



GOODHUE COUNTY MINNESOTA

TO EFFECTIVELY PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF OUR RESIDENTS

Goodhue County Personnel Committee
Administration Conference Room
Government Center, Red Wing

January 16, 2018
8:00 a.m.

1. Replace Finance Controller

Documents:

[FINANCE CONTROLLER VACANCY 01.10.2018.PDF](#)



Carolyn Holmsten
Finance Director
Goodhue County

Carolyn.Holmsten@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066
Office (651) 385.3021
Fax (651) 267.4878

January 10, 2018

To: Goodhue County Personnel Committee

From: Carolyn Holmsten, Finance Director

RE: Finance Controller Vacancy

Due to a recent resignation the Finance Controller position is vacant.

I am asking for your approval to advertise for the Finance Controller with the intent for that hire to move into the Finance Director position sometime before the end of the year. The 2018 total budget for the controller is \$140,283. The chart below reflects the range on the 2018 pay scale. Because the hire will not be here for the full twelve months the expected cost in 2018 will be less than budget.

Controller	2018	2018
	Single Health	Family Health
Step 1-12	\$38.10 – \$59.47	\$38.10 – \$59.47
Gross	79,248-123,698	79,248-123,698
PERA/FICA/Medicare/Life	\$12,068 - \$18,803	\$12,068 - \$18,803
Health Coverage/H.S.A.(Plan 1)	\$9,936	21,575
Total Cost	\$101,252*	\$164,075**

*Step 1

**Step 12

A request is made to move forward with advertising to replace this position.

GOODHUE COUNTY BOARD OF COMMISSIONERS

RONALD ALLEN
1st District
1713 Siewert Street
Red Wing, MN 55066

BRAD ANDERSON
2nd District
10679 375th St. Way
Cannon Falls, MN 55009

BARNEY NESSETH
3rd District
41595 Co. 8 Blvd
Zumbrota, MN 55992

JASON MAJERUS
4th District
39111 Co. 2 Blvd
Goodhue, MN 55027

PAUL DROTOS
5th District
1825 Twin Bluff Rd
Red Wing, MN 55066

An Equal Opportunity Employer



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: Finance and Taxpayer Services

Date: January 9, 2018

Submitter Name: Carolyn Holmsten

Position Title: Controller then Finance Director

Position Reports To: County Administrator

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

Type of Hire: Replacement (backfill) Replacing Who? Bruce Plante New Position

Classification: Full Time Part Time

Status: Permanent Temporary (67 day) Seasonal Intern - paid

How does Goodhue County staff in this position compare to similar sized counties?

This person would step in to the Finance Director position based on a retirement date sometime in 2018.

BUDGET & SALARY INFORMATION

Budget Impact

For new positions, please indicate whether or not the position has been budgeted for the current year.

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

Has this job classification been evaluated by the Hay Group?

Yes No

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

Starting Pay Grade / Step: Grade 89 / Steps 1-12

Anticipated Benefit Cost: \$ 28,739 - \$40,378 (Plan 1)

Use this link for help calculating salary & benefits:
[Total Comp & Benefits Calculator](#)

Total Cost*: \$ 101,252 - 164,075

Total Budgeted: \$ \$140,283

**Salary & Benefits*

ADDITIONAL INFORMATION

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

With the time required to hire, this person will probably be with the county for nine months during 2018.

The highest step would be \$123,056 which is below the 2018 budgeted amount.

Job Posting Type: Internal only Internal & External

Advertising Requested:

- ADP Career Center (includes indeed.com) County website (includes Facebook & Twitter)
 Lake City Shopper/ Graphic Republican Eagle (includes JobsHQ online)
 Cannon Falls Beacon Zumbrota Shopper
 Assoc. MN Counties (AMC) website League of MN Cities (LMC) website

Other Advertising Requested: MACATFO MCCC

Send completed form & job description to Human Resources Director.

REQUEST TO HIRE FORM

APPROVALS PAGE

Department: Finance and Taxpayer Services

Date: January 9, 2018

Submitter Name: Carolyn Holmsten

Position Title: Controller - Finance Director

Position Reports To: County Administrator

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No

Recommendation: Approve Hire Deny Hire

Comments: This is a critical position for the department.

HR Director Signature: Melissa Cushing

Digitally signed by Melissa Cushing
Date: 2018.01.10 12:37:00 -06'00'

Date: _____

COUNTY ADMINISTRATOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments: I recommend that the County Board hire the Finance Director position to work under the current Finance Director until such time that succession/retirement/phased retirement plans are made.

In conjunction with both professionals, the County Administrator and HR can assess the needs for the controller position and recommended to the county board.

County Administrator Signature: Scott Arneson

Digitally signed by Scott Arneson
DN: cn=Scott Arneson, o, ou,
email=scott.arneson@co.goodhue.mn.us, c=US
Date: 2018.01.09 14:46:49 -06'00'

Date: _____

After final determination is made, this form should be sent to:

Person/ Department	Date & Initial	Method
<input type="checkbox"/> Human Resources Director	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice
<input type="checkbox"/> Department Head	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice