



GOODHUE COUNTY MINNESOTA

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

GOODHUE COUNTY PERSONNEL COMMITTEE VIRTUAL MEETING

**APRIL 14, 2020
8:30 A.M.**

1. VIRTUAL MEETING NOTICE

"Due to concerns surrounding the spread of COVID-19, it has been determined that in-person meetings or meetings conducted under Minn. Stat. 13D.02 are not practical or prudent. Therefore, meetings that are governed by Open Meeting Law will temporarily be conducted by telephone or other electronic means pursuant to Minn. Stat. 13D.021."

"The Goodhue County Personnel Committee will be conducting a meeting pursuant to this section on April 14, 2020 at 8:30 a.m. The Personnel Committee members and presenters attending will appear by telephone or other electronic means. The public may monitor the meeting from a remote site by logging into [HTTPS://GLOBAL.GOTOMEETING.COM/JOIN/787175589](https://global.gotomeeting.com/join/787175589) or calling 1 877 309 2073 beginning at 8:20 a.m. or any time during the meeting." Access code: 787-175-589.

2. County Attorney: Request To Replace Administrative Assistant/ Legal Secretary.

Documents:

[04.2020 REPLACEMENT REQUEST - ADMIN ASST LEGAL SECRETARY.PDF](#)

3. HHS: Request To Replace Deputy Director.

Documents:

[4-7-2020 REPLACEMENT REQUEST - GCHHS DEPUTY DIRECTOR.PDF](#)

4. HHS: Request To Replace Information Technology Specialist Sr.

Documents:

[4-9-2020 REPLACEMENT REQUEST - GCHHS INFORMATION TECHNOLOGY.PDF](#)



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Goodhue County Attorney

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ELIZABETH M. S. BREZA

DAVID J. GROVE

ANGELA R. STEIN

JESSICA M. PERKINS

MEMORANDUM

TO: Personnel Committee

FROM: Stephen F. O'Keefe, Goodhue County Attorney

RE: Replacement of Deborah Deden who is retiring July 7, 2020

DATE: April 10, 2020

Administrative Assistant/Legal Secretary, Deborah Deden, has announced her retirement from county employment effective July 7, 2020. Ms. Deden is the only person in my office who performs these duties. Deb has 46 years of experience with Goodhue County, most of that time being in the County Attorney's Office. Her expertise and experience will be greatly missed. Given the complexity, uniqueness, and importance of the daily work she performs, allowing her time to work with and train in the new candidate will be critical to a successful transition. To promote the continued efficient operation of my office, I am requesting authorization to fill this critical position up to 4 weeks prior to Ms. Deden's official end date of July 7, 2020.

In addition, we will begin advertising this position internally. The position of Administrative Assistant/Legal Secretary is compensated at grade 82 on the Goodhue County pay scale. Pursuant to policy, hiring at a level above Step 2 requires prior approval. I anticipate we will have internal candidates interested in this promotional opportunity who, due to years of service, are currently being compensated at a rate higher than Grade 82, Step 2. If an internal candidate is selected, I am requesting the individual's compensation be set at the step of the new grade that represents a two percent increase over their current pay.

Thank you for your consideration. I look forward to answering any questions you may have regarding this request.

SFO/dad

February 21, 2020

Mr. Stephen F. O'Keefe
Goodhue County Attorney
454 West Sixth Street
Red Wing, MN 55066

Re: Retirement

Dear Steve:

June 24, 1974, the day I began working for Goodhue County, a naïve 18 year old! July 7, 2020, my final day of work! By the time I retire, I'll have worked here for 46 years! There have been many, many changes over the years, from all of the departments being in one building - the Government Center, to having many buildings with many more people! And Technology!! Holy Buckets! I have thoroughly enjoyed my time with Goodhue County and all of the people I have had the pleasure of working with. I couldn't have asked for a better, more caring place to work. I'm truly going to miss you all! (I'll be in for coffee and a chit-chat once in a while!)

Thank you!!


Deborah A. Deden



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: Goodhue County Attorney's Office Date: April 10, 2020
 Submitter Name: Stephen F. O'Keefe, Goodhue County Attorney
 Position Title: Administrative Assistant/Legal Secretary Position Reports To: Goodhue County Attorney

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

Type of Hire: Replacement (backfill) Replacing Who? Deborah Deden, retiring 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?

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 82 / to be set

Anticipated Benefit Cost: \$ _____

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

Total Cost*: \$ _____

Total Budgeted: \$ _____

*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.

- Requesting: 1) Hire up to four weeks prior to current employee's retirement date for training purposes, and
 2) Hire at a rate of pay above Step 2 for internal candidates.
-

Job Posting Type: Internal only Internal & External

Advertising Requested:

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

Other Advertising Requested: _____

Send completed form & job description to Human Resources Director.

REQUEST TO HIRE FORM
APPROVALS PAGE

Department: Goodhue County Attorney's Office

Date: April 10, 2020

Submitter Name: Stephen F. O'Keefe, Goodhue County Attorney

Position Title: Administrative Assistant/Legal Secretary

Position Reports To: Goodhue County Attorney

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No

Recommendation: Approve Hire Deny Hire

Comments: _____

HR Director Signature: _____

Date: _____

COUNTY ADMINISTRATOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments: _____

County Administrator Signature: _____

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



Goodhue County
Health and Human Services

426 West Avenue
Red Wing, MN 55066
(651) 385-3200 • Fax (651) 267-4882

DATE: April 7, 2020
TO: Goodhue County Personnel Committee
FROM: Nina Arneson, GCHHS Director
RE: Replacement Request – GCHHS Deputy Director

BACKGROUND:

Goodhue County Health and Human Services (HHS) is requesting to replace a Deputy Director position within our agency. On November 3, 2020, Mary Heckman, Deputy Director, is retiring after 26 years of excellent public service to Goodhue County residents and Goodhue County Health and Human Services.

Several years ago, the HHS Department began the succession planning and organizational changes related to this anticipated retirement. This has included the development of a HHS front desk and support team, staff cross training, changes in position classifications, work expectations, and QI agency work.

Our plan was to bring this deputy director position replacement request, together with additional organizational changes in an effort to continue to seek efficiencies, and to meet agency and community needs even better. With that said, now, during the COVID-19 emergency is not the time to do that, and we seek to replace this deputy director position as is and plan to bring forward our other organizational change recommendations when the time is right, after the COVID-19 emergency.

The HHS 2020 personnel budget included a three month overlap for this position, so that the new hire would be able to spend some time with the outgoing deputy director.

The anticipated hiring range for the Deputy Director is somewhere between step 1 and step 10 on the HHS Deputy Director scale, depending on qualifications and experience. The wages and benefits less health insurance for the anticipated hiring range would be between \$91,533 and \$135,651.

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	Deputy Director 2020 Step 1	Deputy Director 2020 Step 10 Max Hire
Rate	\$38.19	\$56.61
Gross	\$79,436.00	\$117,749.00
PERA/FICA/Medicare/Life	\$12,097.00	\$17,902.00
	\$91,533.00	\$135,651.00
Total Benefits	\$12,097.00	\$17,902.00
Wages + Benefits less Health	\$91,533.00	\$135,651.00

As most management positions take extra time to hire and notice of resignation to a current employer is usually for an extended notice period, we therefore would like to move forward immediately to start the process of hiring.

RECOMMENDATION:

The HHS Department recommends approving the following:

1. Moving forward immediately to post for one HHS Deputy Director utilizing the MN Merit System. This posting would be for internal and external candidates. If an internal candidate is selected, then move forward immediately to back fill that position until an external candidate has been hired to finish the process.
2. Hire after the GCHHS Board’s review and approval with a start date no later than August 3, 2020.





Goodhue County
Health and Human Services

426 West Avenue
Red Wing, MN 55066
(651) 385-3200 • Fax (651) 267-4882

DATE: April 9, 2020
TO: Goodhue County Personnel Committee
FROM: Nina Arneson, GCHHS Director
RE: Replacement Request – GCHHS Information Technology

BACKGROUND:

Goodhue County Health and Human Services (HHS) is requesting to replace an Information Technology Specialist Sr. position within our agency. On July 31, 2020, our Information Technology Specialist Sr. is retiring after 34 years of excellent public service to Goodhue County residents and Goodhue County Health and Human Services.

During the past 18 months, the HHS Department and County IT Department began discussions on the succession planning and organizational changes related to this anticipated retirement. This has included that the County IT department is now supporting the higher technical aspects of information technology for HHS. Our agency needs no longer dictate this high level of information technology classification within the agency, but we still require the end product support, training and knowing how the different software systems work for 111 staff with a multitude of software applications, local, state and federal work systems. We are looking at replacing this position with an Information Systems Specialist Sr. (with the HHS working title of "HHS Systems Application Specialist" which is a lower IT support classification). The current Information Technology Specialist Sr. pay range is \$25.58-\$41.69. The new classification of Information Systems Specialist Sr. (HHS Systems Application Specialist) pay range is \$21.22-\$29.83.

Our plan was to bring this information technology position replacement request, together with additional organizational changes in an effort to continue to seek efficiencies, and to meet agency and community needs even better. With that said, now, during the COVID-19 emergency is not the time to do that, and we seek to replace this information technology position with the new classification and plan to bring forward our other organizational change recommendations when the time is right, after the COVID-19 emergency.

The current rate of pay for the Information Technology Specialist Sr. is \$41.69. The starting pay (step 1) for the new classification of Information Systems Specialist Sr. (HHS Systems Application Specialist) is \$21.22. This would be a cost savings of \$49,028 with this change.

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	<u>Information Technology Specialist Sr</u>	<u>Information Systems Specialist Sr</u>
	2020	2020
	Range \$25.58-\$41.69	Range \$21.22-\$29.83
	Step 12 Top	step 1
Rate	\$41.69	\$21.22
Gross	\$86,716.00	\$44,138.00
PERA/FICA/Medicare/Life	\$13,200.00	\$6,750.00
Health Coverage/H.S.A.		
	\$99,916.00	\$50,888.00
Total Benefits	\$13,200.00	\$6,750.00
Wages + Benefits less Health	\$99,916.00	\$50,888.00

RECOMMENDATION:

The HHS Department recommends approving the following:

1. Moving forward immediately to post for one HHS Systems Application Specialist utilizing the MN Merit System. This posting would be for internal and external candidates. If an internal candidate is selected, then move forward immediately to back fill that position until an external candidate has been hired to finish the process.
2. Hire after the GCHHS Board's review and approval.

