



PERSONNEL COMMITTEE MINUTES
May 10, 2022
10:30 am
Administration Conference Room

Staff Present: Commissioner Linda Flanders, Commissioner Jason Majerus, Scott Arneson, Andrea Benck, Melissa Cushing, Jessica Ahlbrecht, Brian Anderson

PERSONNEL COMMITTEE RESTRUCTURE

County Administrator Scott Arneson put forth the following recommendation,

“This committee may address and study issues relating to staffing levels, departmental structure studies, labor lawsuit settlements, non-budgeted positions, new positions, positions that increase a departments FTE’s, positions that result in significant grade decrease or increase, non-traditional hiring approvals, succession planning, conflicted investigations/allegations, and personnel policies. Recommendations from this committee may be forwarded to the County Board for final approval or may just provide staff feedback.”

Commissioners Majerus and Flanders agreed with the recommendation. Additionally, Commissioner Flanders requested staff submit a staffing report to the board on a regular basis (monthly, quarterly, etc.) which Commissioner Majerus supported.

HUMAN RESOURCES STRUCTURE

In light of the HR Director’s upcoming retirement, County Administrator Scott Arneson has sought feedback from the management team regarding the structure of the HR department. Mr. Arneson shared the feedback from the management team which included a desire to streamline HR processes (with emphasis on the hiring process); move to paperless processes; empower front-line managers to address basic employee relations concerns; and, study payroll operations for efficiencies or potential restructuring. There were 3 HR structures presented. The first option is the same as current with 1 HR Director, 2 HR Generalists, 1 HR Payroll Analyst, 1 HR Specialist and 1 Summer Help/ Intern. The second option has 1 HR Director, 1 Assistant HR Director, 1 HR Generalist, 1 HR Payroll Analyst, 1 HR Specialist and 1 Summer Help/ Intern. The third option creates an Assistant County Administrator position under which are 2-3 HR Managers, 1 HR Generalist (I or II), 1 HR Payroll, 1 HR Specialist and 1 Summer Help/ Intern.

Commissioner Majerus expressed concerns with staffing option #3 since there has been difficulty finding qualified candidates for the HR Generalist vacancy.

Commissioners Flanders and Majerus were more comfortable with a moderate approach to restructuring as demonstrated in option #2. Commissioner Majerus requested to see a fourth option (similar to option three) with the 2-3 HR Managers reporting directly to the County Administrator.