



Administration

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MEMO

TO: Personnel Overview Committee:

Chad Peterson	Brandy Madrigga
Mary Scherling	Tom Soucy
Tony Grindberg	Jim Prochniak
Jim Kapitan	Kristie Ross
Duane Breitling	David Malheim
Robert Wilson	Marjorie Branden
Kim Hegvik	Rebecca Jund
Jesse Jahner	

FROM: Robert Wilson
Cass County Administrator

DATE: August 29, 2024

SUBJECT: Personnel Overview Committee Meeting Agenda

A meeting of the Personnel Overview Committee has been set for Tuesday, September 3, 2024, at 2:00 PM.

The agenda will be as follows:

- 1) Approve minutes of previous meeting held June 17, 2024
- 2) Forward Assistant Planner/Highway GIS Specialist position to Gallagher to be graded (Soucy/Peters)
- 3) North Dakota Public Employees Retirement System (Peters)

cc: Department Heads

**PERSONNEL OVERVIEW COMMITTEE
JUNE 17, 2024 — 1:00 PM**

1. MEETING TO ORDER

A meeting of the Personnel Overview Committee was called to order by County Administrator, Robert Wilson on Monday, June 17, 2024, at 1:06 PM. The following members were present: Jim Kapitan, Chad Peterson, Duane Breitling, Mary Scherling, Robert Wilson, Kim Hegvik, Jesse Jahner, Brandy Madrigga, Marjorie Branden, and Tom Soucy in person and Rebecca Jund via Microsoft Teams. Tony Grindberg, Dave Malheim, Kriste Ross, and Jim Prochniak were absent. Also present was Tracy Peters, Bob Henderson, and Deb Moeller in person, and Gail Bollinger via Microsoft Teams.

2. APPROVAL OF MINUTES

MOTION, passed

Mrs. Scherling moved and Ms. Hegvik seconded that the minutes of the previous meeting held May 6, 2024, be approved as written. Motion carried.

3. GALLAGHER RECLASSIFICATION REQUESTS

The following Position Authorize Questionnaires (PAQs) were approved to be sent to Gallagher for review and the recommendations have been returned for discussion and action by the Committee. The recommendations are as follows:

Correctional Officer II- Sheriff's Office

Ms. Peters said the Correctional Officer (CO) position is currently graded a B23. She said the recommendation from Gallagher is that the position be reclassified to a B24. She said the County does not have a B24, however, Gallagher confirmed the salary steps and pay range for a B24 is the same as our B31. She said the recommendation is to regrade the CO's as a B31.

Mr. Jahner said the job duties of the CO position has changed and received greater duties in a supervisory manner due to mental health issues. He said the B23 starting salary is about \$48,000 per year and the starting salary for a B31 is about \$52,000 per year. He said there are approximately 50 CO's this change would affect. Ms. Peters said other local agencies have a similar starting salary.

Mr. Peterson asked how the reclassification will affect the other positions in the organization. Ms. Peters said Deputies start at a B32 and the reclassification would not create any inequities within the Sheriff's Office.

Ms. Peters said reclassification requests are normally effective January 1 of the following year. She said the Sheriff's Office is looking to hire CO's for the new Jail pod in 2024 and a discussion is needed on when to implement the reclassification. Mr. Jahner said the Sheriff's Office has put together a recruitment team that has been meeting to plan hiring COs for the new pod. He said he plans to go to the Commission with a request to reclassify the CO's prior to January 1, 2025.

MOTION, passed

Mr. Peterson moved and Mr. Kapitan seconded to adopt the Gallagher recommendation for the Correctional Officer position at a B31.

Principal Secretary

Ms. Peters said the Principal Secretary position is currently graded a B21. She said the recommendation from Gallagher is that the position be reclassified to a B22. Mr. Jahner said the position has taken on additional duties as responsible for ensuring all licensed officers are current with their licensing.

MOTION, passed

Ms. Hegvik moved and Mrs. Scherling seconded to adopt the Gallagher recommendation for the Principal Secretary position at a B22.

Clerk and Senior Clerk

Ms. Peters said the Clerk position is currently graded an A12 and Gallagher recommended the Clerk be reclassified to an A13. She said the Senior Clerk position is currently graded an A13 and Gallagher recommended the current A13 classification be retained. She said Gallagher concluded that there is only one difference in duties between the Clerk and Senior Clerk positions and one duty does not warrant a different grade classification.

Ms. Moller said she is pleased to see the Clerk position came back with a recommendation to move up one grade. She said she is concerned if the Clerk and Senior Clerk are graded the same, it will create inequity among the Recorder's Office staff. She said it hurts the Clerk potential career path with no incentive to move into the Senior Clerk position. She said the Recorder's Office typically has at least two Senior Clerk positions to have back up positions for the Deputy Recorder positions. Ms. Moeller said she would like to propose when Clerks have passed a test and have met certain benchmarks, they move up one step from their current step in the A13 paygrade.

Ms. Peters said moving up one step would be similar to the Sheriff's Office CO position that moves up a step after completing CO basic. She said moving the current two Clerks from A12 to A13 would not create inequality amongst the current Recorder's Office staff. Ms. Moeller said the promotions would not occur within the first year in the position. She said in most cases it takes about two years to get the experience and training to move to the Senior Clerk position.

Ms. Hegvik said authorizing the Recorder's Office to move the Clerk position up a step when moving to the Senior Clerk position may set a precedent for other departments to ask for the same request for other positions. She said the State's Attorney's Office has attorneys that serve as team leaders and are not incentivized. Ms. Hegvik said she would request a similar option for her staff to move up a step if they meet certain criteria. Mr. Peterson said the reality is the duties are the same for the Clerk and Senior Clerk. He said he supports the recommendation made by Gallagher.

MOTION, passed

Ms. Hegvik moved and Mr. Jahner seconded to adopt the Gallagher recommendation for Clerk at an A13. Motion carried.

4. ARTIFICIAL INTELLIGENCE POLICY

Mr. Henderson said there was discussion on the presented Artificial Intelligence policy at the last Personnel Overview Committee meeting held on May 6, 2024. He said at that time no changes were requested, however, the Committee requested more time to review the policy. He said the request today is to recommend the Cass County Commission approve the Artificial Intelligence Policy as presented.

MOTION, passed

Mr. Peterson moved and Mr. Breitling seconded to recommend the Cass County Commission adopt the Artificial Intelligence Policy as presented. Motion carried.

5. NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

Ms. Peters said due to lack of time in the meeting she will keep her information brief. She said after December 31, 2024, the North Dakota Public Employees Retirement System (NDPERS) defined benefit plan will close to any new Cass County hires. She said NDPERS has provided a video on the plan change that explains the upcoming changes and may be helpful for

Committee members. She said there will be discussions in the future to look at the changes further.

6. ADJOURNMENT

MOTION, passed

On motion by Mr. Peterson seconded by Mr. Breitling and all in favor, the meeting was adjourned at 2:06 PM.

Minutes prepared by Taylor Kaushagen, Commission Assistant

POSITION ANALYSIS QUESTIONNAIRE

EMPLOYEE NAME:		DATE:
WORK PHONE NUMBER:		
CURRENT JOB TITLE: Assistant County Planner/Highway GIS Specialist		
DEPARTMENT/DIVISION: Planning, Highway		
REGULAR HOURS WORKED: 40/Week	REGULAR DAYS OFF: Saturday, Sunday	
SUPERVISOR NAME: Cole Hansen, Kyle Litchy	SUPERVISOR TITLE: County Planner, Assistant County Engineer	

PART 1:

PURPOSE OF YOUR POSITION

(DESCRIBE IN A SENTENCE OR TWO THE PRIMARY PURPOSE OF YOUR POSITION)

Assistant County Planner assists the County Planner in the implementation and administration of the review and enforcement of all current subdivision and flood plain ordinances as adopted by the Cass County Board of Commissioners. Responsible for assisting in inspecting and enforcing residential, commercial, industrial, and other properties before, during and after plat approval to ensure they meet the requirements of Cass County Subdivision Ordinance, Cass County Floodplain Ordinance, Township Zoning, and Fargo Cass Public Health regulations. Additionally, this position will assist the Highway Department with GIS map design and creation for the 5-Year Highway Plan, budget presentation, and other meetings/presentations throughout the year; as well as aiding the Highway Department in yearly updates to our internal LINK web application. This position is scheduled for Monday-Friday.

DUTIES AND RESPONSIBILITIES

LIST ACTIVITIES IN ORDER OF IMPORTANCE AND ESTIMATE AMOUNT OF TIME SPENT IN EACH AREA.

% of Time Required or Number of Hours Per Week	Activity
40%	<u>Geographic Information System Data</u> <ul style="list-style-type: none"> ▪ Utilize ArcGIS Pro to create maps for pertinent documents and presentations for Highway Department uses.

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	<ul style="list-style-type: none"> ▪ Work with the GIS department to maintain Highway Department GIS data. ▪ Aid Highway Department with updating 5-year plan. ▪ Assist Highway Department with managing asset records (Lane Miles, Bridge #'s, Exc.) ▪ Interpret plat maps, metes and bounds legal descriptions, and other official sources to update, conduct research, and apply corrections to the County's land base, cadastral, easements, and other information in the County's GIS databases.
20%	<p><u>Subdivision Application Review</u></p> <ul style="list-style-type: none"> ▪ Assists in processing applications with required permits, and present variances to the appropriate bodies. ▪ Determine compliance of proposal with appropriate township, county, and state regulations and guidelines. ▪ Respond to inquiries and requests from the public. ▪ Conduct predevelopment meetings with developers. ▪ Observes conditions and issues notices for corrections to persons responsible for conformance. Obtains evidence and prepares reports concerning violations which have not been corrected. Resolves inspection issues and concerns. ▪ Negotiate, respond, and resolve sensitive and controversial issues to include sensitive citizen inquiries and complaints.
10%	<p><u>Subdivision Ordinance</u></p> <ul style="list-style-type: none"> ▪ Assists in interpreting and enforcing Cass County Subdivision Ordinance and Floodplain regulation, land use, planning, public health and safety, and other restrictions. ▪ Works indirectly with the County Commission Board members to establish a long-range plan that aligns with Planning goals and objectives with community needs. ▪ Assists in reviewing new codes and ordinances in the Subdivision, Zoning and floodplain fields. ▪ Assists in preparation of revisions and amendments to the Ordinances as needed, as well as maintaining awareness of changes in other related fields. ▪ Works with the States Attorney's office to prosecute violations of the Subdivision Ordinance and testifies at court hearing pertaining to the violations. ▪ Use Initiative, discretion, and judgment within established procedural guidelines.
10%	<p><u>Meeting Preparations</u></p> <ul style="list-style-type: none"> ▪ Prepare monthly agendas, staff reports, and recommendations to the Planning Commission and County Commission. ▪ Schedule appropriate public hearings. ▪ Consult with and brief the County Engineer and Planning Commission on actions items. ▪ Direct county GIS activities related to planning to include the requirements for the Records Office.

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	<ul style="list-style-type: none"> ▪ Schedule appropriate public hearings. ▪ Create mailing list to affected property owners within 1,000 ft of proposed subdivision or 5,280 ft for a proposed subdivision with a variance.
10%	<p><u>Technical Assistance/Public Outreach</u></p> <ul style="list-style-type: none"> ▪ Maintain up to date and useful web page Information. ▪ Assist townships and rural municipalities in land use regulation. ▪ Develop land use policy alternatives and recommendations. ▪ Respond to inquiries and requests from general public. ▪ Provide technical assistance and training opportunities for public officials and county citizens.
5%	<p><u>Grants</u></p> <ul style="list-style-type: none"> ▪ Create, find, and apply for grant opportunities pertaining to planning or transportation. ▪ Work with the Highway Department to assess the current 5-year plan to find opportunities for funding.
5%	<p><u>Acting County Planner</u></p> <ul style="list-style-type: none"> ▪ Serve as acting County Planner in the absence of the County Planner.

KNOWLEDGE, SKILLS AND ABILITIES

A. LIST THE KNOWLEDGE, SKILLS AND ABILITIES THAT ARE REQUIRED TO PERFORM THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION.

<ul style="list-style-type: none"> ▪ Two (2) years experience in planning and zoning, geography, GIS, grant writing or any equivalent combination of education, training, and experience which provides the requisite knowledge of skills and abilities for this position. ▪ Knowledge of operations, services, and functions of a planning, zoning, and floodplain program ▪ Understanding of pertinent Federal, State, and local codes and ordinances governing building construction, subdivision, and zoning. ▪ High School Diploma or GED
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B. LIST ANY TOOLS, EQUIPMENT, VEHICLES, AND MACHINES YOU USE WHILE PERFORMING YOUR WORK.

<p>Use of company vehicles, standard office equipment, including fax, copier, printer, plotter, and scanner.</p>
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C. WHAT LICENSES OR CERTIFICATES ARE REQUIRED IN THE PERFORMANCE OF YOUR WORK?

Valid driver's license

SCOPE OF WORK

A. INSTRUCTIONS

1. WHAT KINDS OF INSTRUCTIONS DO YOU RECEIVE REGARDING YOUR WORK?

Work independently, exercising initiative and judgment and receive directives supplied from County Planner or Assistant County Engineer. In addition, requests may come from others within the Highway Department for maps.

2. WHEN ARE INSTRUCTIONS GIVEN?

Depending on the type of work activity, instructions may be given as often as daily or as infrequently as monthly.

B. REVIEW OF WORK

1. HOW IS YOUR WORK REVIEWED BY YOUR SUPERVISOR?

As needed when projects or tasks are completed.

2. FOR WHAT PURPOSE IS YOUR WORK REVIEWED?

Accuracy and completeness.

3. WHEN IS WORK REVIEWED?

As needed and annual reviews.

GUIDELINES

A. WHAT SPECIFIC LAWS, ORDINANCES OR REGULATIONS DO YOU FOLLOW OR USE AS A REFERENCE IN PERFORMING YOUR JOB?

- Cass County Home Rule Charter
- Cass County Commission and Personnel Policies
- North Dakota Century Code
- Code of Federal Regulations
- Cass County Comprehensive Plan
- Cass County Subdivision Ordinance
- Township Zoning Ordinances
- Flood Damage Prevention Ordinance
- National Flood Insurance Program regulations
- North Dakota Planning Handbook
- Highway Access Ordinance
- State right of way acquisition laws and guidelines
- Various publications and guidelines on sound planning practices.
- Practices or Departmental Policies

B. WHAT OTHER PRACTICES OR DEPARTMENTAL POLICIES DO YOU FOLLOW OR UTILIZE IN PERFORMING YOUR WORK?

Internal review policy for subdivision exemption, workflow procedures for map creation requests.

PERSONAL CONTACTS

A. WHAT KIND OF PEOPLE DO YOU DEAL WITH IN CARRYING OUT YOUR DUTIES AND RESPONSIBILITIES? (CO-WORKERS, GENERAL PUBLIC, ETC.)

Internal and external staff, engineers, developers, mortgage companies, title companies, appraisers, insurance agents, landscape architects, surveyors, realtors, other governmental agencies, legal professionals, and the general public.

B. WHAT ARE THE PURPOSE OF THESE CONTACTS?

The purpose of these contacts is to discuss appropriate procedures and regulations; review application submittals; determine compliance of proposals with appropriate, county, state and township regulations and guidelines; provide recommendations; and assist with technical questions.

PHYSICAL DEMANDS

A. WHAT PHYSICAL EFFORTS ARE REQUIRED TO PERFORM YOUR WORK?

General office activity, most work performed is in an office setting with occasional outdoor inspections and/or travel.

WORK ENVIRONMENT

A. DESCRIBE THE ENVIRONMENT IN WHICH YOUR WORK IS PERFORMED.

General office environment, sometimes outdoors for inspections.

FOR RECLASSIFICATION REQUESTS ONLY

A. HOW HAVE THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION CHANGED?

SUPERVISION

(COMPLETE ONLY IF YOU ARE RESPONSIBLE FOR THE WORK OF OTHERS)

A. LIST THE NAMES AND JOB TITLES OF ALL EMPLOYEES WHO WORK UNDER YOUR SUPERVISION.

B. DESCRIBE YOUR SUPERVISORY RESPONSIBILITIES.

TRAINING AND EXPERIENCE

A. PLEASE INDICATE THE MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS THAT YOU BELIEVE ARE ESSENTIAL TO THIS POSITION.

- Preferred Qualifications**
- Bachelor's Degree in Planning, Geography, GIS or a closely related field or Two (2) years of hands on related experience.
 - American Institute of Certified Planners
 - Local Government operations, policies, and procedures.
 - Local Government planning practices include land use and zoning regulation.

- County 911 requirements, policies, and procedures.
- Principles and practices of project management and strategic planning.
- Technical drawings, schematics, and plans.
- Use of geographic information systems in planning activities and data presentation.
- High-level proficiency in ESRI ArcGIS products, Microsoft Office, eRecording software.

I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE

SIGNATURE OF EMPLOYEE:	DATE:
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PART 2:

SUPERVISOR'S COMMENTS

(TO BE COMPLETED BY IMMEDIATE SUPERVISOR. DO NOT ALTER THE EMPLOYEE'S ENTRIES IN PART 1)

A. DESCRIBE THE PRIMARY FUNCTION OF THE UNIT YOU SUPERVISE.

B. LIST ANY ADDITIONS TO THE STATEMENTS MADE BY THE EMPLOYEE IN PART 1.

C. OTHER INFORMATION

I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE.

SIGNATURE OF SUPERVISOR

DATE

COMMENTS



SIGNATURE OF DEPARTMENT DIRECTOR

08/28/2024

DATE

POSITION ANALYSIS QUESTIONNAIRE

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****PERSONNEL DEPARTMENT ONLY****

NEW POSITION _____ RECLASSIFICATION _____ DATE _____

PERSONNEL STAFF _____ AUDIT COMPLETED: YES _____ NO _____

COMMENTS _____



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MEMO

TO: Personnel Overview Committee

FROM: Tracy Peters

Date: August 29, 2024

Subject: NDPERS Update

On January 1, 2025, the NDPERS Main Plan will close to all new employees. Those employees will join the newly created Defined Contribution Plan (DC2025). This change does not affect:

1. Employees currently in the NDPERS Main Plan
2. Employees in a plan other than the Main Plan (for example, Public Safety / Law Enforcement).

The new DC2025 mandates the following contributions:

4% - employee share

5.26% - employer share

The Current Plan mandates the following contributions:

7% - employee share

9.26% - employer share

For employees in the Current Plan, Cass County has elected to "pick up" 4% of the mandatory 7% employee contribution – leaving the employee with a mandatory 3% contribution.

3% employee + 4% employer = 7% employee share

9.26% employer share

Under DC2025 plan, NDPERS is going to assume any political subdivisions currently "picking up" a portion of the employees share will continue to do so unless NDPERS is notified otherwise. If Cass County elects to continue to "pick up" 4% of the employees share in the DC2025 plan, the contributions would be as follows:

0% employee share

9.26% employer share

Under DC2025, employees will also have the opportunity to elect to contribute up to an additional 3% to NDPERS at the time of hire and, if that election is made, the employer will be required to match that NDPERS contribution up to 3%. This election must be made within 30 days of hire. Once the election is made, this election can never be changed.

If the employee does not elect to contribute an additional 3% into NDPERS, the employee may still be able to take advantage of a 3% match through a deferred compensation plan. If the employer participates in the NDPERS Deferred Compensation plan, the employee can elect to contribute up to 3% into that Deferred Compensation plan and the employer must match up to 3%. Cass County does not currently participate in this plan.

If the employer participates in another Deferred Compensation plan, for example our Nationwide Deferred Compensation plan, the employer can elect to match up to 3% of the employees contributions if they chose to do so. Currently, Cass County employees can elect to contribute to the Nationwide Deferred Compensation plan but there is no match by the employer.

The purpose of this agenda item is to educate the Committee on these changes to our pension plan and answer any questions that arise.