



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

JULY 24, 2018
7:30 A.M.

1. Health & Human Services Reclassification Request

Documents:

[7-19-2018 RECLASSIFICATION REQUEST - OSS TO CA.PDF](#)

2. Sheriff's Office Administration Staffing

Documents:

[2018 INTERIM SHERIFF.PDF](#)



Goodhue County Health and Human Services

DATE: July 19, 2018
TO: Goodhue County Personnel Committee
FROM: Nina Arneson, GCHHS Director
RE: **MN Merit System Reclassification Request**

BACKGROUND:

Since the Health and Human Services integration in 2010, GCHHS has experienced significant changes, some gradual and some immediate with our operations, systems, job duties, responsibilities and etc. These changes have also required some staff to perform different work duties based on the department's changing needs. A supervisor and an employee review an employee's position description each year as a part of the performance evaluation in order to come to one of the following conclusions:

- An accurate reflection of the current responsibilities and performance standards
- Revised to reflect changes in position
- Rewritten because it is three years old

If there are substantial changes that have taken place then the HHS department may request a review which may result to a Minnesota Merit System's recommendation of reclassification or a confirmation that the job description and classification is still in the scope of the duties the employee is performing. With our Department's continued integration work, this is something that we are expecting to continue and it may result in additional Minnesota Merit System reclassification recommendations.

Currently we have an Office Support Specialist who works in our Child Protection Unit. This position was newly created to assist our Social Workers with paper work and documentation. As the position progressed based on the agency needs, she has increased her work with customers to the point where she is working more as a Case Aide than an Office Support Specialist in the following areas:

1. Supervised Visitation: Schedules visits with parents and foster parents, providing transportation for children for supervised visitation, performing the supervised visits, managing issues that may arise during visits with children, parents or foster parents.
2. Children's Mental Health Billing: tracking and coordinating the collection of revenue for health and human services expenses. This requires working with case managers, supervisors and accounting, as well as in depth knowledge of billing requirements.
3. Statistical Reports for Children's Mental Health Case Management: Tracking, recording, and monitoring contacts with children in placement and running reports regarding placements

With this information, the Minnesota Merit System recommended a reclassification to a Case Aide which the department also supports.

Current Classification Office Support Specialist step (2) \$15.70: Salaries & Benefits less Health \$37,666. This position is not eligible for federal reimbursements through our time studies.

Reclassification Case Aide step (1) \$20.05: Salaries & Benefits less Health \$48,085 an increase of \$10,419.

This new classification will be eligible to participate in the Federal Social Services Time Study (SSTS), and the reimbursement for SSTS/LTSS would on average generate about \$9,136 for being in the Social Services Fund Report (SSFR) cost pool as a participant in that time study. Additional targeted case management (TCM) funding would also be generated by monitoring and ensuring compliance with case managers' caseload for Targeted Case Management (TCM) visits.

This reclassification change will not increase GCHHS County Levy for 2019.

RECOMMENDATION:

The GCHHS Department recommends approval for this reclassification, effective; a day after review and approval has been received from Goodhue County Health and Human Services Board.



Melissa Cushing
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Goodhue County

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TO: Goodhue County Commissioners
FROM: Melissa Cushing, Human Resource Director
DATE: July 24, 2018
RE: Sheriff Retire and Appoint New Sheriff

Sheriff Scott McNurlin has given his retirement notice effective August 9, 2018. We are recommending Kris Johnson, Chief Deputy replace Sheriff McNurlin effective August 9, 2018 through the remainder of the term or January 6, 2019.

As an elected official, Mr. Johnson would receive a payout for his accumulated sick and vacation time. Mr. Johnson's vacation leave balance is currently above the allowed payout for vacation time. Per policy, employees are paid accumulated vacation time up to 240 hours. His current balance is 322 hours vacation. Mr. Johnson will earn an additional 14 hours on August 1st to bring his balance to 336 hours which is 96 hours over the maximum limit. Mr. Johnson would have also earned an additional 56 hours vacation for the months of September – December if he remained in his current Chief Deputy position. We recommend payout of 240 hours of vacation to Mr. Johnson when he becomes the Sheriff in August, 2018. Due to Mr. Johnson's inability to take the 96 vacation hours because of this transition, we recommend Mr. Johnson receive payout of 96 hours upon retirement at his rate of pay at the time of his retirement.

Mr. Johnson's current rate of pay is \$52.38 or grade 89, step 8. Current practice is that he would move to the next highest step on the Sheriff's pay grade that would give him at least a 2% wage increase. This would be grade 90, step 6 or \$55.48. Effective December 29, 2018, he would move to grade 90, step 7 or \$60.00.

We will return to the Board with details about an interim Chief Deputy once we have all the details arranged.

The following are the recommendations from this report:

1. Sheriff Scott McNurlin will retire effective August 9, 2018.
2. Chief Deputy Kris Johnson will become the interim Sheriff effective August 9, 2018.
3. Chief Deputy Kris Johnson will be paid out 240 hours vacation and 576 hours sick leave at his current rate of pay.
4. Sheriff Kris Johnson will be paid out 96 hours vacation at his rate of pay upon retirement.

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

5. Sheriff Kris Johnson's hourly rate would be \$55.48 or grade 90, step 6 for August 9 – December 28, 2018. Effective December 29, 2018, he would move to the next highest step or grade 90, step 7, \$60.00.