



STEELE COUNTY BOARD OF COMMISSIONERS WORK SESSION AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

*Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.*

TUESDAY, FEBRUARY 8, 2022 AT 4:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. Position/Backfill Hiring process discussion
3. CIP Project & Schedule discussion
4. Other Items

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Steele County Board of Commissioners. This document does not claim to be complete and is subject to change.



Steele County Agenda Item

Subject: Position Hiring Process Discussion

Department: Human Resources

Committee Meeting Date: February 1, 2022

Board Meeting Date: February 8, 2022

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Discussion about hiring processes and timelines

Background (*Including Budget Impact*):

Historically, all positions in the county not statutorily defined as “essential” have been required to go through a policy committee and then to the full Board for approval to backfill. The essential positions we have are Licensed Peace Officers and Correctional Officers/Line Staff. Therefore, the vast majority of the county’s positions are considered non-essential and required to follow this process.

Requiring all non-essential positions to go through a policy committee and then the full Board adds an additional 3 – 4 weeks to the hiring process before a position recruitment can even begin. Most positions only require a 2-week notice period, thereby resulting in positions being vacant 2 months on average. This often creates a significant challenge and hardship as supervisors, department heads and remaining employees are required to take on the additional workload during this time. For small departments, the result is longer response times or some work not getting done in a timely fashion.

Administration and HR would like to discuss and explore the possibility of a trial period whereby only new or unbudgeted positions are required to be brought through a policy committee and then to the full Board for approval. Our recommendation would be that if the position is already existing and included in the current year’s budget, the County Administrator, Department Head, and HR would do the vetting and make the determination whether to backfill the position or not. This would significantly decrease the amount of time positions remain unfilled in departments and would keep customer service and response time optimal.

Steele County

Sat, 1/1/2022

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