

BOARD OF COMMISSIONERS

315 Tenth Street
P.O. Box 757
Worthington, MN 56187-0757



Phone: 507-295-5201
Fax: 507-372-8363
commissioner@co.nobles.mn.us

“In cooperation with our citizens, we improve the quality of life for individuals, families and communities by fostering a healthy economy and environment.”

“Looking forward with purpose”

**COUNTY BOARD - PROPOSED ADDENDUM
TUESDAY, FEBRUARY 21, 2017**

6.0 Department Presentations

6.6 Human Resources – Sue Luing

A. Payroll/Accounting Technician Position Reclassification (*Action*)

FIRST DISTRICT
Justin Ahlers

SECOND DISTRICT
Gene Metz

THIRD DISTRICT
Matt Widboom

FOURTH DISTRICT
Robert Demuth Jr.

FIFTH DISTRICT
Donald Linssen



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"Looking forward with purpose."

COMMISSIONER BRIEFING

*Payroll/Accounting Technician Position Reclassification
Human Resources
Sue Luing
5 min.*

Issue:

The Accountant position in the Finance department is currently open. After having this position for 5 months it was determined that the job description should be updated.

Discussion:

The Accountant position was created last year combining the duties of Payroll Administrator and Finance duties. This position was created to be at a higher level of education and responsibilities. Now that the position is open, Jerry Vyskocil, the Finance Director reviewed the purpose of the position and the job description and determined that the education and some of the responsibilities should be changed.

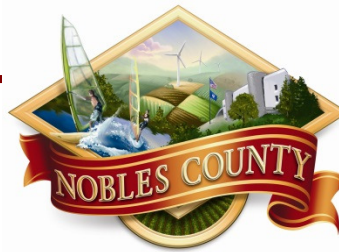
The Payroll/Accounting Technician position has been classified with 236 points a grade 9.

Options:

Approve the Job description and associated point values.

Recommendation:

Approve the job description and associated point value.



POSITION DESCRIPTION

1012

Position Title:	Payroll/Accounting Technician	Department:	Finance
Pay Level:	9	FLSA:	Non-Exempt
Date:	February 2017	Reports To:	Finance Director

PURPOSE OF JOB:

The Payroll/Accounting Technician provides support functions for the Finance Department including Annual Audit, budgeting, finance, accounting and reporting and is directly responsible for all payroll functions.

SCOPE OF THE JOB:

This position will assist the Finance Director with the finance and accounting duties for Nobles County including clerical accounting, record keeping, tracking funds, maintaining files, and general office support. The Payroll/Accounting Technician is responsible for the preparation and disbursement of payroll for approximately 180 employees for Nobles County. They complete the corresponding requirements for State and Federal agency reporting: including quarterly and year-end payroll activities. This position is responsible for the reconciliation of accounts relating to insurance benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state, and local laws and the accepted standards.

Carries out specific duties for the calculating and processing of bi-weekly payroll for all county employees.

- Calculate and process bi-weekly payroll for all county employees;
- Maintain all payroll register & earnings records;
- Tracks, calculates and implements adjustment/changes to payroll related items including salary, cafeteria contribution, medical/dental/life benefits, union dues, PERA, expense reports and other miscellaneous deductions;
- Maintains accuracy of all payroll related functions;
- Maintains direct deposit electronic file;
- Calculates and prepares reports and forms (i.e.: quarterly and annual) for county and government agencies, insurance carriers and others; completes Federal Form 941, file tax returns, and issues W-2 forms;
- Electronically reports the Federal & State withholding tax and remits employee and employer portions of taxes and benefits to appropriate agencies; utilizes the ACH process;
- Prepares and updates payroll procedures manual for use with other department employees; reviews newsletters and bulletins to keep up to date on reporting requirements, system updates, law changes, benefit changes, etc.;
- Responsible for the payment and reconciliation of premiums for employee and retiree benefits, including health, life, dental and other optional insurance plans. Responsible for system to ensure correct payments are received from retirees and COBRA participants in benefit programs;
- Responsible for accurate records retention of payroll documentation as required by federal and state law;
- Responsible for the completion of garnishments and other payroll related reports.

Assists the Finance Director on countywide finance and accounting policies and procedures

- Maintains Capital Assets and calculates depreciation;
- Maintains an Equipment Revolving list;
- Assists in tracking all funds received or disbursed;
- Assists with the Maintenance of accounting functions including income and disbursements, accounts payable, accounts receivable, transfers, journal entries, fund balances, monthly closing, monthly and yearly financial records, and year-ends as requested;
- Assists with reconciling monthly sales and use tax and submits report and payment electronically to State of Minnesota as requested;
- Assists with outside auditors to perform annual audits;
- Assists in preparing annual financial reports for public information;
- Provides reports to the State Auditor's Office;
- Assists with maintaining the County Chart of Accounts per COFARS guidelines;
- Assists with the annual budgeting process.

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The job requires a vocation/technical diploma, or Associate's degree in accounting, finance or bookkeeping with a minimum of two years of payroll or applicable experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Demonstrated proficiency utilizing word processing and spreadsheet is preferred.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Thorough knowledge of the principles and practices of payroll and governmental financial accounting systems.
- Thorough knowledge of the Federal and State rules/regulations/laws pertaining to payroll.
- Ability to efficiently utilize time and resources available to complete tasks and meet tight deadlines;
- With a high degree of accuracy, utilize mathematical formulas; add and subtract; multiply and divide; determine percentages, ratios, and compute rates using whole numbers, fractions, and decimals
- Knowledge and experience operating Microsoft Office software products,
- Aptitude to read and understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Excellent interpersonal communication skills; ability to effectively communicate with people to convey or exchange professional information; Ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions; ability to effectively communicate with the public in an approachable, professional manner;
- Must be able to work with and maintain a high degree of confidential information.
- Skill to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech;
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

The Payroll/Accounting Technician must be physically able to operate a variety of automated office machines and equipment including, but not limited to: computer, typewriter, facsimile machine, copier, and telephone. The Payroll/Accounting Technician must be able to move or carry job related objects or materials and be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc. The majority of physical demand requirements are at levels of those for sedentary or office environment work. There is intermittent exposure to extended periods of uninterrupted computer use.

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

2/14/2017

LFI Proposal QT-239 For:

Library Furniture International
 1945 Techny Rd, #10
 Northbrook, IL. 60062
 ph: 847-564-9497
 fax: 847-564-9337

Factory: Multiple

Adrian Branch MN

Lead Time: 9-11 weeks

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-1	2		LFI WOOD SHELVING	42"H SINGLE FACE SHELVING	\$ 319	\$ 637



Photo for product representation only.

Single Face Wood Bookcase
 Maple Wood Veneer, Clear Finish
 3mm Hardwood Edge
 SF 42"H x 36"W x 10"D
 3 rows high
 Fixed Base Shelf
 2 Adjustable Shelves
 Finished End Panels
 Include Top
 Melamine Interior Back Panel
Laminate Canopy Top, Color TBD

2

Adder Bookcase

**Units will connect to S-2 66"H Shelving Unit*

S-2	6		LFI WOOD SHELVING	66"H SINGLE FACE SHELVING	\$ 723	\$ 4,336
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Photo for product representation only.

Single Face Wood Bookcase
 Maple Wood Veneer, Clear Finish
 3mm Hardwood Edge
 SF 66"H x 36"W x 10"D
 5 rows high
 Fixed Base Shelf, 1 Fixed Intermediate Shelf
 3 Adjustable Shelves
 Finished End Panels
 Include Top
 Melamine Interior Back Panel

5

Includes Filler pieces

6

Starter Bookcase

S-3	5		LFI WOOD SHELVING	66"H DOUBLE FACE SHELVING	\$ 993	\$ 4,964
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Photo for product representation only.

Double Face Wood Bookcase
 Maple Wood Veneer, Clear Finish
 3mm Hardwood Edge
 DF 66"H x 36"W x 10" / 10"D
 5 rows high
 Fixed Base Shelf, 1 Fixed Intermediate Shelf
 3 Adjustable Shelves
 Finished End Panels
 Include Top
 Finished Interior Back Panel
 2 Slats at 28"H and 58"H in exposed ends Grey
 Plastic Inserts

5

Starter Bookcase

2/14/2017

LFI Proposal QT-239 For:

Library Furniture International
1945 Techny Rd, #10
Northbrook, IL. 60062
ph: 847-564-9497
fax: 847-564-9337

Factory: Multiple

Adrian Branch MN

Lead Time: 9-11 weeks

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-4	6	LFI WOOD SHELVING	84"H SINGLE FACE SHELVING		\$ 1,008	\$ 6,049



Photo for product representation only.

Single Face Wood Bookcase
 Maple Wood Veneer, Clear Finish
 3mm Hardwood Edge
 SF 84"H x 36"W x 10"D
 6 rows high
 Fixed Base Shelf, 1 Fixed Intermediate Shelf
 4 Adjustable Shelves
 Finished End Panels
 Include Top
 Finished Interior Back Panel

- 6 Includes Filler pieces
- 1 Includes 1 Additional Vertical Panel to close Filler Opening
- 6 Starter Bookcase

S-5	12	LFI WOOD SHELVING	84"H DOUBLE FACE SHELVING		\$ 1,525	\$ 18,306
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Photo for product representation only.

Double Face Wood Bookcase
 Maple Wood Veneer, Clear Finish
 3mm Hardwood Edge
 DF 84"H x 36"W x 10" / 10"D
 6 rows high
 Fixed Base Shelf, 1 Fixed Intermediate Shelf
 4 Adjustable Shelves
 Finished End Panels
 Include Top
 Finished Interior Back Panel
 5 Shadowbox End Panel per Bookcase with Slats
 Covering Top Half of Panel, 3" O/C Spacing, Grey
 Plastic Inserts
 1 Solid End Panel for OPAC

- 5 Starter Bookcase with 1 Shadowbox End Panel
- 1 Starter Bookcase to have OPAC mounted
- 6 Adder Bookcase

OP-1	1	CUSTOM MILLWORK	OPAC		\$ 707	\$ 707
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Photo for product representation only.

OPAC Mounted on End Panel
 19"W x 16"D x 19"H
 Kensington Maple 10776-60
 3mm Hardwood Edge, Clear finish
 3"Radius Corners

2/14/2017

LFI Proposal QT-239 For:

Library Furniture International
 1945 Techny Rd, #10
 Northbrook, IL. 60062
 ph: 847-564-9497
 fax: 847-564-9337

Factory: Multiple

Adrian Branch MN

Lead Time: 9-11 weeks

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
T-1	1		LFI TABLE W/POWER	STUDY TABLE WITH POWER	\$ 1,311	\$ 1,311

1
 Study Table with Power
 72"L x 48"W x 29"H
Top: Standard Laminate, Color TBD
 Edge: 1.5" - 2" Maple Hardwood Apron, Clear Finish
 Wood Legs: Solid Maple 2.25" x 2.25"
 Leg Finish: Clear Finish
 2
 Power: 2 Byrne Dean Power Boxes, Fog finish
 2 Power, (1) 2-Port USB Charger per Power Box

SS-1	2		PHILMARK	SERPENTINE SEATING	\$ 745	\$ 1,491
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Photo for product representation only.

2
 38ARC
 Conversations Curved Bench
 *2 Curved Units requires approximately 97"L x 36"D
 (2) sections at 56"L x 29"D x 16.5"H
 COM Fabric, 3 yards required
 (5) 4"H Aluminum Leg
 Ganging Bracket

round ottomans are not included in price.

Yards per Item	Total Yards
3	6

COM FABRIC:

* \$45 Budget Fabric Cost Included

MD-1	1		CUSTOM MILLWORK	12 POCKET MAGAZINE RACK	\$ 150	\$ 150
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Photo for product representation only.

1
12 Pocket Magazine Rack
 36"H x 20.5"W x 3.75"D
 Laminate: Kensington Maple 10776-60
 Wall-Mounted

2/14/2017

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Northbrook, IL. 60062
ph: 847-564-9497
fax: 847-564-9337

Factory: Multiple

Adrian Branch MN

Lead Time: 9-11 weeks

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
TOTAL FOB FACTORY						\$ 37,950
INSTALLATION + FREIGHT <i>* non union / non-prevailing wage *</i>						\$ 5,152
TOTAL DELIVERED / INSTALLED						\$ 43,102
50% DEPOSIT						\$ 21,551

2/14/2017

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Factory: Multiple

Adrian Branch MN

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ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
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<p><u>QUOTATION TERMS</u></p> <p>* quotes are valid for 60 days</p> <p>* quotes are based on stated quantities; any change in quantity may require re-quoting</p> <p>* prices include standard materials/finishes unless otherwise noted</p> <p>* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote</p> <p>* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.</p> <p><u>PAYMENT TERMS</u></p> <p>50% deposit; balance due upon completion</p> <p><u>TO ACCEPT THIS QUOTE:</u></p> <p>* sign and date below as formal acknowledgement of the quote terms</p> <p>* please forward a deposit if one is required per the quote terms</p> <p>* please fax back to LFI at 847-564-9337 and we will begin processing your order</p> <p>* LFI will coordinate and schedule in-bound freight of your order.</p> <p>* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.</p> <p>* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.</p> <p>* Factories and freight carriers will require digital photography of any damage related issues.</p>			
Signature	Date		
<table border="1"> <tr> <td>TOTAL DELIVERED / INSTALLED</td> <td>\$ 43,102</td> </tr> </table>		TOTAL DELIVERED / INSTALLED	\$ 43,102
TOTAL DELIVERED / INSTALLED	\$ 43,102		

Embury, Ltd.

Library Furnishing Specialists

809 Burton Blvd., Unit E
DeForest, WI 53532
Phone 608-846-0999
Fax 877-218-7678

QUOTATION

Noble County Library
Adrian Branch

ATTN: Clint Wolthuizen

DATE: February 16, 2017

ITEM	QTY	M	MODEL NO	DESCRIPTION	TOTAL
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Wood Species: Maple (solids & veneers)
Wood Finish: To be selected from Mfr. Std
Radius Shelving is laminate w/PVC edges

	6	x	2SS-8220	82" DF Starter Veneer Top" *Modify to 84"H	
	6	x	OVP-82	Partition - 82" *Modify to 84"H	
	6	x	2SA-8220	82" DF Adder Veneer Top" *Modify to 84"H	
	6	x	OVP-82	Partition - 82" *Modify to 84"H	
	6	x	1SS-8210	82" SF Starter Veneer Top" *Modify to 84"H	
	6	x	OVB-82	Back Panel - 82" *Modify to 84"H	
	6	x	FILR-1212	12 X 12 FILLER CAP *Modify 84 x 10	
	1	x	FILR-8212	82 x 12 inch filler panel *Modify to 84 x 10	
	1	x	1SS-4810	48" SF Starter Veneer Top" *Modify to 44"H	
	1	x	OVB-48	Back Panel - 48" *Modify to 44"H	
	1		1SS-ILT	Upcharge for SF PLam Top	
	1	x	1SA-4810	48" SF Adder Veneer Top" *Modify to 44"H	
	1	x	OVB-48	Back Panel - 48" *Modify to 44"H	
	1		1SS-ILT	Upcharge for SF PLam Top	
	6	x	1SS-7210	72" SF Starter Veneer Top" *Modify to 66"	
	6	x	OVB-60	Back Panel - 72" *Modify to 66"	
	6		1SS-ILT	Upcharge for SF PLam Top	
	5	x	FILR-1212	12 X 12 Filler Cap - Laminate *Modify to 20 x 10	
	5	x	2SS-6020	72" DF Starter Veneer Top" *Modify to 66"	
	5	x	OVP-60	Partition - 72" *Modify to 66"	
	5		2SS-ILT	Upcharge for DF PLam Top	
	5	x	MVSWEP-4220	Maple Vnr Slit WL End Pnl for 4220-DF *Modify to 30"H	
	5		MVSWEP-8220	MAPLE VNR SLT WL END PNL FOR 8220-DF	
	1		OPAC	OPAC at End of DF Shelving- Laminate top w/PVC Edge	
	1		PS-294R03	29"H Four-Person Reading Table - 72X48	
	2		A-09	3 Power 2 USB 1 Data Flip Up Power Grommett	
	2		PT-RS-36	Radius Shelving - 36"H x 60"W x 16"D	

	2	PT-LNG16-G3	Curved Lounge seating - post legs - G3 Fabric	
	1	ES-42MR	Magazine Rack to hold 12 magazines two columns with 6 magazines on each side	
	1	Freight	Dedicated Sealed Truck	

TOTAL DELIVERED AND INSTALLED PRICE			\$46,363.49
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QUOTATION NOTES

- *Pricing is good for 30 days
- *Prices include materials, freight and installation
- *Prices include standard materials/construction/finishes
- *Manufacturing time is: 9-12 weeks after receipt of order
- *Prices do not include sales tax, Please submit Tax Exempt Certificate at time of order to avoid sales tax

ORDERING INFORMATION

- *Send Purchase Order to Embury, Ltd.
809 Burton Blvd, Unit E, DeForest, WI 53532
OR E-mail to debra.rasmussen@emburyltd.com
- *Please submit this quotation with your order
- *Terms: 50% deposit with order, payable either by check or credit card
- *Embury Accepts Master Card or Visa Credit Cards; a 3% Service Charge will be added for use of a Credit Cards
- *Sign and date below as a formal acknowledgement of the quote terms.

Signature Accepting Quote

Date

References for Embury Ltd

Name of Project: Kaukauna Public Library
Location: Kaukauna WI
Date Completed: Fall 2015
Contact Person: Tony Wieczorek, Library Director
Telephone Number: (920) 766-6340
Email: tonyw@kaukauna-wi.org

Name of Project: Columbia Heights Public Library
Location: Columbia Heights, MN
Date Completed: Fall 2016
Contact Person: Kevin Hansen, Director of Public Works/City Engineer
Telephone Number: (763) 706-3705
Email: kevin.hansen@cs.columbia-heights.mn.us

Name of Project: Austin Public School District #492
Location: Austin, MN
Date Completed: January 2017
Contact Person: Mat Miller, Director of Facilities Services
Telephone Number: (507) 460-1929
Email: mat.miller@austin.k12.mn.us