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TO: Personnel Committee
Mary Priebe, HR Manager

FROM: Jess L. Greenwood, P.E. - Director / County Engineer

RE: 02 Apr 2024 Personnel Committee Meeting
Authorize Parks & Trails Manager

Date: 27 March 2024

Summary

Public Works is requesting authorization to add a Parks & Trails Manager position in 2024.

Background

Public Works staff presented '*Public Works Structure & Staffing*' to the Goodhue County Board of Commissioners at their March 7, 2023 workshop in Goodhue, MN.

During the 2023 budgeting process a full-time position was added but was subsequently removed prior to the final budget being approved in December.

Just recently, the Administrative Support Specialist submitted their resignation, creating a vacancy in the administrative division of our office. The current structure, of this division, includes these three positions: Accountant/Office Manager (currently hiring for this position), Administrative/ Accounting Assistant (currently 55% park duties), and the Administrative Support Specialist.

During a recent Board workshop (03/05/24) one of the Board's goals that was discussed pertained to parks & trails. The Parks & Trails Manager position was discussed as a part of the goal and, that if requested, the position should be included in the 2024 budget process for a potential 2025 hiring.

With the current vacancy in administration, staff is requesting to hire for the Parks & Trails Manager position in 2024 and delay the replacement of the Administrative Support Specialist until 2025. The Parks & Trails Manager position has not been evaluated for salary but the position was assumed to be a Grade 112 Step 1 (\$69,638.40) during the budgeting process last year.

Savings from the vacancy of several positions in the Department is sufficient to offset the difference between the Parks & Trails Manager and the Administrative Support Specialist for the remainder of 2024. Here are the positions where personnel savings from vacancies are occurring:

"To effectively promote the safety, health, and well-being of our residents"

Position	Budget	Vacant Period	Anticipated Savings
Engineer Tech	Budgeted for 12 months	January – March (Currently Vacant)	\$27,565
Solid Waste Official	Budgeted for 12 months	January – March (Currently Vacant)	\$20,055
Adm Sup Spec	Budgeted for 12 months	Vacant beginning April 8	\$54,092
Acct. / Off. Mgr.	Budgeted for 12 months	Vacant March 8 - Present	\$31,527
			\$133,239

Options

- Authorize staff to add a Parks & Trails Manager position that would be hired in 2024 and to delay the replacement of the Administrative Support Specialist until 2025.
- Keep the current organizational structure, attempt to fill the vacancies as outline above, and consider the Parks & Trails Manager position in the future.

Recommendation

Staff is recommending that the Board add a Parks & Trails Manager position that would be hired in 2024 and to delay the replacement of the Administrative Support Specialist until 2025. It is further recommended that this item be brought to the April 16, 2024 Board meeting. This will allow all Commissioners an opportunity to review and ask any questions that may arise.