



Lucas Dahling
Finance Director
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509 W. Fifth St.
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TO: County Board of Commissioners
FROM: Lucas Dahling, Finance Director
SUBJECT: Request to Hire Finance Intern
DATE: February 6, 2024

BACKGROUND

The Finance and Taxpayer Services Department is seeking authorization to hire one Finance Intern for 2024. The County Administrator discussed the hiring of this position with the Board Chair, who was comfortable bringing this request directly to the Board under the consent agenda.

DISCUSSION

Hiring a Finance Intern would benefit both the County as well as the intern. 2024 is a year in which the Finance and Taxpayer Services Department is busier than normal as we are running three elections while also utilizing the new CAMA and Tax system for the first property valuation and tax cycle. The elections alone take a significant amount of additional staff time. Adding the first year clean up and training required of the new system also slows the process of completing work. An intern would be able to help with certain lower-level duties while allowing staff to focus on other tasks. The intern would also have the opportunity to learn various aspects of local the government environment including but not limited to finance, accounting, elections, and the property valuation process.

BUDGET IMPACT

The total costs for one intern for an estimated 640 hours (8 hours a day for 16 weeks) at a rate of \$15.50/hour including FICA and Medicare is \$10,678.88. No funds were budgeted for an intern in 2024, however, a vacancy in the Finance Controller position of less than four weeks will cover this shortfall. The Finance Controller position has been vacant for two weeks at the time of this meeting.

RECOMMENDATION

In order to continue our current level of service to the voters and taxpayers of the County, the Finance and Taxpayer Services Department recommends the County Board approve the hiring of an intern for 2024.

Find your Good here.



16.5 REQUEST FOR APPROVAL TO HIRE

DEPARTMENT & POSITION INFORMATION

Department: Finance & Taxpayer Services **Date:** 2/6/2024

Submitter Name: Lucas Dahling

Position Title: Intern **Position Reports To:** Lucas Dahling

Has the job description been reviewed by the department head? Yes No

Type of Hire: Replacement (backfill) → Replacing Who? _____

New Position

Classification: Full Time Part Time *If part-time, what FTE?* _____

Status: Permanent Temporary/ Seasonal (67 day) Intern – paid

How does Goodhue County staff in this position compare to similar sized counties? *Attach additional sheets, if needed.*

Other surrounding counties utilize interns.

BUDGET & SALARY INFORMATION

Budget Impact

- Replacement position in budget
- New position in budget
- New position **not** in budget

Has this job classification been evaluated by DDA?

- Yes
- No

Total Budgeted: \$ 0.00

Starting Pay Grade/ Step _____ / _____

FLSA Status: Exempt (salaried) Non-Exempt (hourly)

	Coordinated PERA	Police & Fire PERA	Correctional PERA
Employer PERA %	0.00%	17.70%	8.75%
Hourly Rate	\$ 15.50	\$ 0.00	\$ 0.00
Annual Hours	640.00	2,093.00	2,184.00
Annual Earnings	\$ 9,920.00	\$ 0.00	\$ 0.00
Employer PERA	\$ 0.00	\$ 0.00	\$ 0.00
Social Security <u>6.20%</u>	\$ 615.04	<i>n/a</i>	\$ 0.00
Medicare <u>1.45%</u>	\$ 143.84	\$ 0.00	\$ 0.00
Life Insurance	\$ 0.00	\$ 54.24	\$ 54.24
SUBTOTAL	\$ 10,063.84	\$ 54.24	\$ 54.24
Medical (<i>Single, Plan 1</i>)	\$ 0.00	\$ 8,614.56	\$ 8,614.56
HSA (<i>Single, Plan 1</i>)	\$ 0.00	\$ 1,600.00	\$ 1,600.00
TOTAL COMPENSATION	\$ 10,063.84	\$ 10,268.80	\$ 10,268.80

Insurance Cost for 2024:

Plan 1: \$8,614.56 (single) / \$18,945.84 (family) + HSA: \$1,600 (single) / \$3,200 (family) / **Plan 2:** \$6,024 (single) / \$13,775.76 (family) + HSA: \$4,025 (single) / \$8,050 (family) / **Basic Life:** \$54.24

ADDITIONAL INFORMATION

Please explain all options and alternatives considered including mergers, transfers of duties, position elimination, impacts on county services and overtime, etc. Attach additional sheets, if needed.

This is an intern to help staff with additional duties during an unusually busy year.

JOB POSTING

Job Posting Type: Internal only Internal & External
Have you completed your 100-point list for Veterans Preference? Yes No
If yes, be sure to submit your list to HR.

Who should have access in ADP to the job applications? *(individuals must be in a management position)*

Name: Lucas Dahling Name: _____
Name: Mary Priebe Name: _____

Additional Posting Requests:

[Empty text box for additional posting requests]

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No
Recommendation: Approve Hire Deny Hire

Comments:

We will be creating a job description through our new internship program.

HR Manager Signature: Mary Priebe Digitally signed by Mary Priebe
Date: 2024.01.31 13:07:23 -06'00' **Date:** _____

COUNTY ADMINISTRATOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments:

I approve of this request, but per policy it will require Board approval.

County Administrator Signature: _____ **Date:** Scott Arneson 1/31