



PERSONNEL COMMITTEE MEETING AGENDA

Tuesday, January 17, 2017

4:00 p.m.

Afton City Hall

3033 St. Croix Trail South

1. **CALL TO ORDER**
2. **BUSINESS**
 - A. Workload Planning and Management
 - 1). Laserfiche Update
 - 2). Resignation of City Clerk
 - 3). Job Evaluation Process
3. **ADJOURNMENT**

A quorum of the City Council or Other Commissions may be present to receive information.

City of Afton
3033 St. Croix Trl, P.O. Box 219
Afton, MN 55001

Meeting Date Jan. 16, 2017

Personnel Committee Memo

To: Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: January 13, 2017
Re: City Clerk Resignation

City Clerk Hiring Process

Attached are the job posting on the LMC website and the City Clerk job description posted on the City website. Applications will be received by January 26, and interviews could be scheduled for the week of February 6. The interview process for the Office Assistant position went very well. The same process could be used for the City Clerk position.

Kim Swanson Linner Requests

Kim has 32 hours of unused accrued sick leave. She has requested that 100% of these hours be paid out similar to the payout of unused vacation leave. While the personnel policies in place when Kim was hired provided for the payout of 75% of accrued sick leave, the personnel policies adopted in 2014 indicate that accrued sick leave hours have no cash value. Neither of the policies provides for the requested 100% payout.

Kim has offered to work as an independent contractor on a temporary basis to prepare the monthly newsletter and possibly to prepare meeting minutes. Both of these would be accomplished remotely.

Office Assistant Position

Duties have been added as indicated on the revised job description

Duties have not increased significantly in level of know-how required or level of responsibility, but the amount and quality of work has increased.

The recommendation from Kim regarding job evaluation points is the level of points at which the position is currently slotted.

The job description that Kim uses as a comparable (Office and Administrative Specialist-intermediate) includes a number of tasks that appear to be at a higher level than the current Office Assistant position

There is no pay schedule attached to the job points. The job points only place positions into a general hierarchy. The use of the State Job Match job evaluation system does not involve/require the use of the State's pay schedule. The City determines a pay schedule based on pay comparisons that it chooses as appropriate

Current City Hierarchy of Job Value Points

Public Works Coordinator	138
Office Assistant	141
Deputy Clerk	208
City Administrator	275

**CITY OF AFTON
JOB DESCRIPTION**

POSITION TITLE: OFFICE ASSISTANT
STATUS: NON-EXEMPT POSITION
REPORTS TO: CITY ADMINISTRATOR
HOURS: .50 F.T.E (20 hours/week)
OFFICE HOURS: 9:00 A.M. – 2:00 P.M.

Updated 11-4-2015 / ksl

Bold are tasks in previous
Office Assist. job description

SUMMARY:

The Office Assistant is the receptionist for the main office. The primary duties of this position include opening the City Hall, answering the phones and assisting walk-in requests, filing and the preparation of agenda packets for City Council and City Commission meetings.

This position requires the ability to present a positive and helpful impression to the public on the phone and in person; track and prioritize workload; juggle routine tasks with frequent interruptions; and have a good understanding of the need for well documented and accurate record keeping.

ESSENTIAL FUNCTIONS OF THE JOB:

- **Open and close office**
- **Process Gopher One locates**
- **Maintain revisions to the Afton City website**
- **Prepare book of all council and commission packets**
- **Assist Deputy Clerk in bookkeeping duties**
- **Maintain office files as directed**
- **Type reports, forms, correspondence, etc. as directed**
- Answer telephone, fax and internet inquiries and respond accordingly or direct calls to the appropriate person.
- Pick up and process incoming and outgoing mail.
- Coordinate maintenance of copier, printers, and postage meter; maintain an adequate supply of paper, toner, postage, and other equipment supplies.
- File and maintain paper property data records.
- Issue dog and cat licenses; maintain license list; send list monthly to Animal Control Officer.
- Purchase and order office and general supplies and any other purchases as requested by the City Administrator.
- Monitor and maintain outside bulletin board.
- Assist in preparing agenda packets for the City Council and other City Commissions.
- Prepare the Council Chambers for meetings and keep that room, the shared work area and the coffee service areas clean and orderly.
- Maintain the office and website calendar for meetings in the City Hall.
- Create and update Staff, Council and Commission directories, mailing lists and labels.
- Receive and process reservations for Town Square Park.
- Update and maintain office forms and display case.
- Receive and process payments of cash or checks to the City, under the direction of the Deputy Clerk.
- Reconcile Petty Cash record, under the direction and supervision of the Deputy Clerk.
- Accept and direct Building and Zoning Permits; process and mail under direction of Building Inspector, Deputy Clerk or City Administrator.

**JOB DESCRIPTION – OFFICE ASSISTANT
PAGE 2**

- Maintain complete and accurate Accounts Payable files; assist in year-end filing/storage, as directed.
- Copy, mail and keep record of a substantial amount of information on a wide range topics.
- Assist other City Staff with miscellaneous administrative duties as assigned or necessary.

Office Cross-coverage

Record cash receipts; prepare bank deposits

Assist in maintaining official book of minutes and agendas

Receive and process building and zoning permits

Provide notice of regular and special meetings

Distribute monthly city newsletter

Added Duties Per Kim

Petty Cash (included in previous Office Assist. JD)

Bank Deposits (included as office cross-coverage in previous Office Assistant JD)

201 invoices

Update the CUP book

Prepare and mail City invoices

Special purchasing (phone system, postage meter, copier)

Clerical/Office Support Services

<u>Possible Local Class Title</u>	<u>Possible Match With State Classes</u>	<u>State Point Rating</u>	<u>Possible Point Range</u>	<u>Brief Description of Job Class</u>
<ul style="list-style-type: none"> • Clerk • Data Entry Operator • Duplicating Eq. Oper. • File Clerk • Office Assistant • Typist • Ward Clerk 	Office Specialist	102	94-105	Under immediate supervision, provides repetitive/ standardized, skilled typing and clerical support to office, program and/or administrative staff.
	Office & Admin Spec.	117	113-125	Under immediate supervision, operates electronic word processing equipment to produce routine letters, reports, and other repetitive materials from hard copy or machine dictation.
	Office & Admin Spec. Int	<u>141</u>	141-150	Under general supervision, operates electronic word processing equipment utilizing special features to produce complex, non-routine materials involving specialized or technical formats and/or terminology.
<ul style="list-style-type: none"> • Administrative Asst. • Customer Service Spec. • Data Entry Operator Sr. • Receptionist • Secretary • Word Processing Op. 	Office & Admin Spec.	117	113-125	Under immediate supervision, operates electronic word processing equipment to produce routine letters, reports, and other repetitive materials from hard copy or machine dictation.
	Customer Service Spec.	124	113-125	Under immediate supervision, operates a Console or cord-type switchboard to place and receive local and long distance phone calls.
	Office & Admin Spec. Int.	141	141-150	Under general supervision, operates electronic word processing equipment utilizing special features to produce complex, non-routine materials involving specialized or technical formats and/or terminology.

* Sarah (2010) rated the off Ass't at this level

DEB - OLD OFFICE ASST.

STATE OF MINNESOTA
CLASS SPECIFICATION

Class Code: 003626
Barg. Unit(s):

OFFICE SPECIALIST
Job Pts: 102

* [Except Sarah listed
this as Class Code
3628 in 2011 !]

KIND OF WORK

Variety of administrative work supporting customer service, central services and office and administrative services.

NATURE AND PURPOSE

Under immediate supervision, performs a wide range of office support functions. Work is guided by well defined procedures and work rules. Problems are solved by following well defined directions or they are referred to a higher level position. Work at this level typically supports incumbents in the Customer Service Specialist, Central Services Administrative Specialist or the Office and Administrative Specialist class series.

w/ Job Pts: 141

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Sorts and distributes mail.

Weighs mail and places correct postage on letters and packages.

Directs callers and visitors to the appropriate person(s) and/or writes down messages.

Enters data into data bases.

Stocks shelves in store room and issues supplies as requested.

Types memos and letters.

Files and retrieves documents from manual and automated filing systems.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Typing/word processing sufficient to type letters and memos.

Data entry.

General office practices.

Alphabetical and numerical filing practices sufficient to file and retrieve documents/information.

Office Specialist
Class Specification
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Ability to:

Use human relations skills to interact with others (common courtesy, tact, interest in positive problem solving, empathy and logical organization of ideas).

Understand and effectively carry out oral and written instructions.

Handle physical tasks such as lifting, moving materials, retrieving materials for some positions.

Est.: 7/97
Rev.:

T.C.:
Former Title(s):

STATE OF MINNESOTA
CLASS SPECIFICATION

DEB - w/ New Office Duties

should correct
Title to match

Class Code: 003628
Barg. Unit(s):

OFFICE AND ADMINISTRATIVE SPECIALIST INTERMEDIATE

Job PTS: 141

KIND OF WORK

Administrative support work providing a variety of office services.

NATURE AND PURPOSE

Under general supervision, compiles, reviews and maintains a variety of fiscal and program records, written materials and reports using multiple procedures, typing, computer and technical program knowledge. Maintains special data bases, mailing lists and manuals. Writes general correspondence. Provides technical advice to other office staff.

The Office and Administrative Specialist Intermediate differs from the Office and Administrative Specialist in the following ways:

Intermediate: At the Intermediate level, incumbents need knowledge of multiple procedures and program guidelines to make decisions. Decisions often are non-routine and the incumbent is required to explain procedures, how the procedures add meaning to services as well as the rationale for their decisions. Employees at this level may also need advanced word processing skills, knowledge of specialized software and technical terminology.

Office and Administrative Specialist: At the this level, incumbents process work and make decisions based on clearly defined criteria. They communicate the reasons for decisions and actions, but they generally do not explain or justify procedures. Basic skills in word processing and the use of other office equipment are typically sufficient.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Prepares written and oral replies on a wide range of subjects. Responses are often non-routine and explain procedures and the rationale for decisions.

Processes applications for services based on procedural knowledge of a specific program.

Gathers, verifies and summarizes data for fiscal and administrative reports.

Prepares complex schedules using specialized software.

Prepares consultant contracts and internal requisitions, pays consultants, special speakers and vendors according to established procedures.

Prepares packets of information for special committees, customers and staff.

Provides internal customers (agency employees that receive incumbent's services) with information, assistance and services. Issues may require explanations of somewhat complicated procedures and/or cover multiple program areas.

Schedules, trains and gives technical guidance to co-workers.

* as assigned in
2011 by Sarah
Irvine for the
office Asst position

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Program procedures sufficient to prepare correspondence, reports and informational packets.

Record keeping systems sufficient to maintain administrative and fiscal data and to prepare reports.

General office equipment and procedures such as basic math, typing, data entry and related functions.

Business English, spelling, grammar and typing sufficient to type and edit a variety of written documents.

General office practices.

Special computer software for some positions.

Legal, medical and/or other technical terminology for some positions.

Ability to:

Use good human relations skills to interact with others (common courtesy, tact, interest in positive problem solving, empathy and logical organization of ideas).

Research a variety of topics and summarize information into clear and concise correspondence and reports.

Type a variety of letters, forms, accounting and financial statements and reports.

Maintain the confidentiality of private information according to law, rules, policies and procedures.

Organize and prioritize one's own work.

Understand and apply oral and written instructions.

Est.: 7/97
Rev.:

T.C.:
Former Title(s):

Meeting Date Jan. 17, 2017

Personnel Committee

City of Afton
3033 St. Croix Trl, P.O. Box 219
Afton, MN 55001

To: Honorable Mayor Bend and Council member Ross
From: Ron Moorese, City Administrator
Date: January 13, 2017
Re: Job Evaluation Process

At the December Personnel Committee meeting, the Committee members requested copies of the updated job descriptions of the Office Assistant and City Clerk positions and copies of the job point hierarchies of positions similar to these two positions and the job descriptions related to the similar positions. These are all attached, some with comments from Kim in red.