Steele County
Agenda Item

Subject: Request to Backfill HR Generalist Position

Department: HUman Resources

Committee Meeting Date: February 17, 2021

Board Meeting Date: February 23, 2021

Consent Agenda: ☒ Yes ☐ No **Resolution:** ☐ Yes ☒ No

Policy Committee Recommendation:

Committee Recommends backfilling HR Generalist position

Recommendation:

Recommend backfilling HR Generalist position being vacated by Sara David

Background *(Including Budget Impact)*:

The Human Resources Department provides HR services to over 500 employees with 4.0 FTE positions as follows:

- Steele County: 330 Employees
- MNPrairie: 176 Employees
- 911 Dispatch: 25 Employees

This position is critical in being able to fulfill the MNPrairie contract for HR Services and meeting the strategic plan initiatives and departmental goals in the areas of performance management, employee recruitment and retention, supervisory/dept. head training, union contract negotiations and administration, researching pay for performance systems, workforce and succession planning and providing excellent, timely service to employees & the public.

This position is critical in providing integral HR services to Steele County, MNPrairie, and Rice/Steele Dispatch 911 in the following areas:

- Benefit administration
- HRIS System Administration in Kronos
- Federal & State reporting (OSHA, ACA, EEO, Unemployment, Pay Equity, Affordable Care Act)
- Leave Administration & Tracking (Family Medical Leave Act -FMLA, COVID-19)

Steele County currently receives revenue of over 40% of the HR Team's salaries and benefits from MN Prairie for providing comprehensive HR services to our merged human services agency.

Attachments:

Position Requisition Form

Steele County
Position Requisition Form (PRF)

Section 1: Current Position Information Date Prepared: 02/16/21

Is this a new position? No

Title: HR Generalist	Division: Human Resources
Former Incumbent: Sara David	Department: Human Resources
Former Incumbent's Wage: $33.85 DBM Rating: B25 Step: 11 Full-time/Part-time: FT	
Incumbent's Last Working Day: February 25, 2021	

Section 2: Proposed Position Information

Title: HR Generalist	Division: Human Resources
Department: Human Resources	Date of Need: As soon as possible
Regular/Seasonal/Temporary: Regular	*If seasonal or temporary, list state/end dates:* _____

Section 3: Position Type

☐ Supervisory ☑ Non-Supervisory Full-time/Part-time: Full-Time Hours per week: 40

Section 4: Funding Source (Chart of Accounts)

Fund Code: 00 Department: 032 Program Code: 000 Account: 6110 % Percentage: 100%	
Fund Code: _____ Department: _____ Program Code: _____ Account: _____ % Percentage: _____	
Target ~~Salary:~~ Less than current employee	Estimated Budget Impact: $0
Budgeted position: Yes Reallocation: _____	

Section 5: Revenue Source

Grant (Amount/Percent): _____ Reimbursement (Amount/Percent): 45% Levy (Amount/Percent): 55%

Section 6: Justification for Position

1. Can the position be filled by a temporary/part-time employee? Yes ☐ No ☑
2. Can the job function be restructured in such a way as to:
   - Make the functioning of the department more effective (which may require re-evaluating positions and responsibilities)? Yes ☐ No ☑
   - Contracting with/purchasing services from another agency/government? Yes ☐ No ☑
   - Contracting with a consultant/contractor/vendor? Yes ☐ No ☑
3. Is the position legally mandated and a decision not to fill the position would result in penalties to the County: *If yes, please specify.*

   Legally Mandated - No

   However, There are many critical responsibilities of this position that are required, such as benefit administration, HRIS administration in Kronos, Federal & State reporting (OSHA, ACA, EEO, Unemployment, Pay Equity Affordable Care Act), Family Medical Leave Act (FMLA) administration & COVID tracking. There could be significant penalties assessed if required reporting isn't completed by the deadlines, if benefit changes & billing aren't completed in a timely manner, and if leave administration isn't completed properly, which could result in a claim or lawsuit being filed against the county.
4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*

   Yes, this position requires at least 2 years of post-secondary education in human resources or a closely related field and experience in HR with employee benefit administration, talent recruitment and selection, leave administration, HRIS system administration, classification and compensation systems, performance management, training and development, data/metric analytics, and mandated reporting for public employers.
5. How is this position critical to achieving departmental goals with are aligned to the strategic initiatives of the County? *Please specify.*

   This position is critical in reaching the overall departmental goals of being a strategic partner in the selection, development and retention of high quality employees and making Steele County an employer of choice in the region. In addition, this is a key position in achieving the strategic plan initiative in the area of "Workplace/Workforce" in order to serve, train, develop, transfer knowledge, evaluate performance and recognize staff.
6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)

   The HR Team provides HR services to over 500 employees in Steele County, MN Prairie and Dispatch. The Society for Human Resources Management (SHRM) professional organization recommends 1.0 FTE HR position per 75 employees. At our current level of 4 FTE's, we're not meeting that minimum recommended level and are serving 130 employees per FTE, which is well above (nearly double) the recommended amount. Statutory changes and regulations continue to make HR work much more complex.

   The current HR contract with MN Prairie goes to 2025, with a one-year minimum notice is required for either party to discontinue that service contract/arrangement. The county currently receives 45% of the HR Team's salary and benefits in revenue from MN Prairie and this position is necessary in order to successfully fulfill the contract for services to MN Prairie.
7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?

   Departmental discussion occurred whether duties from this position could be transferred to other positions in the county and/or to other HR Team Members. However, there isn't capacity available to move these duties to other employees.

8. If the position were not filled, indicate the organizational impact and recommended action to address the mission critical duties.

   Would be unable to fulfill and service the MNPrairie's HR service contract;
   Untimely response to staff, vendor, & partner questions, needs, inquiries, requests, etc.;
   Unable to offer training and work on refining performance evaluation tool and research pay for performance systems;
   Wouldn't have staffing level to meet strategic plan initiatives & departmental goals;
   Only be able to "put out fires" and not be positioned to do proactive and strategic HR work

9. Will this position require additional resources? (computing equipment, furniture, special accommodations, etc.)

   No

APPROVAL SIGNATURES

Department Head: _____ Date: 02/16/21

Division Director: _____ Date: _____

(If Applicable)

Human Resources Director: _____ Date: _____

County Administrator Signature: _____ Date: _____

HR USE ONLY

___ Non-Exempt (OT Eligible) _____ Exempt (OT Ineligible)

Bargaining Unit: _____ DBM Rating: _____

Salary amount budgeted for position: _____