and assists communities in recovery

- Responds to individual emergency situations in the clinical or home settings with basic life support, first aid skills and linkages to emergency medical services.

- Participates in the public health response teams completing preparedness, response and recovery activities.
- Addresses health needs of affected people, including at-risk individuals with access and functional needs.
- Implements responses objectives as assigned.

Informs and educates the public about public health issues and functions

- Completes screening and counseling for preventative or maintenance purposes.
- Implements evidence-based, culturally appropriate public health education and promotion interventions.
- Assures community members have access to communication services and assistive technologies.

Enforces public health laws

- Educates individuals, organizations and communities about relevant public health laws.
- Obtains consent to provide care.
- Completes reports for vulnerable community members and provides visits as ordered by the legal system.

Promotes strategies to improve access to health care:

- Identifies barriers to health care services, gaps in services and populations that experience them.
- Informs stakeholders of gaps in health care and potential strategies and community resources to address gaps.
- Identifies and implements strategies to improve access to health care services.
- Provides care coordination, referral, and follow-up for individuals and families who are members of a vulnerable or at-risk population and counseling and guiding individuals and families in recognizing and attempting to resolve or ameliorate physical, emotional, and environmental health problems.

Assists in maintaining a competent public health workforce

- Demonstrates Tier 1 Core Competencies for Public Health Professionals
- Mentors students.
- Train staff.
- Provides a supportive work environment.

Evaluates and continuously improves processes, programs and interventions:

- Participates in individual, team or departmental quality improvements, performance management and evaluation.

Maintains administrative and management capacity:

- Maintains clean and safe work areas.
- Implements strategies for ethical decision-making and client confidentiality.
- Documents client assessments and interventions in medical records and databases.
- Adheres to policies and procedures that advance health equity.
- Assists administration in the development of clinical nursing policies and procedures.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of principles, practices and techniques of professional nursing functions including physical assessment and counseling.
- Knowledge of applicable state and federal laws, regulations, programs and services, including applicable reimbursement sources, relating to public health nursing.
- Knowledge of medical terminology, diseases, illnesses, and nutrition.
- Skill in use of computers and various software.
- Ability to organize and prioritize work.
- Knowledge of general medical/nursing procedures.
- Ability to create and maintain accurate records.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, speeches, and articles for publication that conform to prescribed style and format.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and general public.
- Excellent communication skills, both oral and written.

Education and Experience

Bachelor Degree in Nursing and one to three years relevant work experience.

Licenses/Certifications

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- PHN Certificate
- RN License
- Driver's License

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. This position is exposed to frequent moderate detail and deadlines.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed indoors in an office or meeting room setting. Motor vehicle travel is required. There is potential exposure to infectious diseases and blood-borne pathogens. Exposure to environmental and health issues may occur.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Assessor
Reports To: County Assessor
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The Property Appraiser assesses real estate property in the county and determines an estimated market value by inspecting, measuring and photographing parcels of property and structures. Incumbents follow established guidelines as set by the County Assessor and by tax laws and regulations of the county and state.

Property Assessment Duties and Responsibilities

- Locates, inspects, measures, photographs, and values various parcels of new and existing property and structures, collecting information on condition, quality, age and size to determine market value of property, land or structure.
- Performs appraisals upon request of board of review on disputed assessments; provides information and determines if change in value or re-classification is necessary.

Record Management Duties and Responsibilities

- Physically inspect and appraise real, personal, and bare land parcels for the purpose of ad valorem tax as well as utilizing legal descriptions, blue prints, and mathematical computations to determine value in the Computer Assisted Mass Appraisal (CAMA) system.
- Documents, records and maintains various records and files of information on classification, description and value of property.
- Gathers and analyzes sales data and reviews ratio studies for use in property appraisals.
- Process all Electronic Certificates of Real Estate Value for the State Department of Revenue.
- Works with other county departments and vendors to ensure property records are accurate.
- Provides technical advice and guidance to support staff.

Customer Service

- Provide customer service on-site, in-office, e-mail inquiries and phone calls.
- Provides information to the general public regarding County assessment and valuation procedures and standards.
- Represents the county at board of appeal & equalization meetings.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of appraisal principles, practices, and techniques.
- Significant knowledge of real estate terminology.

- Understanding of common property tax laws and regulations.
- Skill in use of computer applications and software.
- Ability to analyze property values trends and legislation.
- Ability to read real estate descriptions, plats, maps, contracts, mortgages and blueprints.
- Ability to perform appraisals including collecting and recording, analyzing data and applying appraisal methods.
- Skill in collecting and analyzing market sales data.
- Ability to perform basic mathematical computations sufficient to calculate measurements, etc.
- Ability to understand complex math and statistical measurements tow include sales ration studies and market trends.
- Ability to read, analyze, and interpret governmental regulations.
- Excellent communication skills, both oral and written.
- Requires skill and persuasion in dealings with others both in and outside of the department.

Education and Experience

Requires minimum of High school diploma or GED; some relevant post-high school education or training; and one year of appraising experience; or an equivalent combination of education and experience.

Licenses/Certifications

- Certified MN Assessor (CMA) within 18 months of hire
- CMA-Income Qualified
- CMA-Specialist
- Accredited MN Assessor (AMA), required by 7/1/2022
- Senior Accredited MN Assessor required within 2 years of appointed Assessor
- Valid Driver's License

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, squatting, kneeling, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in office and field environments involving working inside and outside of vehicles and in buildings. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions. Vehicle travel is required to view properties and to attend meetings and training. There is some contact with angry or frustrated persons.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Public Health
Reports To: Director of Nursing
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: January 17, 2019

Position Details

The Registered Dietitian promotes individual and population health through advanced, comprehensive nutrition education initiatives and health behavior-change programs in the public health setting. Responsibilities include: developing, implementing, and evaluating programs and public health initiatives, establishing and maintaining community partnerships, and managing work plans and timelines. Work involvement will include initiatives and projects at any given time and will change as the initiatives and projects evolve. The Registered Dietitian will implement objectives and work plans for the Women's, Infants and Children (WIC) Program. They will also respond to additional nutrition priorities set forth by Fillmore County Public Health.

Develops, conducts, disseminates, and evaluates assessments on population health status and public health issues facing the community

- Performs comprehensive individual and family assessments which include health history, healthy eating and physical activity, growth monitoring, developmental assessment, psycho-social assessment, assessment of family functioning, assessment for substance abuse or domestic violence issues, and assessment of basic needs including food, housing, income, resources and support, and access to health care
- Completes organizational assessments
- Tracks participation numbers
- Evaluations outcomes and works with clients and professionals to make necessary changes
- Collaborates with the SHIP Coordinator weekly to develop and implement health- and nutrition-related policies and services that benefit Fillmore County residents.
- Offers billable nutrition counseling services to county residents on Medical Assistance, making Fillmore County the first county in the Southeast.
- Maintains project management to include the design and implementation of programs that include: Backpack Programs through area schools, assisting local restaurants in offering healthy menu choices, and making Fillmore County a Breastfeeding Friendly Workplace and Fillmore County Public Health a Breastfeeding Friendly Public Health Department.
- Provides staff trainings that will count toward nursing staff's continuing education credits.

Investigates and addresses health problems and environmental public health problems to protect the community

- Provides assistance in preventing, minimizing and containing health and environmental public health problems as assigned

Implements surveillance, education, investigation and prevention and/or containment strategies to reduce the spread of infectious diseases

- Assisting with the management of infectious disease outbreaks

- Monitors and provides resources for infected individuals
- Follows OSHA health and safety guidelines
- Provides services in mass prophylaxis settings
- Educates the public about specific infectious diseases in accordance to laws and regulations

Prepares for and responds to emergencies, events and incidents and assists communities in recovery

- Participates in public health response teams to complete preparedness, response and recovery activities
- Addresses health needs of affected people, including at-risk individuals with access and functional needs
- Implements responses objectives as assigned

Informs and educates the public about public health issues and functions

- Implements evidence-based, culturally appropriate nutrition programs, processes and interventions to support healthy eating, prevention and wellness
- Serves as a resource for nutrition and wellness information
- Promotes WIC to individuals, families and the community

Enforces public health laws

- Educates individuals, organizations and communities about relevant public health laws related to nutrition and wellness
- Designs and/or approves menus that fulfill organizational regulations
- Obtains consent to provide care
- Completes reports for vulnerable community members

Promotes strategies to improve access to health care

- Identifies barriers to health care services, gaps in services, and populations that experience them
- Informs stakeholders of gaps in health care and potential strategies and community resources to address gaps
- Identifies and implements strategies to improve access to health care services
- Provides screening, nutrition service, counseling, care coordination, referral and follow-up for individuals and families who are members of vulnerable or at-risk population

Assists in maintaining a competent public health workforce

- Demonstrates Tier 1 Core Competencies for Public Health Professionals
- Mentors students
- Trains WIC staff
- Provides a supportive work environment by offering wellness activities

Evaluates and continuously improves processes, programs and interventions

- Participates in individual, program, team or departmental quality improvement and performance management efforts

Maintains administrative and management capacity

- Maintains clean and safe work environment
- Implements strategies for ethical decision-making and client confidentiality
- Documents client assessment and intervention in medical records and databases
- Adheres to policies and procedures that advance health equity

- Serves as liaison with state WIC program
- Manages WIC staffing levels, workflow, and work plans

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of principles, practices and techniques of the profession's functions including physical assessment and counseling.
- Knowledge of applicable state and federal laws, regulations, programs and services, including applicable reimbursement sources, relating to WIC and public health nursing.
- Knowledge of medical terminology, diseases, illnesses, and nutrition.
- Skill in use of computers and various software.
- Ability to organize and prioritize work.
- Ability to create and maintain accurate records.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, speeches, and articles for publication.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and general public.
- Excellent communication skills, both oral and written.

Education and Experience

Bachelor's Degree in Nutrition/Dietetics or related field and one to two years relevant work experience.

Licenses/Certifications

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- Licensed Dietitian, must complete continuing education and maintain licensure
- Registered Dietitian
- Driver's License

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. This position is exposed to frequent moderate detail and deadlines.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed indoors in an office or meeting room setting. Motor vehicle travel is required. There is potential exposure to infectious diseases and blood-borne pathogens. Exposure to environmental and health issues may occur.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Public Health
Reports To: Director of Nursing
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The Registered Nurse provides nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families, and communities. Nursing activities include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, and collaborating with community partners to promote the health of a population. Registered Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for families and communities. Nursing interventions occur at individual, family, community and system levels depending upon the responsibilities of the position and the issues involved.

Develops, conducts, disseminates, and evaluates assessments on population health status and public health issues faces the community

- Performs comprehensive individual and family assessments, which include health history, physical assessment, growth monitoring, developmental assessment, psycho-social assessment, assessment of family functioning, assessment for substance abuse or domestic violence issues and assessment of basic needs including food, housing, income, resources and supports and access to health care.
- Completes organizational assessments and evaluating outcomes of nursing interventions and working with clients or professionals to make necessary changes.

Investigates and addresses health problems and environmental public health problems to protect the community

- Provides assistance in preventing, minimizing, and containing health and environmental public health problems as assigned.

Implements surveillance, education, investigation and prevention and/or containment strategies to reduce the spread of infectious diseases

- Assists with the management of infectious disease outbreaks.
- Monitors and provides resources for infected individuals.
- Follows OSHA health and safety guidelines.
- Provides services in mass prophylaxis settings.
- Administers routine vaccinations
- Educates the public on the spread of infectious disease.

Prepares for and responds to emergencies, events and incidents and assists communities in recovery

- Responds to individual emergency situations in the clinical or home settings with basic life support, first aid skills and linkages to emergency medical services.

- Participates in the public health response teams completing preparedness, response and recovery activities.
- Addresses health needs of affected people, including at-risk individuals with access and functional needs.
- Implements responses objectives as assigned.

Informs and educates the public about public health issues and functions:

- Completes screening and counseling for preventative or maintenance purposes.
- Implements evidence-based, culturally appropriate public health education and promotion interventions.
- Assures community members have access to communication services and assistive technologies.

Enforces public health laws:

- Educates individuals, organizations and communities about relevant public health laws.
- Obtains consent to provide care.
- Completes reports for vulnerable community members and provides visits as ordered by the legal system.

Promotes strategies to improve access to health care:

- Identifies barriers to health care services, gaps in services and populations that experience them.
- Informs stakeholders of gaps in health care and potential strategies and community resources to address gaps.
- Identifies and implements strategies to improve access to health care services.
- Provide care coordination, referral and follow-up for individuals and families who are members of a vulnerable or at-risk population.
- Counsels and guides individuals and families in recognizing and attempting to resolve or ameliorate physical, emotional or environmental problems.

Assists in maintaining a competent public health workforce:

- Demonstrates Tier 1 Core Competencies for Public Health Professionals.
- Mentors students.
- Trains staff.
- Provides a supportive work environment.

Evaluates and continuously improves processes, programs and interventions:

- Participates in individual, team or departmental quality improvements, performance management and evaluation.

Maintains administrative and management capacity:

- Maintains clean and safe work areas.
- Implements strategies for ethical decision-making and client confidentiality.
- Documents client assessments and interventions in medical records and databases.
- Adheres to policies and procedures that advance health equity.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of principles, practices and techniques of professional nursing functions including physical assessment and counseling.
- Knowledge of applicable state and federal laws, regulations, programs and services.
- Knowledge of medical terminology, diseases, illnesses, and nutrition.
- Skill in use of computers and related various software.
- Ability to organize and prioritize work.
- Skill in administering medically related treatments.
- Knowledge of general medical/nursing procedures.
- Ability to create and maintain accurate records.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Excellent communication skills, both oral and written.
- Ability to work constructively in the development and coordination of community resources to meet special needs.

Education and Experience

Requires minimum of an Associate degree or equivalent from a two-year college or technical school and one to two years related experience and/or training; or equivalent combination of education and experience.

Licenses/Certifications

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- RN License
- Driver's License

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. This position is exposed to frequent moderate details and deadlines.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed indoors in an office or meeting room setting. Motor vehicle travel is required. There is potential exposure to infectious diseases and blood-borne pathogens. Exposure to environmental and health issues may occur.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.
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| | |
|----------------------------|---------------------|
| Department: | Varies |
| Reports To: | County Board/Public |
| Supervisory Duties: | |
| FLSA Status: | |
| Union Status: | N/A |
| Last Updated: | August 2018 |

Position Details

This position performs difficult advanced protective services work managing all law enforcement activities for the Sheriff's Office as an elected official, coordinating work with other law enforcement agencies and county officials and related work as apparent or assigned. This position is responsible for setting policies and goals as related to day-to-day functions including, but not limited to, patrol, prison care, communications, court security and civil process. This position is responsible for general law enforcement duties that include, but are not limited to, patrolling the county, criminal investigations, civil disturbances, responding to active and ongoing emergencies, disturbances and other emergency situations to protect life and property of the County and assist other agencies in the area upon request.

Serve as Department Head to Sheriff's Office

- This position performs difficult advanced protective services work managing all law enforcement activities for the Sheriff's Office as an elected official, coordinating work with other law enforcement agencies and county officials and related work as apparent or assigned. This position is responsible for setting policies and goals as related to day-to-day functions including, but not limited to, patrol, prison care, communications, court security and civil process. This position is responsible for general law enforcement duties that include, but are not limited to, patrolling the county, criminal investigations, civil disturbances, responding to active and ongoing emergencies, disturbances and other emergency situations to protect life and property of the County and assist other agencies in the area upon request.
- Adopt appropriate ordinances for the enforcement of county-wide actions.
- Ratify, modify or deny actions of Commissions and Boards, which are advisory to the County Board.
- Make decisions regarding participation in optional federal and state programs.
- Approve County participation in joint powers agreements with other governmental units.
- Establish policies and procedures for County departments to meet County goals. Coordinate activities of the Board with County Departments and those of independently elected offices.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information.
- Ability to classify, compute and tabulate data.
- Ability to persuade, convince and/or train others including the ability to act in a lead worker capacity.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as criminal histories, driver records, insurance forms, arrest reports, criminal complaints, citations, crime lab reports, photos, incident/accident reports, domestic abuse reports, DWI reports, activity logs, Minnesota Statutes, bail schedules, civil process manual, traffic accident handbook, technical operating manuals, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with other law enforcement personnel, attorneys, juveniles, victims/witnesses, media representatives, Judges, social workers, emergency medical personnel, rescue personnel, fire fighters, business and property owners, motorists, road maintenance personnel, educators, students, dispatchers, and the public.
- Ability to work independently and often without immediate backup. At times, this position is required to detain, subdue and arrest violent and potentially dangerous people alone.
- This position must be responsible and liable for personal, criminal, civil and financial actions related to performance.
- Must be able to work long hours and during holidays. This position has the element of personal danger, including life-changing and life-or-death decisions which must be made without delay.

Education and Experience

This is an elected position. Preferred: Associate degree in Law Enforcement and 10 years of experience; or any equivalent experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must be able to meet Minnesota Board or Peace Officers standards and training.

Licenses

As required by POST, maintain peace officers license, and maintain First Aid, CPR, Firearms, etc. (48 hours/3 years); yearly mandated training; qualify and be proficient in several weapons.

Continuing Education

This is an elected position. POST requires successful completion of a background check, physical and psychological exam.

Physical and Mental Requirements

Must have the ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as using firearms. Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to subdue or restrain individuals. Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with job-related objects, materials and ingredients.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Ability to work under mildly unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, toxic agents, violence, wetness, machinery, vehicular traffic, disease and/or dust can cause discomfort and where there is a risk of injury.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Highway
Reports To: Highway Maintenance Superintendent
Supervisory Duties: Yes
FLSA Status:
Union Status: Local #49
Last Updated: August 2018

Position Details

Supervises and directs equipment maintenance work performed by others. Trouble shoots and repairs equipment along with the head mechanic. Sets up and operates computer maintenance and inventory program to track expenses and inventory. Assesses what repairs need to be done and whether to involve outside vendors. Writes specifications for motor graders, loaders and trucks. Upkeeps all Highway shops to be in compliance with OSHA requirements. Substitutes for maintenance specialist as needed.

Duties and Responsibilities

- Direct equipment maintenance work performed by the head mechanic, maintenance workers and any person performing work on any vehicle in the highway department, keeping on budget and with high standard of quality of work.
- Maintains computer programs for keeping track of inventory, equipment maintenance and scheduling replacements; investigates and purchases maintenance programs that track inventory, repairs and aging of a vehicle, develops maintenance schedules for the servicing of vehicles properly and efficiently; and develops methods of restocking inventory.
- Performs maintenance on County equipment, including trouble shooting, repair and service work on all equipment owned by the Highway dept. and the Engineering dept. Decides if equipment should go to an outside vendor for repair.
- Writes specifications for purchasing heavy equipment. Coordinates the purchasing and delivery of equipment.
- Evaluates the condition and need for safety equipment in all shops. Maintains all safety equipment according to OSHA requirements.
- Performs light maintenance and repair on the main shop and the outlying shop buildings. Maintains the bathrooms and floors of the main shop.
- Substitute driver for maintenance workers in snow and flood emergencies. Removes snow from parking lots at fairgrounds, main shop, and other County courthouse facilities.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of hydraulic systems and principles of heavy diesel engines, electrical principles, air-conditioning.
- Knowledge and skill in the use of diagnostic equipment.
- Knowledge of air braking systems, hydraulic braking systems, automotive engines & transmission repair, small engines.

- Ability in welding.
- Computer literacy.
- Knowledge of OSHA regulations.
- Ability to effectively communicate both orally and in writing.
- Ability to work independently without immediate supervision.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to repair vehicles & equipment.
- Ability to operate equipment & trucks.

Education and Experience

Requires minimum of two-year Technical degree in Diesel and Heavy Equipment Repair from a college or technical school and three to five years related experience; or equivalent combination of education and experience.

Licenses/Certifications

Valid Minnesota Commercial Driver's License required at hire. This position will require the acquisition and maintenance of the following additional certificates/licenses within one year of hire:

- OSHA
- MSHA
- Right to Know
- Aware

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, bending, squatting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position is generally medium duty and may require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, working near moving mechanical parts, vibration and at risk of electrical shock. The noise level in the work environment is usually very loud. Some work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.

- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



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|----------------------------|--------------------|
| Department: | Social Services |
| Reports To: | County Coordinator |
| Supervisory Duties: | Yes |
| FLSA Status: | |
| Union Status: | |
| Last Updated: | August 2018 |

Position Details

The Social Services Manager administers and monitors the social services programs for Fillmore County involving the development, interpretation and assessment of a wide range of social service program policies and procedures; supervises and directs the staff within a broad array of complex and interrelated social service programs; assumes responsibility for the maintenance of standards and for the coordination of operations toward the department's goals and objectives.

Duties and Responsibilities

- Assures all statutes, rules and regulations of assigned social service programs are effectively and professionally administered.
- Recommends, reviews, evaluates and adjusts the operational procedures and policies used to implement a wide variety of federal, state and county rules and regulations within the assigned social service programs, subject to the approval of the County Board.
- Arranges and attends meetings with community organizations, providers of social services, and other agencies to coordinate the provision of social services to the community.
- Monitors budget and cost containment keeping management apprised of deviations.
- Develops and prepares reports and plans required by State and Federal agencies in accordance with required timelines.
- Presents issues and information to Fillmore County Commissioners.
- Develops and reviews activity reports of the social services department to monitor the agency's operational effectiveness.

Direct and Manage Social Services Staff

- Manages Social Services department staff and directly supervises the income maintenance and child support units.
- Evaluates staff performance and prepares annual performance evaluations.
- Identifies staff training needs and facilitates programs to meet those needs.
- Develop and administer corrective action plans and discipline.
- Participate in the recruitment, selection, hiring, promotion, and discharge procedures.
- Orient and evaluate new employees.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Thorough knowledge of the principles, techniques and practices of social work and social work supervision.
- Knowledge of fiscal management practices.
- Knowledge of federal and state laws, rules and regulations for social service programs.
- Knowledge of the functions of other social service and financial agencies.
- Ability to supervise and direct the work of others.
- Ability to evaluate performance and foster growth of subordinates.
- Ability to organize work and work of subordinates effectively and efficiently.
- Ability to establish and maintain positive, effective relationships with agency staff, clients and the community.
- Ability to analyze program functioning and recommend sound alternatives of restructuring.
- Ability to communicate effectively, both orally and in writing.
- Strong initiative to improve processes and productivity

Education and Experience

Requires Bachelor's degree (B.A.) in social work, behavioral sciences, human services administration or related field and three to five years' relevant work experience.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office environment. Some travel is required to meetings, training, etc. Some exposure to angry or emotional persons.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.

- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.
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Department: Social Services
Reports To: Social Services Manager
Supervisory Duties: Yes
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The Social Services Supervisor provides administration and supervision for social worker programs and staff who provide them.

Program Management and Administration

- Assures all statutes, rules and regulations of assigned social service programs are effectively and professionally administered.
- Develops and recommends policies and procedures related to mandates and statutes regarding assigned programs and services.
- Attends regional and state meetings and conferences to keep apprised of new policies and foster cooperative relationships.
- Monitors budget and cost containment keeping the Social Services Manager apprised of deviations.
- Applies for and monitors grants.
- Monitors and evaluates the provision of client services in all program areas.
- Responds to emergency situations when necessary and works with clients when special or complex problems arise, listens to concerns, grievances and recommends or takes appropriate actions.

Direct and Manage Social Services Staff

- Manages Social Worker staff working in assigned programs.
- Evaluates staff performance and prepares annual performance evaluations.
- Identifies staff development and training needs and facilitates programs to meet those needs.
- Develops and administers corrective action plans and discipline.
- Participates in the recruitment, selection, hiring, promotion, and discharge procedures.
- Orients and evaluates new employees.
- Interprets agency and state policies, rules and regulations for staff.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of the principles, techniques and practices of social work and social work supervision.
- Knowledge of fiscal management practices.

- Knowledge of federal and state laws, rules and regulations for social service programs.
- Knowledge of the functions of other social service and financial agencies.
- Ability and skill to utilize computers and various software.
- Ability to supervise and direct the work of others.
- Ability to evaluate performance and foster growth of subordinates.
- Ability to organize work and work of subordinates effectively and efficiently.
- Ability to establish and maintain positive, effective relationships with agency staff, clients and the community.
- Ability to communicate effectively, both orally and in writing.

Education and Experience

Requires Bachelor's degree (B.A.) in social work, behavioral sciences or related field and three to five years' relevant work experience.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office environment. There is direct client contact in other locations. Some travel is required to meetings, training, etc. Some exposure to angry or emotional persons.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Community Services
Reports To: Social Services Supervisor
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The Social Worker provides social work services to children, families, adults and the elderly. The social worker is expected to take on leadership responsibilities, to demonstrate advanced partnership based on collaborative practices with families and professionals and to demonstrate a positive commitment to agency practice.

Direct Service Duties and Responsibilities

- Maintain caseload and provide ongoing case management including crisis management.
- Effectively interview and engage clients to assess and evaluate needs.
- Develop and complete assessments and documentation, including but not limited to, social histories, home assessments, and individual or family service plans to treat identified problems. Prepare intensive long or short-term treatment plans.
- Manage individual clients or families to explore, identify, resolve, prevent or control problems.
- Develop and implement safety plans for clients as needed.
- Prepare and maintain case records which meet federal, state and local guidelines.
- Provide required face to face contact with identified individuals within the required timeframes.
- Facilitate access to and refer clients to appropriate community services.
- Interprets policies and regulations to clients.
- Supervises foster home placements.
- Provides casework services for rehabilitation and care of children.

Administrative/Process Duties and Responsibilities

- Maintains accurate client records on computer system, prepares reports, and submits to proper personnel and/or agencies.
- Collaborates and consults with multidisciplinary and multi-agency teams in order to achieve desirable outcomes for clients.
- Attends continuing education programs and participates in in-service training.
- Maintains knowledge of best practices in the profession.
- Works closely with law enforcement and county attorney staff in development and follow-up to court cases.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of the principles and techniques of interviewing and recording in social work and the ability to apply them.
- Knowledge of social casework objectives, principles and methods.
- Knowledge of social welfare research methods.
- Knowledge of family systems and dynamics.
- Ability to effectively apply casework knowledge and skills.
- Ability to work constructively in the development and coordination of community resources to meet special needs.
- Ability and skill in utilization of computers and various software.
- Excellent communication skills, both oral and written.

Education

Bachelor's Degree in social work, psychology, sociology or closely related field.

Licenses/Certifications

Driver's License.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an in-door environment. Travel to other locations is frequent. Exposure to angry persons, environmental and health issues may occur.

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstrate by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Public Health
Reports To: Director of Nursing
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The Public Health Department Social Worker provides case management services to individuals, families and population groups with emphasis upon prevention, assessment, risk reduction and health status improvement. Case management activities include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy and collaborating with community partners to promote the health of a population.

Duties and Responsibilities

Develops, conducts, disseminates, and evaluates assessments on population health status and public health issues facing the community

- Performs comprehensive individual and family assessments, which include health history, physical assessment, growth monitoring, developmental assessment, psycho-social assessment, assessment of family functioning, assessment for substance abuse or domestic violence issues and assessment of basic needs including food, housing, income, resources and supports and access to health care.
- Completes organizational assessments and evaluating outcomes of interventions and works with clients or professionals to make necessary changes.

Investigates and addresses health problems and environmental public health problems to protect the community

- Provides assistance in preventing, minimizing, and containing health and environmental public health problems as assigned.

Implements surveillance, education, investigation and prevention and/or containment strategies to reduce the spread of infectious diseases

- Assists with the management of infectious disease outbreaks.
- Monitors and provides resources for infected individuals.
- Follows OSHA health and safety guidelines.
- Provides services in mass prophylaxis settings.
- Educates the public on the spread of infectious disease in accordance with laws and regulations.

Prepares for and responds to emergencies, events and incidents and assists communities in recovery

- Responds to individual emergency situations in the clinical or home settings with basic life support, first aid skills and linkages to emergency medical services.
- Participates in the public health response teams completing preparedness, response teams for completing preparedness, response and recovery activities.

- Addresses health needs of affected people, including at-risk individuals with access and function needs.
- Implements responses objectives as assigned.

Informs and educates the public about public health issues and functions

- Assists with screening and counseling for preventative or maintenance purposes.
- Implements evidence-based, culturally appropriate public health education and promotion interventions.
- Assures community members have access to communication services and assistive technologies.

Enforces public health laws

- Educates individuals, organizations and communities about relevant public health laws.
- Obtains consent to provide care.
- Completes reports for vulnerable community members.
- Provides visits as ordered by the legal system.

Promotes strategies to improve access to health care

- Identifies barriers to health care services, gaps in services, and populations that experience them.
- Informs stakeholders of gaps in health care and potential strategies and community resources to address gaps.
- Identifies and implements strategies to improve access to health care services.
- Provides care coordination, referral, and follow-up for individuals and families who are members of vulnerable or at-risk population and counseling and guiding individuals and families in recognizing and attempting to resolve or ameliorate physical, emotional, and environmental health problems.

Assists in maintaining a competent public health workforce

- Demonstrates Tier 1 Core Competencies for Public Health professionals.
- Mentors students.
- Provides a supportive work environment.

Evaluates and continuously improves processes, programs and interventions

- Participates in individual, team or departmental quality improvements, performance management and evaluation activities.

Maintains administrative and management capacity

- Maintains clean and safe work areas.
- Implements strategies for ethical decision-making and client confidentiality.
- Documents client assessments and interventions in medical records and databases.
- Adheres to policies and procedures that advance health equity.
- Assists administration in the development of clinical nursing policies and procedures.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge and application of the social work principles and techniques of interviewing and recording.
- Knowledge of case management objectives, principles and methods.
- Knowledge of applicable state and federal laws, regulations, programs and services.
- Knowledge of family systems and dynamics.
- Ability to effectively apply casework knowledge and skills.
- Ability to organize and prioritize work.
- Ability to create and maintain accurate records.
- Ability to work constructively in the development and coordination of community resources to meet special needs.
- Ability and skill in utilization of computers and various software.
- Excellent communication skills, both oral and written.

Education

Bachelor's Degree in social work, psychology, sociology or closely related field.

Licenses/Certifications

Driver's License

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. This position is exposed to frequent moderate detail and deadlines.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed indoors in an office or meeting room setting. Motor vehicle travel is required. There is potential exposure to infectious diseases and blood-borne pathogens. Exposure to environmental and health issues may occur.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.

- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



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|----------------------------|--------------|
| Department: | Sanitation |
| Reports To: | County Board |
| Supervisory Duties: | Yes |
| FLSA Status: | |
| Union Status: | |
| Last Updated: | August 2018 |

Position Details

The Solid Waste Administrator provides Fillmore County residents with a safe, environmentally sound solid waste management system by administering overall operation of resource recovery center, supervising departmental employees, managing departmental budget, reporting to county board, and ensuring that waste is handled and disposed of in accordance with applicable federal, state and county regulations.

Essential Duties and Responsibilities

- Reviews, interprets, and implements federal, state, and local policy regulations impacting solid waste operations.
- Develops, recommends and monitors the annual departmental budget. Recommends purchases of all equipment and supplies. Coordinates vendors and pays bills. Submits financial and operational reports as requested and reports to County Board.
- Supervises the activities of staff responsible for carrying out the functions of the department. Supervision includes assignment and review of tasks, providing assistance, evaluating performance, administering discipline, and making hiring, termination and pay change recommendations.
- Keeps abreast of waste management trends, environmental protection funding sources, recycling markets, and compost markets. Uses this information to educate the public and staff on waste reduction and safe handling of solid waste.
- Educates citizens, businesses and waste haulers on solid waste and recycling trends, requirements and best practices.
- Communicates with various community groups, governmental agencies, and represents district at various meetings.
- Develops long term (10-year plan) Solid Waste goals, monitors progress on goals, updates cost projections, and recommends changes to achieve objectives.
- Oversees maintenance of equipment, buildings, and grounds at the Resource Recovery Center.
- Recommends facility improvements and operational changes for approval by the Solid Waste Committee and County Board. Coordinates and enacts approved projects.
- Reports annual disposal figures to Minnesota Pollution Control Agency and maintains up-to-date permits, policies and procedures.
- Manages and coordinates household hazardous waste program.
- Assists or assumes duties of staff as required due to absence, illness or nature of the work. Duties include but are not limited to using scale, semi-truck and trailer, wheel loader, forklift and conveyor as well as dealing with the public, accepting payments, facility and vehicle maintenance and similar staff duties.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Significant knowledge of Solid Waste management trends and best practices
- Understanding of recycling and compost markets.
- Ability in basic accounting, fiscal and reporting procedures.
- Good knowledge of supervisory methods and human resource practices.
- Ability to read, analyze and interpret common technical documents, financial reports, governmental regulations, and legal documents.
- Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for presentation and publication.
- Team player with the ability to collaborate and implement effective customer service.
- Effective communication skills, both oral and written.
- Ability to effectively use a computer and various software programs.

Education

Requires Bachelor's degree (B.A.) in environmental science or related field and three years solid waste or supervisory experience and/or training; or equivalent combination of education and experience.

Licenses/Certifications

- Valid Driver's License
- Landfill Operator Type II (within six months of hire)
- Wheel loader and forklift training (within six months of hire)
- MPCA Hazardous Waste Categorization Training
- MnDOT Household Hazardous Waste Training

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is medium-duty and may require the exertion up to 60 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in both indoors and outdoors environments. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions. Noise level in work environment may be loud. Working conditions include frequent exposure to foul odors/fumes, airborne particles, rodents/pests/insects. This position is also exposed to hazardous wastes. Working conditions also include working around vehicles, equipment and mechanical parts.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Survey
Reports To: County Engineer
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

The County Surveyor is responsible for management of the County Survey Department and the maintenance of the Public Land Survey system. This position is responsible for the preparation of highway right-of-way plats. This position provides advice and assistance to other county departments regarding land surveying; provides survey information to other government agencies, private land surveyors and the public. This position performs surveys of county property and reports to the County Engineer.

Essential Duties and Responsibilities

- Maintains and/or restores all section and quarter section corners in Fillmore County. Prepare and record Certificate of Location of Government Corner documents.
- Performs calculations of field data in order to obtain distances and bearings of section lines and GPS data. Stores computed data for future retrieval.
- Prepares County Highway Right-of-way Plats and composes legal documents and easement descriptions for non-platted right-of-way acquisition.
- Performs surveys of county-owned property.
- Maintains survey data on the County Surveyor's website. Researches and provides survey data to other agencies, land surveyors and individuals.
- Reviews new plats submitted for recording to the County.
- Reviews, scans and archives all Certificate of Survey drawings submitted by private land surveyors for filing according to County Ordinance No. 10.
- Provides work direction and supervision to survey-related activities of Engineering Technicians.
- Provides advice and assistance to county officials in matters relating to boundary disputes, complex property descriptions and provides expert testimony in property disputes.
- Develops, recommends and monitors departmental budget in conjunction with the County Engineer.
- Interacts with landowners to assist with boundary issues, investigate and respond to concerns and complaints, and provide information.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Ability to read, analyze, and interpret documents.
- Ability and skill utilizing survey equipment.
- Ability to perform detailed records research and prepare reports.

- Ability to provide supervision, direction, and training to survey crews.
- Ability to respond effectively to sensitive inquiries or complaints.
- Significant ability and skill in analysis of property descriptions, GPS data, etc.
- Skill in use of computers and relevant software.
- Excellent communication skills, both oral and written.

Education

Bachelor's Degree in relevant field with curriculum in land surveying and mapping.

Experience Requirement

Minimum of three years' experience under supervision of a licensed Land Surveyor in the State of Minnesota.

Licenses/Certifications

- Licensed as a Registered Land Surveyor by the Minnesota State Board of Registration
- Minnesota Driver's License

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is medium-duty and may require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in both office and field environments. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstrate by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



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| Department: | Highway |
| Reports To: | Highway Maintenance Superintendent |
| Supervisory Duties: | Yes |
| FLSA Status: | |
| Union Status: | Local #49 |
| Last Updated: | January 2019 |

Position Details

Inspects, budgets, orders and installs and replaces traffic control devices for Fillmore County roads. Maintains a computerized inventory of all warehouse and road located signs. Attends required training and stays current on signage regulation. Point of contact for townships, citizens and MnDOT regarding signage.

Duties and Responsibilities

- Installs, inspects and replaces traffic control devices for Fillmore County roads and all contracted County roads.
- Maintain and ensure County complies with MNMUTCD and reflectivity.
- Maintains computerized warehouse and field location inventories of posts and signs using spreadsheets and word processing program.
- Attends training as required to keep informed on current signage regulations.
- Install temporary signs, flag and direct traffic during road repair work.
- Move and program road message boards.
- Transport equipment parts and clean/maintain sign truck.
- Measure distances, stakes, and calls in locates with gopher one for proper sign placement calculations.
- Serves as backup plow driver for snow plowing, ice control and flood emergencies.
- Operates shop loader, skid loader, spreader, boom truck, sign truck, and pickup plow.
- Operate equipment, trucks, hand tools, and power towers.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of State and County signage regulatory books.
- Computer proficiency in data base maintenance.
- Knowledge of OSHA regulations.
- Ability to work independently without immediate supervision.
- Knowledge of proper and safe operation, servicing and maintenance of heavy equipment.
- Knowledge of local and state laws and regulations regarding the operation of equipment, particularly those pertaining to their operation on public streets.
- Working knowledge of weed and brush control practices and the application of chemicals.
- Knowledge of road construction and operating procedures.
- Familiarity with OSHA and relevant Department of Labor laws and requirements.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to operate equipment and trucks.

Position Requirements

High School Diploma or GED and valid Minnesota Commercial Driver's License.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, bending, squatting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position is generally medium duty and often requires exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

While performing the duties of this job, the employee is exposed to fumes or airborne particles, toxic or caustic chemicals, working near moving mechanical parts, vibration and at risk of electrical shock. Some work is performed in a field environment involving working inside and outside of vehicles. Most of work is performed in the roadside ditch. Seasonal conditions can include excessive heat or cold.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Sanitation
Reports To: Solid Waste Administrator
Supervisory Duties:
FLSA Status:
Benefits
Union Status:
Last Updated: August 2018

Position Details

The purpose of this position is to aid, direct and instruct all users of the Resource Recovery Center in the disposal of their waste and recycling needs according to the policies, rules, and regulations set forth by Fillmore County and the State of Minnesota.

Resource Recovery Center Operations Duties and Responsibilities

- Provides ice and snow removal.
- Deals with waste materials, medical sharps, hazardous materials, batteries, and e-waste.
- Provides customer service to the general public and licensed haulers by directing them on proper disposal methods while operating the transfer station scale and cash register. Inspects loads for foreign contamination and hazardous waste and removes such items from recycling and landfill.
- Provides customer service by responding to questions and concerns on-site and by phone.
- Prepares, schedules and loads outgoing waste.
- Cleans transfer station and compactor daily. Cleans office, bathroom and surrounding areas. Maintains lawn. Pumps out waste water from trailer pit as needed. Also includes the packaging and counting of fluorescent bulbs to prepare for shipment.
- Spots trailers in and out of trailer pit. Must have knowledge of semi truck and trailer to connect, back up and disconnect trailers.
- Operates equipment to run the transfer station and maintain a clean and orderly facility. Equipment used includes compactor, semi, forklift, wheel loader, mower, and various office equipment. Also uses hand tools, power tools, compressors, etc., as needed.
- Loads appliances in a timely manner and keeps appliance area orderly.
- Loads recyclables into roll off boxes to prepare for transport.

Record Keeping & Facility Support Duties and Responsibilities

- Calculates, prepares, reviews, files and handles money transactions, tipping invoices, money deposits and waste generated documents.
- Assists the Solid Waste Administrator by keeping detailed records of waste generated, reviewing and preparing information/handouts for the public, preparing monthly billing, daily cash deposits, coordinating vendors, training new employees and volunteers.
- Keeps abreast of waste disposal/management trends, guidelines and options. Uses this information to educate the public and other departments in proper waste reduction, disposal and safe handling.
- Orders and assures necessary inventory of facility supplies.
- Maintains facilities, equipment and grounds including minor repairs.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Ability to make calculations and operate scales.
- Basic knowledge to identify hazardous materials.
- Basic knowledge of landfill and non-landfill items.
- Ability to count money and make change.
- Ability to operate computer to develop spreadsheets and do word processing.
- Ability to operate basic office equipment, including telephone and answering machines.
- Basic operation of semis and trailers (CDL not required).
- Ability to operate forklifts and loaders.
- Skill in operation of power tools and hand tools.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to provide basic client services to the public and other agencies with tact, courtesy and cooperation.
- Ability to work independently without immediate supervision.
- Ability to prioritize work activities.
- Effective communication skills, both oral and written.
- Must be able to work around mechanical parts as well as moving vehicles of normal operation, and when perform machinery maintenance.
- Must be able to occasionally disassemble products to remove ballasts, batteries, lightbulbs, and other recoverable materials.

Education

High School Diploma or GED.

Licenses

- Valid Minnesota Driver's License
- Forklift Training (within six months of hire)
- Payloader Training (within six months of hire)

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, squatting, bending, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position may require the exertion up to 60 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. Must be able to work in all weather elements and may work in conditions that include foul odors, rodents, insects and animals.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Regular exposure to fumes or airborne particles, outdoor weather conditions including wet, heat and cold conditions, work near moving mechanical parts. The noise level in the work environment is occasionally loud. Potential exposure to hazardous materials.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Sheriff
Reports To: Jail Administrator
Supervisory Duties:
FLSA Status:
Union Status:
Last Updated: August 2018

Position Details

Transport officers are responsible for the safe and secure transport of persons in custody to court, other detention facilities, medical facilities, etc.

Duties and Responsibilities

- Responsible for the supervision and well-being of persons being transported as well as the safety of the general public due to the transport.
- Complete all procedures on incoming and outgoing persons as set forth in policy/procedure manual.
- Maintain all security regulations.
- Search and secure prisoners according to policy.
- Interpret rules and regulations for prisoners and help them with any problems that may arise.
- Inspect transport vehicles per policy.
- Review and complete all necessary paperwork and reports.
- Attend training as required and maintain first aid certification.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Ability to effectively communicate, both orally and in writing.
- Knowledge of County Jail regulations and general aptitude for dealing with prisoners.
- Knowledge of first aid and skilled in its application.
- Knowledge of the custodial care and rights of prisoners.
- Ability to handle critical situations in a calm manner.

Education

High School Diploma or GED.

Licenses

Current Minnesota Driver's License is required.

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in county vehicles. Seasonal exposure to heat, cold, and extreme weather conditions. Exposure to angry or combative individuals occurs.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



| | |
|----------------------------|--------------------|
| Department: | Veterans Service |
| Reports To: | County Coordinator |
| Supervisory Duties: | Yes |
| FLSA Status: | |
| Union Status: | |
| Last Updated: | January 2019 |

Position Details

The Veterans Service Officer manages the operations and personnel of the Veterans Service Department to assure the successful achievement of the department's vision, mission and program objectives. Provides benefit services and case management to veterans, their dependents and survivors.

Client Service Duties and Responsibilities

- Counsels, advises and assists veterans and their dependents regarding benefits availability and eligibility.
- Prepares and submits claims, forms and documents to secure benefits for clients from appropriate agencies: i.e. VA, Social Security, DOD, USDA, Social Services, Public Health, etc. Research medical conditions and obtains medical records to support claims. Obtain necessary financial information to support claims.
- Assists veterans/dependents in preparing appeals of denied claims for benefits. May participate in hearings.
- Assists veterans in obtaining care from VA Medical Centers and Community Based Outreach Clinics.
- File applications for education under GI Bill or vocational rehabilitation.
- Assist survivors and funeral homes in obtaining veteran's death benefits.
- Appears before veterans' organizations, community groups and media to present information regarding various veteran benefit programs; prepares public information release concerning new programs, program amendments, and existing program requirements.
- Coordinates and supervises the operations and activities of the veterans' transportation network. Supervises the development and publishing of the transportation schedule.
- Inputs data into computer to include data on veterans newly seeking County services and updates data on record for veterans who have used County services previously. Transfers paper records to computer database as appropriate. Maintains information/reference material for client pickup and internal office use. Maintain other office records, statistical data and activity records.
- Certifies the disability rating and permanent address of each veteran receiving the benefit under paragraph (b) to the assessor in accordance with State Statute 273.13, subdivision (m).

Administrative/Management Duties and Responsibilities

- Assists with the preparation and submission of Federal/State grants and budgets for Veteran Services. Tracks receipts and expenditures for Veteran Services.
- Prepares and Submits Federal/State grants and budgets for Veteran Services. Tracks receipts and expenditures for Veteran Services. (Annual and ongoing during grant cycle)

- Obtains initial NACVSO/ USDVA accreditation and attend classes, training, conferences, and regional meetings needed to maintain Federal Accreditation and State Certification and to perform duties and be eligible for Grants.
- Communicates with the Department of Veterans Affairs Medical facilities to resolve issues Veterans have with their care which ensures Fillmore County Veterans Are getting the best experience.
- Required to acquire and maintain computer access for US Department of Veterans Affairs and DOD systems which equates to a Department of Defense Secret security clearance. (Initial background check and every 10 years, annual online training)
- Directly trains office staff and drivers in accordance office procedures and County policy.
- Lobby/ Assist Federal and State elected officials and advocate for program changes that Benefit Fillmore County, Veterans and their families. (As needed)
- Attends classes, training, conferences, and regional meetings needed to maintain State Certification and perform duties.
- Works with, advises and collaborates with Community Services, County Coordinator and County Board by recommending new veteran initiatives, making budgetary requests, determining priorities or in addressing administrative matters impacting the veteran programs, needs and services.
- Develops, presents and monitors departmental budget.
- Prepare grant applications and administer awarded grants.
- Manages office records assuring compliance with Data Practices laws, HIPPA requirements and retention policies.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Considerable knowledge of Veteran benefits and entitlement programs.
- Knowledge of federal, state and county rules, regulations, policies and procedures dealing with Veteran Affairs.
- Knowledge of Fillmore County community organizations.
- Working knowledge of Medicare/Medicaid, social security and G.I. insurance provisions, coverage, rules and procedures.
- Ability and skill with computers and various software.
- Ability to effectively present information to top management, public groups and /or boards.
- Knowledge of personnel management practices and procedures.
- Basic math skills.
- Effective communication skills, both oral and written.

Education

High School Diploma or GED

Preferred Qualifications:

- Bachelor Degree with related work experience; or
- Associate's Degree with 2 years of experience; or
- 3-4 years of experience as a supervisor and working knowledge with County budgets.

Additional Requirements

- Veteran's status as defined by Minnesota Statutes, Section 197.447
- Certification by Department of Veterans Affairs of Honorable Discharge from the armed forces (DD214 or equivalent)
- US and Minnesota Department of Veteran Affairs accreditation or ability to attain within Veteran's Affairs guidelines
- Valid Minnesota driver's license or evidence of equivalent mobility

Physical and Mental Requirements

Positions in this job typically require: standing, sitting, walking, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an office environment. Some travel is required to meetings, trainings, conferences, etc.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



Department: Highway
Reports To: Highway Maintenance Superintendent
Supervisory Duties:
FLSA Status:
Union Status: Local #49
Last Updated: August 2018

Position Details

Performs work and provides work direction to others in the maintenance of roads and bridges ensuring public safety and that County and department objectives are met.

Duties and Responsibilities

- Coordinates and oversees the work of highway maintenance personnel, prioritizing duties to meet the necessary maintenance and construction needs of the County. In the absence of the Highway Maintenance Superintendent responsible for supervision of all highway maintenance staff.
- Operates equipment to perform snow and ice removal and apply ice control materials on county roads, bridges and facilities.
- Operates equipment and tools to clean county ditches, repair and replace culverts.
- Operates equipment to maintain gravel roads.
- Maintains bituminous roads by crack filling, patching and wedging.
- Trims trees and brush in county road right of way.
- Maintains equipment as necessary including cleaning, installation, removal or painting of plow equipment, minor repairs, etc.
- Operates equipment including motor grader, loader, backhoe, articulating loader, crawler, dozer, boom-bucket truck, semi-truck and trailer, tandem plow truck, track hoe excavator.
- Available for call outs for seasonal and emergency operations.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of proper and safe operation, servicing and maintenance of material moving equipment.
- Knowledge of local and state laws and regulations regarding the operation of equipment, particularly those pertaining to their operation on public streets.
- Working knowledge of weed and brush control practices and the application of chemicals.
- Familiarity with OSHA and relevant Department of Labor laws and requirements.
- Effective communication skills, both oral and written.

Education and Experience

High School Diploma or GED and three to five years relevant experience or training.

Licenses/Certifications

Requires valid Minnesota Commercial Driver's License

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, squatting, bending, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may encounter unexpected and prolonged workdays. This position is generally medium-duty and may require the exertion up to 60 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in both a shop and field environment. Some work involves working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and vibration. The noise level in the work environment is occasionally loud.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.



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|----------------------------|--------------|
| Department: | Zoning |
| Reports To: | County Board |
| Supervisory Duties: | Yes |
| FLSA Status: | |
| Union Status: | |
| Last Updated: | August 2018 |

Position Details

Under general direction of the County Board of Commissioners, plans, organizes, interprets and supervises the formulation, implementation, and enforcement of county zoning ordinances and the activities of the department, to ensure County goals and objectives are met and to ensure compliance with federal, state and local safety standards, codes and laws.

Zoning Direct Service Duties and Responsibilities

- Applications: Conduct "pre-application"/informational meetings with developers, citizens, engineers, architects, etc. to describe the development review process. Prepare and/or review various records and reports such as permit applications; written communications such as zoning verification requests, etc.; verbal communications (talking with applicants); and development plan submissions. Issue or reject applications and plans for zoning permits and setback permits, septic systems, as well as conditional use permits, rezoning requests, variances, and subdivisions which require final County Board approval.
- Inquiries and Interpretation: Respond to informational inquiries from local officials, the general public, state agencies and legislative members to interpret zoning objectives and processes, environmental requirements, and public concerns regarding land uses. Consults with the County Attorney and other Board approved attorneys on complex code interpretation questions and proposed amendments to County Regulations.
- Inspections: Conducts on-site inspections to ensure compliance with federal, state and county codes and laws and oversees the feedlot program.
- Enforcement: Initiates enforcement proceedings when code violations occur; prepares letters and/or contacts property owners by phone; refers to the County Attorney if unresolved. Meets with property owners to resolve conflict with neighbors.

Administrative/Supervisory Duties and Responsibilities

- Supervisory: Supervises the performance of zoning department personnel including training and instructing employees, making work assignments, monitoring work, conducting performance evaluations, and making hiring, termination and other personnel recommendations.
- Planning Commission: Prepares all technical memoranda, studies, maps, etc., for the County; attends all public hearings, regular meetings, and work sessions; administers "staff review meetings" for plan reviews. Prepares and updates the various submittal applications and handout materials for departmental usage. Coordinates with various County staff members to ensure that plan submittals meet all aspects of the County Zoning Regulations prior to the Planning and Zoning Commission or Board of Adjustment review. Supervises the preparation of the County's Official Zoning Map in conformance with Fillmore County Zoning. Coordinates assistance on planning and zoning issues with County Engineer, Soil & Water, Assessor's Office, etc.

- **Policy Formulation and Implementation:** Have a clear and comprehensive understanding of the laws, policies, ordinances and practices regarding the County and department's functions. Recognize and understand the relationship between them. Maintain an awareness of required changes and ensure any necessary changes are implemented.
- **Budget:** Prepares, recommends and updates changes to the schedule of fees, the annual departmental budget and approves all department purchases. Develops, recommends and monitors annual budget by reviewing past expenditures, determining future needs and making determinations regarding the necessary resources to accomplish goals. Submits to County Board for approval.
- **Board Advisor:** Develop, review, prepare, and recommend changes to the Zoning Ordinance in conjunction with the Planning Commission as well as any active committee that is an arm of the Planning Commission. Evaluates and/or assists in evaluating potential projects to determine feasibility and community impact and makes recommendations to the County Board, Board of Adjustment and/or Planning Commission. Functions as an advisor to the County Board of Commissioners, Planning Commission, Board of Adjustment and other public officials.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of federal, state and local codes and laws, policies and regulations pertaining to the office activities.
- Ability and skill in the use of computer software and applications.
- Knowledge of human resource practices such as training, scheduling, delegation, performance reviews, discipline, etc.
- Working knowledge of sewer construction and MPCA regulations.
- Working knowledge of feedlot and Ag. Inspection activities and MPCA rules.
- Knowledge of economics, land development, zoning and planning process.
- Ability to professionally respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Effective communication skills, both oral and written.
- Ability to effectively present information to top management, public groups, and/or board of commissioners.

Education and Experience

Requires two years post-high school education in planning/environmental/natural sciences or related field and one to three years related experience and/or training; or an equivalent combination of education and experience.

Licenses/Certifications

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- Valid Driver's License or equivalent mobility
- Onsite Septic Inspector within 1 year of hire date

Physical and Mental Requirements

Positions in this job typically require: sitting, standing, walking, bending, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Work is performed in both office and field environments. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions. Vehicle travel is required to inspection sites, training, meetings, etc.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All County Positions

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Compensation Study Implementation

1. Discussion regarding proposed 2019 market plan adjustment of 2% as outlined in David Drown packet.
2. Discussion regarding employees who, through the study, are currently making above the top of the proposed pay scale. Options for the board include:
 - a. Hard freeze- the employee would receive no plan market increases until wage is within the plan. This option would take until approximately 2023 for all positions to catch up to the plan (varies from 2020-2023)
 - b. Partial freeze- the employee would receive part (50%) of the possible annual market increase until their wage is within the plan. This option would take until approximately 2029 for all positions to catch up to the plan (varies from 2022-2029).
 - c. No freeze- In this option, employees would receive full market adjustments approved by the board. In this option, the employee would never be within the pay plan.
3. Discussion regarding implementation date of the new system (if approved). Options for the board include:
 - a. January 1, 2019- This would give the increases to all employees retroactive to 1/1/19.
 - b. Beginning of next pay period following approval- This would leave all previous pay periods in 2019 as they are and pay adjustments would simply go forward.
 - c. Future date to be chosen by the Board
4. Discussion regarding maintenance of new system. Review of the current policy 4.01 “Compensation and Benefits” regarding classification review. This policy states that 25% of all job descriptions are reviewed annually for any potential need for reclassification and its process as well as review maintenance program offered by David Drown to determine best method for maintenance of program.


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| JKRC.041 | CIP | MINNESOTA | NET 30 DAYS | | | |
| Item Number | Unit | Ordered | Shipped | Back Ordered | Price | Amount |
| 00-00-5335-11 | EA | 1.00 | 1.00 | 0.00 | 450.00 | 450.00 |
| 5335 Ent. Rol. Table Char. 0.5 | | | | | | |
| 00-00-5335-22 | EA | 1.00 | 1.00 | 0.00 | 585.00 | 585.00 |
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| Net Invoice: | 1,485.00 |
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