

## Request for Board Action Details

**File #:** 2021-297  
**Type:** Administrative Item **Status:** Passed  
**In control:** Board of Commissioners  
**On agenda:** 6/15/2021 **Final action:** 6/15/2021  
**Title:** Request for an Unclassified Full-Time Equivalent  
**Sponsors:** County Attorney's Office, Human Resources  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Study Summary, 2. Classification Specification - Assistant Division Director (Unclassified), 3. Resolution

Date	Ver.	Action By	Action	Result
6/15/2021	1	Board of Commissioners	approved	Pass

**Sponsor:** County Attorney's Office

**Title**  
Request for an Unclassified Full-Time Equivalent

**Recommendation**

Approve the designation of a current vacant Full-Time Equivalent in the unclassified service in the classification title of Assistant Division Director - County Attorney position in accordance with Minnesota Statutes 383A.282 and 383A.286, subdivision 3.

**Background and Rationale**

Human Resources recommends the approval of the Ramsey County Attorney Office's request to designate a current Full-Time Equivalent (FTE) as an unclassified position in the title of Assistant Division Director-County Attorney (Unclassified) to assist the Chief Deputy County Attorney in managing their division.

The duties of this position will involve significant discretion and substantial involvement in the development, interpretation, and implementation of department policy. *The Assistant Division Director - County Attorney (Unclassified)* will report to the Chief Deputy County Attorney and is responsible for strategic initiatives to achieve racial equity and supporting the Chief Deputy County Attorney and Division Directors in managing their work in the Human Services section to connect with the vision, mission and values of the county and the County Attorney's Office. This new position will lead and oversee the work of a Planning Manager and the Planning Specialist staff who conduct community outreach and division policy development to achieve equitable outcomes. This position will also direct and manage the office's diversity, equity and inclusion competency development across the office internally. This work directly aligns with the county's strategic priority of Talent Attraction, Retention, and Promotion and enhancing the work culture.

The Assistant Division Director will function as a member of the management team and have significant involvement in the formulation and implementation of policies and procedures related to community engagement, race equity and the elimination of racial disparities. The addition of this position will strengthen the management team and better enable each division to serve the residents of Ramsey County.

**County Goals** (Check those advanced by Action)

☒ Well-being

☒ Prosperity

☒ Opportunity

☒ Accountability

**Racial Equity Impact**

The COVID-19 pandemic has presented the County with significant and unprecedented challenges. The community is hurting due to the economic, social and health impacts of the global pandemic that everyone has endured for more than a year. It is clear that people of color, those with mental health and/or chemical dependency challenges, and those living in under-resourced communities, who already disproportionately experience health, racial, and socio-economic inequities, have suffered the most due to the loss of loved ones, caregivers, service sector and other jobs, social supports and in-school learning for children. The goals of the justice system should be to make amends for the harm caused and motivate behavior change through a community-oriented problem-solving lens. To accomplish this, Ramsey County needs to shift responses away from the tough-on-crime practices of the past in favor of smart-on-crime policies that deliver compassionate accountability through restorative approaches. In addition, working collaboratively with County leadership, impacted communities and our frontline staff to drive transformative change.

**Community Participation Level and Impact**

This action will put more focus on the communities impacted by our actions. These efforts will include leading strategic initiatives to change practices, policies, and procedures to build proximity with the children and families we serve, promote compassion, well-being and connection to community-based resources and to address underlying contributors to involvement with public.

☒ Inform

☒ Consult

☒ Involve

☒ Collaborate

☒ Empower

**Fiscal Impact**

This action will not require a complement increase or budget adjustment. Funds are available in the 2021 Ramsey County Attorney's Office budget.

**County Manager Comments**

County Board approval is required for requests of additional positions as unclassified. The Human Resources Director certifies that the designation of the Assistant Division Director - County Attorney as unclassified is consistent with the standards and criteria of the Personnel Act Minnesota Statute 383A.286, Subd. 3.

**Last Previous Action**

None.

**Attachments**

1. Study Summary
2. Classification Specification - Assistant Division Director (Unclassified)