

Tuesday, January 17, 2023

10:00 AM

or immediately following the regular board meeting

*Meeting to be held in the County Board Room
at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)

Agenda Item #

Agenda Time:

- | | | |
|----------|---------------------------------------------------------------------------------|-------|
| 1 | Personnel Board of Appeals - Candidate Interview
<i>Commissioners</i> | 10:00 |
| 2 | Dispatch Staffing Discussion
<i>Mike Allen, County Sheriff</i> | 10:10 |
| 3 | MIS Director Position
<i>Chris Pelzer, County Coordinator</i> | 10:20 |

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	Adjusted:	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Todd County	22658	22516	23077	22739	21850						
Douglas County*	35587	34707	35721	37269	38895		26690	26030	26791	27952	29171
Wadena County*	20315	18226	20201	21813	22162		15236	13670	15151	16360	16622
Otter Tail County*	43591	41395	42827	42126			32693	31046	32120	31595	
Morrison County	22983	20565	21297	21429	22169						

*Adjusted numbers due to system differences- these use a shared pool of numbers, so all items such as gun permits, civil papers, etc. also take from this pool. Adjusted to 3/4 of the total to allow for this

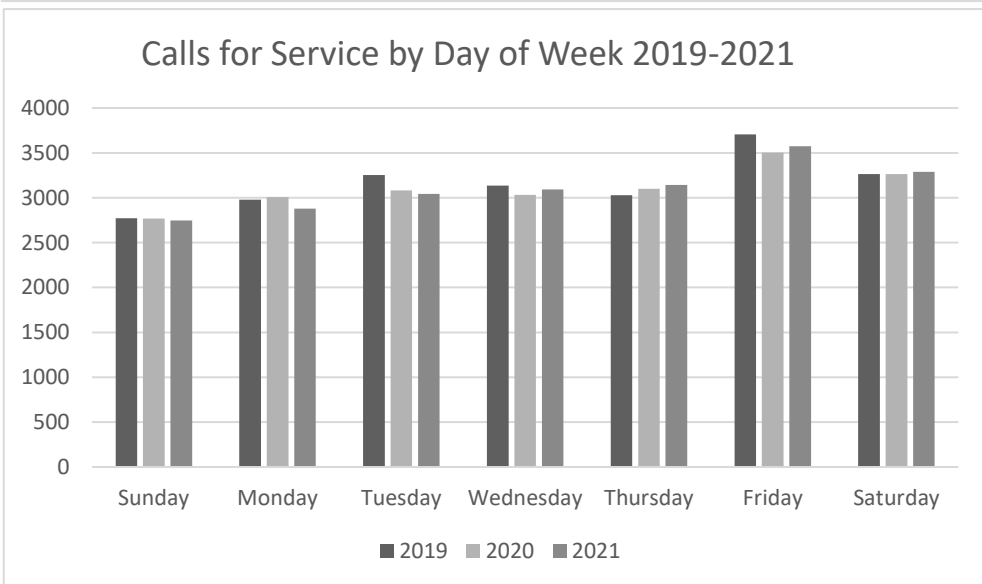
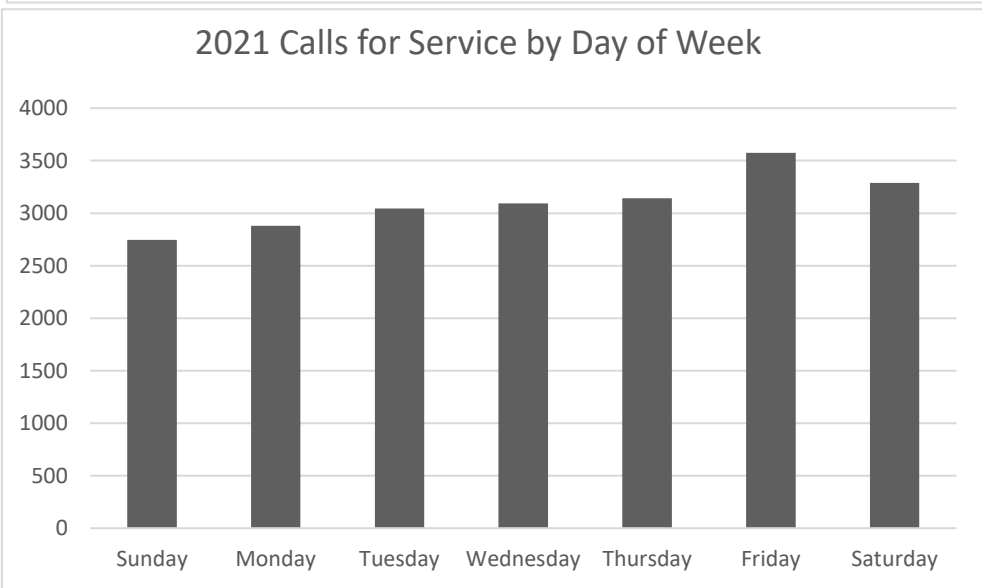
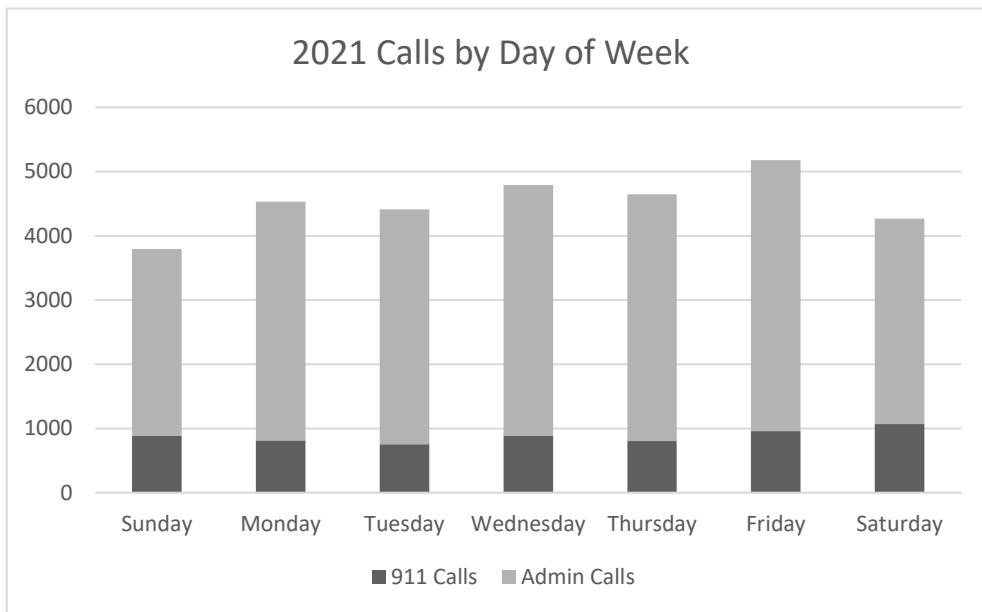
Douglas- 2 on 24 hours, 3 on from 11a-11p, plus supervisor

Morrison- 2 on 24 hours, plus supervisor

Wadena- 1 on dispatch, but 1 on jail and crosstrained, in same office

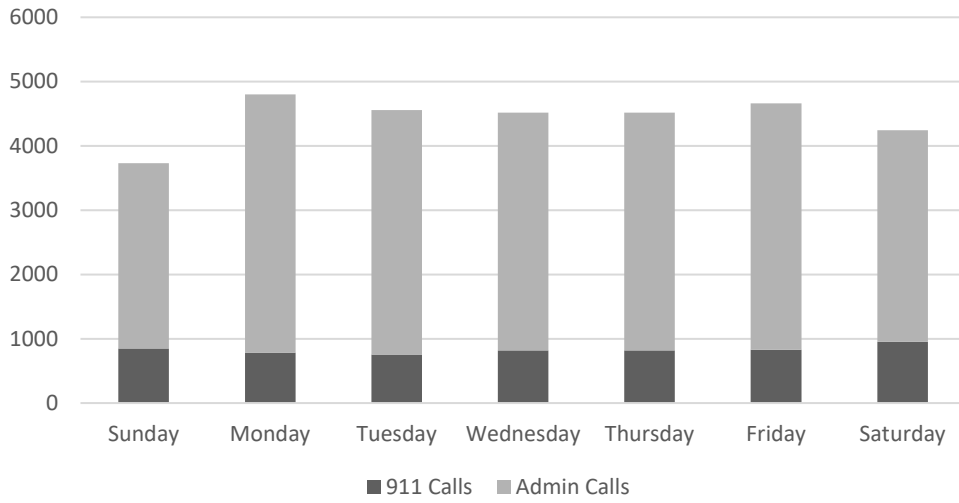
Ottertail- 2 on 24 hours, 3 during busy times, plus supervisor

By Day of Week	911 Admin		CFS		
			<u>2019</u>	<u>2020</u>	<u>2021</u>
Sunday	890	2905	2771	2769	2746
Monday	814	3718	2979	3007	2879
Tuesday	752	3660	3252	3080	3043
Wednesday	891	3900	3135	3032	3093
Thursday	805	3841	3029	3099	3142
Friday	960	4220	3704	3501	3574
Saturday	1068	3198	3262	3263	3289

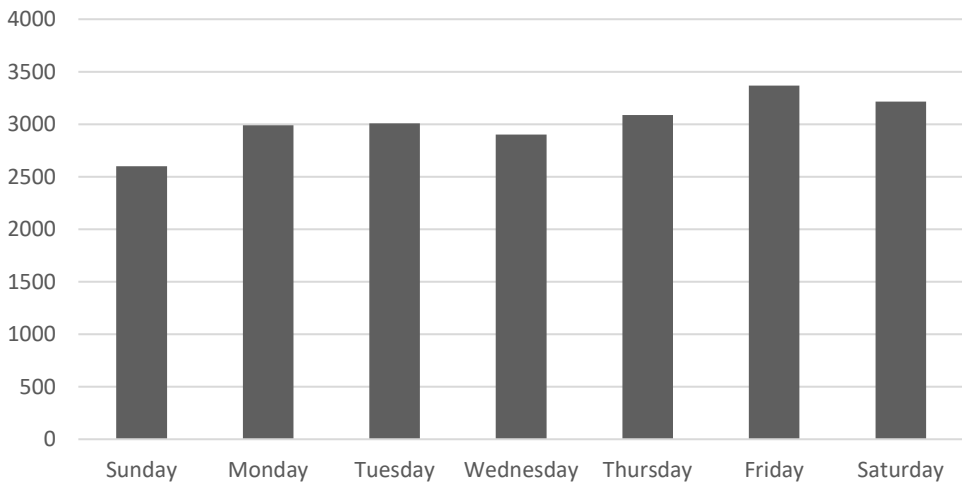


By Day of Week	911 Admin		CFS
Sunday	848	2884	2601
Monday	786	4017	2990
Tuesday	753	3804	3009
Wednesday	820	3695	2903
Thursday	820	3695	3088
Friday	827	3833	3368
Saturday	952	3293	3215

2022 Calls by Day of Week



2022 Calls for Service by Day of Week

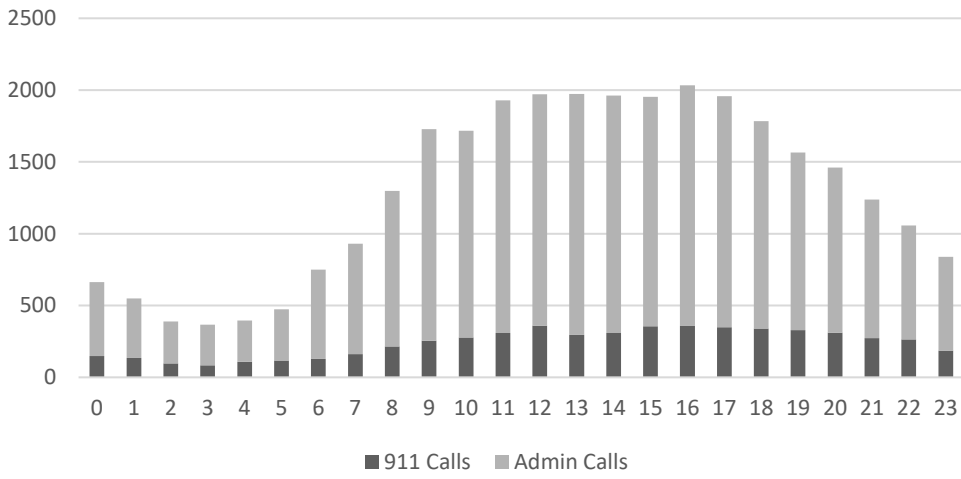


By Hour: 911 Calls Admin Calls

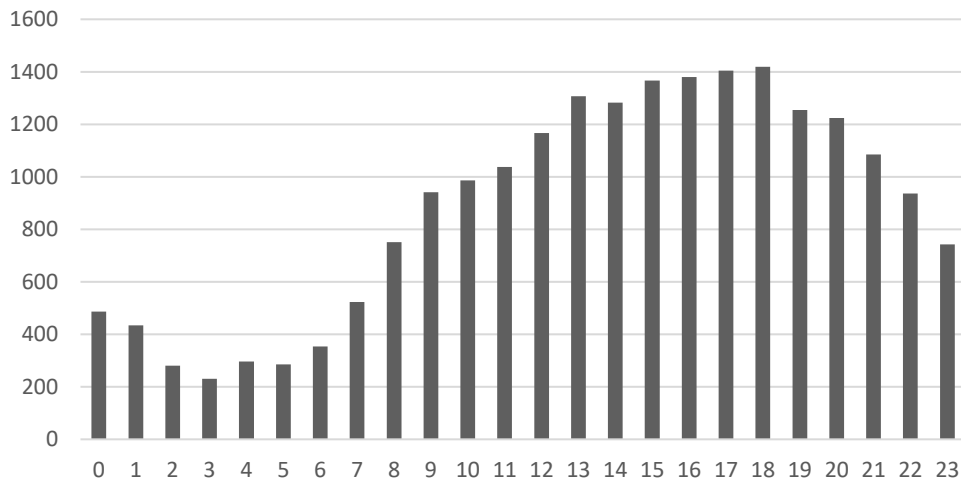
CFS

			2022	Total
0	148	515	486	486
1	136	414	434	434
2	97	293	281	281
3	83	283	230	230
4	108	287	297	297
5	117	357	285	285
6	129	621	354	354
7	162	768	523	523
8	216	1083	751	751
9	256	1473	941	941
10	277	1441	986	986
11	309	1620	1037	1037
12	361	1610	1167	1167
13	295	1678	1307	1307
14	308	1653	1283	1283
15	356	1598	1367	1367
16	357	1677	1380	1380
17	349	1608	1404	1404
18	339	1444	1419	1419
19	329	1237	1254	1254
20	310	1150	1224	1224
21	272	965	1085	1085
22	264	793	936	936
23	186	652	742	742
			21173	21173

2022 Calls by Hour



2022 Calls for Service by Hour



	2017	2018	2019	2020	2021	2022	Totals
Child Protection Referral : Child Protection Referral	296	335	270	229	244	337	1711
DANCO : DANCO	11	13	8	11	7	9	59
Drug/Alcohol Test : Drug/Alcohol Test	153	139	121	88	81	73	655
Fugitive from Justice : Fugitive from Justice	1	4	5	5	3	8	26
Hazardous Materials Incident : Hazardous Materials	11	4	6	10	15	21	67
Jail Incident : Jail Incident	8	11	13	15	14	8	69
Liaison Officer Incident : Liaison Officer Incident	0	0	7	4	13	7	31
OFP/HRO : OFP/HRO	128	129	111	112	135	142	757
Predatory Offender Registration : Predatory Offender Registration	10	4	0	3	5	3	25
Task Force : Task Force	75	102	29	31	33	65	335
Terminal Illness : Terminal Illness	44	45	0	0	0	0	89
Vulnerable Adult Issues : Vulnerable Adult Issues	56	49	53	60	66	42	326
Warrant : Out of County Warrant	56	48	44	15	17	15	195
Warrant : Todd County Warrant	289	213	265	178	256	261	1462
Worthless Check : Worthless Check	13	10	13	4	3	5	48
	1151	1106	945	765	892	996	5855

**Todd County
Position Description**

Department: MIS
Position Title: MIS Director
Pay Grade: 15
FLSA: Exempt
Status: Non-Union
Reports to: County Coordinator
Date: 2022-06

Purpose of Position

The purpose of this position is to oversee all aspects of technology within the County, including the overall planning, procurement and implementation within the County, branch offices and inter-county offices. The incumbent supervises a staff of 2.5 MIS FTEs, and the MIS Department budget.

Basic Performance Expectation of all Todd County Staff

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department/Division leader and keeps management apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

Position Specific Essential Duties and Responsibilities

The following duties are normal or this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Engage in strategic technology planning efforts, in concert with the County Departments to plan for current and future technology needs, including an annually updated technology plan, and annual technology procurement plan for county departments, and revision and maintaining an inventory and replacement schedule for current county technology equipment. Provide leadership on integrating systems that are currently stand-alone and assist all county departments in maximizing functionality and application of technology resources provided to them. Serve as project manager, working closely with affected departments, on the installation of all new technology systems.
- Responsible for the procurement and purchase of technology for county offices, through centralized budget and other funding sources where required and/or available.
- Establish and maintain county hardware and software standards. Understand, support, and effectively communicate county technology standards, policies, and procedures. Develop, maintain, and consult on policies pertaining to usage, acquisition, and destruction of technology resources provided to employees.
- Ensure documentation of all networked devices; maintain inventory of hardware and software including licensed media. Ensure proper documentation is maintained for all user-developed applications, purchased applications, and/or IS-developed applications, including source code, output, purpose, installation dates, source of data, and scope and purpose of any modifications.
- Manage system security through hardware and software monitoring.
- Manage county phone systems, including VoIP, analog, and all cellular devices.
- Manage county building security through electronic door access system.

- Organize and provide on-call/on-site technical support for 24X7 operations within the county.
- Establishes and implements a continuing education program for staff to maintain and enhance their technology service support skills on an on-going basis.
- Maintains safe working conditions and practices in the department.
- Trains employees in proper work practices when they are oriented in the department and continues safety and infection control training on a regular basis.
- Evaluates safe work practices in job performance reviews.
- Ensures that all departmental personnel attend and participate in all training programs established by Todd County; and OSHA guidelines.
- This position requires regular and timely attendance.
- Any other duties as assigned or apparent.
- May negotiate, select, and administer all contracts with third-party technology vendors to the county. Maintain proper documentation and have a clear understanding of vendor responsibilities under all such contracts.
- May maintain work areas in a sanitary and safe manner, and follows departmental dress code.

Minimum Education and Experience/Special Requirements

- Bachelor's degree with coursework in information technology, or related field and 8 years experience working in network or systems management, working in an AS/400 environment, in the public sector with 2 years supervisory responsibility, or equivalent combination of education and experience.
- Must possess and maintain a valid driver's license.
- Must pass a criminal background check.

Preferred Qualifications

- PC LAN certified
- Power Limited Technician License
- Masters Degree in MIS

The incumbent must be able to provide a centralized service to the full variety of county departments and their varied functions. As such, the incumbent must have strong verbal and written communications skills. There is heavy contact with county technology users and the incumbent must be able to effectively relate to them and their varied technical skills levels in a tactful, diplomatic, and customer-driven manner. The incumbent must be able to effectively resolve issues and/or conflicts in a tactful and diplomatic manner. The incumbent must have the ability to establish and maintain complex information systems for the wide variety of county technology users.

The incumbent must be able to present reports and informational presentations to the County Board and Department Heads. The incumbent must possess strong organizational skills to meet deadlines imposed by the County Board or necessitated in the Service of county departments.

Knowledge, Skills and Abilities

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to communicate with department staff, other County departments, internal committees, outside governmental agencies, consultants and the public.
- Ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions, and decimals.
- Ability to perform mathematical operations involving algebra, geometry, and statistical analysis.
- Ability to apply principles of influence systems such as managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principals for developing approaches and techniques to problem resolution.

- Ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and frequently standing, walking, climbing or balancing and stooping, kneeling, crouching or crawling; work requires close vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to the risk of electrical shock and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).