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December 11, 2024

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

RE: Board Update

At the previous board meeting, the Board approved classification changes and asked for further review of flagged jobs and an update on job classification jobs.

Jobs identified to watch included:

Job Position	Reason to Flag	Recommendation
Accountant II	Below gauge	Recommendation is to wait until 2025 to look at entire department.
Court Services Director	Review job description	Recommendation is to wait until 2025 to look at entire department.
Office Support Senior-HHS	Right at gauge level	See where market is in 2025, consider another level for career ladder. We will consider this in the implementation of the career ladders for the department.
Probation Officers	Not a wage issue, but a career ladder consideration for future	
GIS Systems Specialist	Not a wage issue, but a career ladder consideration for future	

Public Safety Telecommunicator Sergeant	Below wage gauge, but no changes to job description. Reviewed accountability and decision making.	Would recommend grade change. Move from Grade 111 to Grade 112.

Appeals

After our process, DDA received two appeals:

Job Position	Appeal	Recommendation
County Surveyor	Increased Accountability	Recommend moving from Grade 117 to 118, this would impact Land Use Director and would suggest moving from 117 to 118
Civil Specialist Deputy	Increased accountability and problem solving	Recommend moving it from Grade 106 to 107.

Update to Process

With the first year of ongoing maintenance and changes in staffing, DDA plans to meet with Human Resources, Department Heads and Board during first quarter to discuss the following areas and identify some parameters for moving forward:

1. Do we continue to use 115% as gauge of market competitiveness?
2. Do we use all jobs that have at least 4 data points, or use a selected benchmark job list every year?
3. What parameters do we use to flag a job?
4. What parameters do we use for a career ladder?
5. Do we run market analysis on elected officials separate?
6. Do we adjust timeline for process?
7. Set up team meetings with HR, DDA and Department Head to discuss concerns, recruitment, retention, and succession planning.
8. Other concerns or suggestions to make the process more efficient and effective.

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