



Wayzata Office  
3620 Northome Avenue  
Wayzata, MN 55391  
Phone: (612)920-3320 x103 | Fax: (612)605-2375  
[www.daviddrown.com](http://www.daviddrown.com)

November 6, 2024 *(updated November 18, 2024)*

To: Lance Koenig, Tom Day, and Jessica Ahlbrecht Goodhue County HR Managers and Goodhue County Commissioners

**RE: 2024 Annual Wage Review**

The County Board engaged DDA Human Resources commence a program of ongoing maintenance support of your Classification and Compensation System. A primary service provided to you under this program is an annual market review of your pay plan. This report provides you with our initial results of this review.

**Benchmark Communities and Jobs**

Throughout our work with Goodhue County, we have established the following benchmarks. The list includes counties in your region which are similar to you in terms of size, service offerings, tax capacity, and/or other organizations with whom you may compete for employees. We have used the 11 county benchmark group to maintain pay grid calibration:

**Table 1: List of Benchmark Entities**

<b>Dodge</b>
<b>Fillmore</b>
<b>Freeborn</b>
<b>Goodhue</b>

<b>Houston</b>
<b>Mower</b>
<b>Olmsted</b>
<b>Rice</b>
<b>Steele</b>
<b>Wabasha</b>
<b>Winona</b>

Job Wage data was collected on a sampling of jobs that you have in common with benchmark jurisdictions. Benchmark roster data and updated contracts were used as the primary data source, supplemented with other data sources, as necessary. Seventy-one separate jobs were found to have sufficient data to allow reasonable comparison. Sufficient data is equal to five or more data points.

The County currently has a 12-step system. The County’s benchmark average wage spread (difference between the minimum and maximum) is 39% and the County’s wage spread is currently at 55%. As decided by the County Board, the pay philosophy is to be about 15% above market average in wages.

Currently the County’s pay grid is calibrated at:

- 7% above market minimum average rates
- 18% above market maximum rates

<b>Job Title</b>	<b>Grade</b>	<b>Client MIN</b>	<b>Client MAX</b>	<b>Bench MIN</b>	<b>Bench MAX</b>	<b>Client Min % of Bench Min</b>	<b>NEW Max % of Bench Max</b>
Office Support Specialist - Senior Income Maintenance	106	\$23.96	\$37.13	\$25.76	\$34.94	93%	106%
Records Specialist	105	\$23.04	\$35.71	\$24.03	\$33.43	96%	107%
Facilities Services Technician	105	\$23.04	\$35.71	\$25.23	\$36.63	91%	97%

Accounting Technician Administrator	106	\$23.96	\$37.13	\$24.69	\$32.85	97%	113%
Maintenance Technician I	107	\$25.16	\$38.99	\$24.78	\$35.61	102%	109%
Case Aide Social Services	107	\$25.16	\$38.99	\$23.65	\$32.41	106%	120%
Detention Deputy	108	\$26.41	\$40.94	\$24.28	\$33.92	109%	121%
Public Safety Telecommunicator	108	\$26.41	\$40.94	\$24.42	\$32.54	108%	126%
Administrative Assistant/Legal Secretary	109	\$27.73	\$42.99	\$23.75	\$32.70	117%	131%
Assessment Specialist I	109	\$27.73	\$42.99	\$23.47	\$32.41	118%	133%
Child Support Officer Income Maintenance	109	\$27.73	\$42.99	\$25.10	\$35.26	110%	122%
Eligibility Worker	109	\$27.73	\$42.99	\$26.91	\$37.55	103%	114%
Highway Equipment Operator	108	\$26.41	\$40.94	\$26.32	\$36.98	100%	111%
Sign Technician	109	\$27.73	\$42.99	\$26.29	\$34.31	105%	125%
Solid Waste Technician	108	\$26.41	\$40.94	\$26.38	\$37.48	100%	109%
Accountant I	109	\$27.73	\$42.99	\$26.81	\$36.99	103%	116%
Human Resources Specialist	110	\$29.11	\$45.14	\$27.59	\$39.42	106%	115%
Engineering Technician I	109	\$27.73	\$42.99	\$25.98	\$34.81	107%	123%
Mechanic	109	\$27.73	\$42.99	\$28.55	\$39.35	97%	109%
Facilities Maintenance Supervisor	111	\$30.58	\$47.39	\$32.02	\$44.55	95%	106%
ADC Sergeant	111	\$30.58	\$47.39	\$28.26	\$40.97	108%	116%
Deputy Sheriff I Patrol	112	\$33.48	\$51.90	\$30.58	\$41.54	109%	125%
Public Safety Telecommunicator Sergeant	111	\$30.58	\$47.39	\$33.99	\$45.46	90%	104%
Victim Witness Coordinator/Paralegal	110	\$29.11	\$45.14	\$27.23	\$37.62	107%	120%
Accountant II	111	\$30.58	\$47.39	\$33.56	\$46.59	91%	102%
Child Support Lead Worker	111	\$30.58	\$47.39	\$26.67	\$36.02	115%	132%
Lead Eligibility Worker Income	111	\$30.58	\$47.39	\$28.27	\$40.09	108%	118%

Maintenance							
Deputy Recorder	111	\$30.58	\$47.39	\$25.93	\$34.60	118%	137%
Highway Foreman	111	\$30.58	\$47.39	\$28.23	\$37.65	108%	126%
Assistant Veterans Services Officer	110	\$29.11	\$45.14	\$28.66	\$41.93	102%	108%
Executive Assistant I - Special Projects Lead	113	\$35.16	\$54.49	\$28.87	\$41.24	122%	132%
Child Support Supervisor	113	\$35.16	\$54.49	\$32.75	\$46.90	107%	116%
Financial Assistance Supervisor I	113	\$35.16	\$54.49	\$34.46	\$46.57	102%	117%
Public Health Nurse/Health Education I	112	\$33.48	\$51.90	\$31.09	\$41.96	108%	124%
Social Worker Social Services	112	\$33.48	\$51.90	\$32.78	\$45.42	102%	114%
Human Resources Generalist	112	\$33.48	\$51.90	\$33.39	\$44.16	100%	118%
Information Technology Technical Support Specialist	112	\$33.48	\$51.90	\$31.80	\$48.35	105%	107%
GIS Specialist	111	\$30.58	\$47.39	\$29.03	\$41.38	105%	115%
Senior Engineering Technician	112	\$33.48	\$51.90	\$32.47	\$43.65	103%	119%
Probation Officer	112	\$33.48	\$51.90	\$33.72	\$47.40	99%	110%
Appraiser III	113	\$35.16	\$54.49	\$32.63	\$44.50	108%	122%
Registered Nurse/Health Education	112	\$33.48	\$51.90	\$33.00	\$44.27	101%	117%
GIS Systems Specialist	113	\$35.16	\$54.49	\$34.16	\$49.63	103%	110%
Planner II	113	\$35.16	\$54.49	\$32.54	\$46.59	108%	117%
Emergency Management Director	113	\$35.16	\$54.49	\$34.04	\$45.27	103%	120%
Lead Social Worker	114	\$36.91	\$57.22	\$33.64	\$47.26	110%	121%
Investigator	114	\$36.91	\$57.22	\$34.91	\$47.38	106%	121%
Building Official	115	\$38.94	\$60.36	\$33.37	\$46.84	117%	129%

Planning Zoning Administrator	115	\$38.94	\$60.36	\$35.01	\$46.98	111%	128%
Veterans Services Director	117	\$42.94	\$66.56	\$31.96	\$43.60	134%	153%
Court Services Director	117	\$42.94	\$66.56	\$48.29	\$69.29	89%	96%
Public Health Supervisor/Health Education	116	\$40.89	\$63.38	\$38.15	\$54.14	107%	117%
Human Resources Manager	117	\$42.94	\$66.56	\$47.00	\$66.71	91%	100%
Captain	117	\$42.94	\$66.56	\$37.82	\$55.60	114%	120%
Assistant County Attorney I	117	\$42.94	\$66.56	\$38.70	\$52.76	111%	126%
Facilities Maintenance Director	117	\$42.94	\$66.56	\$44.42	\$62.56	97%	106%
Social Services Supervisor	118	\$45.51	\$70.54	\$37.23	\$50.48	122%	140%
Administrator - ADC	117	\$42.94	\$66.56	\$41.48	\$58.43	104%	114%
Assistant County Attorney II	118	\$45.51	\$70.54	\$45.63	\$63.59	100%	111%
County Assessor	118	\$45.51	\$70.54	\$43.35	\$58.24	105%	121%
Assistant County Attorney III	119	\$48.24	\$74.78	\$49.52	\$69.53	97%	108%
Finance Director	120	\$51.62	\$80.01	\$48.48	\$67.86	106%	118%
Information Technology Director	120	\$51.62	\$80.01	\$44.86	\$62.15	115%	129%
Deputy Director Assistant Engineer	119	\$51.62	\$80.01	\$42.54	\$59.92	121%	134%
Chief Deputy Sheriff	119	\$51.62	\$80.01	\$43.52	\$58.30	119%	137%
Health and Human Services Director	122	\$57.44	\$89.03	\$47.85	\$66.54	120%	134%
Public Works Director	122	\$57.44	\$89.03	\$53.25	\$74.05	108%	120%
County Attorney		\$86.54	\$86.54	\$58.78	\$77.31	147%	112%
County Administrator	124	\$62.12	\$96.29	\$62.96	\$88.86	99%	108%
						<b>107%</b>	<b>118%</b>

As part of our ongoing maintenance, DDA works with Human Resources to send out current job descriptions and position review forms to employees in the annual review of jobs. The employee and supervisor must review current job description and complete position review form, indicating if any changes are necessary to the job description. The DDA consultant reviews all job descriptions and classifications as well as the internal equity within the County. Below are identified jobs reviewed in 2024 and DDA recommendations.

Job description	DDA Recommendations
<b>INFORMATION TECHNOLOGY</b>	
IT Applications Support Specialist	
IT Director	
IT Network Engineer	
IT Network Security Analyst	
IT Technical Support Specialist	
IT Technical Support Supervisor	
<b>SHERIFF'S OFFICE</b>	
Chief Deputy Sheriff	
Sheriff Major	
Patrol Sergeant	
Training Sergeant	New at 115
Night Corporal	
Patrol Deputy	
4 Season Sergeant	
4 Season Deputy	
Emergency Services Captain	
Emergency Management Director	
Deputy Emergency Management Director	

PST Sergeant	
PST Deputy	
Investigations Captain	
Investigator	
Computer Forensics Examiner	
Civil Specialist Deputy	
School Resource Officer (SRO)	
Financial Manager- Sheriff	
Records Sergeant	
Records Support Specialist	Move to 106
ADC Administrator	
ADC Lieutenant	
ADC Program Coordinator	
ADC Training Sergeant	
ADC Sergeant	
Court Sergeant	
Detention Deputy	
ADC Support Specialist	
<b>FACILITIES MAINTENANCE</b>	
Facilities Maintenance Director	Move to 118
Facilities Maintenance Supervisor	
Facilities Services Technician	
Facilities Maintenance Technician	
Facilities Maintenance Technician II	New at 108

<b>PUBLIC WORKS</b>	
PW Director/ County Engineer	
Deputy Director PW/ Assistant Engineer	
Recycling Operations Manager	
Recycling Center Coordinator	
Recycling Center Operator	
Design Manager	
Construction Manager	
Senior Engineering Technician	
Engineering Technician	
Highway Maintenance Superintendent	
Highway Foreman	
Mechanic	
Highway Sign Technician	
Highway Equipment Operator PW	
Office Manager Accountant PW	
Administrative Accounting Assistant	
Administrative Support Specialist	
Special Projects Coordinator	
<b>NEW</b>	
County Surveyor/ Recorder	New at 117
Land Use Management Director	New at 117

Jobs to continue to watch



- Court Services Director, low to market average
- Human Resources Managers, compared to Directors' Pay, but maintain competitiveness
- GIS Systems Specialist
- Probation Officer, consider career ladder
- Accountant II
- Office Support Specialist Senior

## **Board Action**

We are looking for Board approval on grade classifications.

Dr. Tessia Melvin, Management Consultant

DDA Human Resources, Inc.

[tessia@daviddrown.com](mailto:tessia@daviddrown.com)