



Goodhue County
Health and Human Services

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DATE: December 11, 2024

TO: Goodhue County Personnel Committee

FROM: Nina Arneson, Health and Human Services Director
Kayla Matter, Accounting Supervisor

RE: Reclassifications of 3 HHS Accounting Technician to 3 Accountant I

BACKGROUND:

Goodhue County Health and Human Services Finance Unit has seven staff, which is made up of

- 1 Accounting Supervisor
- 1 Fiscal Officer
- 5 Accounting Technicians

During the 2023 County pay study, the job duties of the Accounting Technician were split into two job descriptions (Accounting Technician and Accountant I) to be reviewed by DDA due to a large number of duties having distinct differences with complexity, independence, budget impact, know how, problem solving and accountability.

DDA's review of the positions proposed the Accounting Technician to be on grade 106 (no change) of the pay scale, while the Accountant I position was proposed to be on grade 109.

Currently three of the five Accounting Technicians are working out of classification as Accountant I. All three have indicated on their annual performance review that their current job description does not match their work duties.

Since GCHHS has been part of the Minnesota Merit System, we have had to follow certain guidelines which resulted in not being able to reclassify the three staff to the appropriate job classification and pay. As of 1/1/2025 we will no longer be part of the Minnesota Merit System.

The total 2025 budget impact to reclassify the three staff would be an increase of \$5,489.

RECOMMENDATION:

The HHS Department recommends approval of the following:

1. Reclassify 3 Accounting Technician staff to 3 Accountant I effective January 1, 2025.