



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

MAY 19, 2020
7:30 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 May 19, 2020 at 7:30 a.m. The Personnel Committee members and presenters attending will appear by telephone or other electronic means. The public may monitor from a remote site by logging into [HTTPS://GLOBAL.GOTOMEETING.COM/JOIN/928969397](https://global.gotomeeting.com/join/928969397) or calling 1 866 899 4679 beginning at 7:20 am or any time during the meeting." Access code: 928-969-397

2. Request To Hire: Zoning Administrative Assistant

Documents:

[REQUST2HIREADMINASST.PDF](#)

3. Request To Fill Veterans Services Administrative Assistant Position.

Documents:

[REQUEST TO FILL VETERANS SERVICES ADMIN ASSISTANT POSITION.PDF](#)

Goodhue County Land Use Management

Goodhue County Government Center | 509 West Fifth Street | Red Wing, Minnesota 55066



Building | Planning | Zoning
 Telephone: 651.385.3104
 Fax: 651.385.3106

Environmental Health | Land Surveying | GIS
 Telephone: 651.385.3223
 Fax: 651.385.3098

TO: Melissa Cushing, HR Director
FROM: Lisa M. Hanni, Director / County Surveyor / County Recorder
DATE: May 6, 2020
RE: Zoning Assistant - Administrative Assistant

Summary:

When our former Planner/Zoning Administrator left employment, I requested to replace his position and backfill any position if there was a successful internal candidate. I was directed to delay my backfill request until the Planner position was filled. Ryan Bechel, former Zoning Assistant, did fill the Planner position and now I would like to again make the request to back fill Ryan’s position. However, I would like to hire a replacement at an Administrative Assistant level and not the higher Zoning Assistant level. This proposal is consistent with the County’s goal of cost savings.

Background and Request:

The Administrative Assistant position has already been evaluated through the Hay Study. The Zoning Assistant position was budgeted in 2020 at Range 82, Step 5 (\$28.13/hour). The Administrative Assistant would come in between \$17.41-\$18.30/hour. We anticipate a savings of approximately \$24,000 by hiring at the lower position, in addition to the savings already seen by replacing the Zoning Administrator at a lower budgeted step.

This chart shows the potential hiring ranges and costs for the Administrative Assistant:

Admin. Assistant Grade 79	Single Health Step 1	Family Health Step 1	Single Health Step 2	Family Health Step 2
Rate	\$17.41	\$17.41	\$18.30	\$18.30
Gross	\$36,212.80	\$36,212.80	\$38,064.00	\$38,064.00
PERA/FICA/Medicare/Life	\$5,548.64	\$5,548.64	\$5,829.10	\$5,829.10
Health Coverage / HS A	<u>\$10,638*</u>	<u>\$23,122.80*</u>	<u>\$10,638*</u>	<u>\$23,122.80*</u>
	\$52,399.44*	\$64,884.24*	\$54,531.10*	\$67,015.90*

*based upon 2019 Health Coverage/HSA

I respectfully request that due to numerous factors, such as workload and limited resources that we advertise to hire for an Administrative Assistant position immediately.

Surrounding County Staffing:

Steele County, MN

- 1 FTE – Dept. Admin, Planning and Zoning
- 1 FTE – Feedlot, Weed Insp, AIS, Buffer informant
- 1 FTE - septic, solid waste, recycling
- 1 FTE – Building Official / Building Inspection
- 1 FTE – Office support

Pierce County, WI

- 1 FTE – Director
- 1 FTE – Zoning Administrator
- 1 FTE – Assistant Zoning Administrator
- 1 FTE – Zoning Specialist
- 2 FTE – Office Administrators

Wabasha County, MN

- 1 FTE – Zoning Administrator
- 1 FTE – Environmental Resource Technician
- 1 FTE – Administrative Assistant

Dodge County, MN

- 1 FTE – Director
- 1 FTE – Zoning Administrator
- 1 FTE – Assistant Zoning Administrator/Administrative Assistant

Faribault County, MN

- 1 FTE – Zoning Administrator
- 1 Part-time - Contract out for technical services with the SWCD for 40% of time for administrative work and another for feedlot technician work, but that feels minimal for what my workload is.

Goodhue would be comparable with Dodge County, however Goodhue is twice the size of Dodge.



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: _____ Date: _____

Submitter Name: _____

Position Title: _____ Position Reports To: _____

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

Type of Hire: Replacement (backfill) Replacing Who? _____ 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: _____ / _____

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.

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: _____ Date: _____

Submitter Name: _____

Position Title: _____ Position Reports To: _____

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 POSITION DESCRIPTION

Position Title: Administrative Assistant
Department: Land Use Management
Work Hours: 8:00 a.m. to 4:30 p.m.
Supervisor(s): Planner, Land Use Management Director

Date: 2013
Location: Government Center

PRIMARY OBJECTIVES OF POSITION:

The primary responsibilities of this position are to provide administrative and receptionist support to the Land departments, and informational support for County inquiries. This position provides departmental support in the preparation of materials, in scheduling meetings, and all other areas as assigned. This position serves as the administrative assistant to the Land Use Management Director and Planner.

JOB TASK AREAS OF RESPONSIBILITY:

% Time	TASKS
70%	<p>Serves as receptionist and support for the Land departments</p> <ul style="list-style-type: none">• Assist customers with inquires as the main receptionist to the Land departments and the County information line• Collect, process, and deliver permit or other department product fees to the auditor/treasurer's office on a daily basis• Responsible for gathering, printing, and posting materials made available to the public in the department• Responsible for the department's outgoing mail• Assist department personnel with filing• Assist in the preparation of materials, or handouts for public meetings• Type department correspondence• Responsible for data entry in department databases• Prepares invoices, letters, and other office correspondence• Aids the Assessor's office with yearly building permit information• Aids the Recorder's office with Passport processing
30%	<ul style="list-style-type: none">• Administrative Assistant to LUM Director and Planner• Prepares meeting minutes or notes as directed• Responsible for ordering office supplies• Acts as personal assistant• Responsible for scheduling meetings• Other secretarial duties as assigned

The essential functions of this position are listed above but other duties may be assigned. Additionally, regular attendance at work is also required in order to carry out the duties listed above.

BUDGET RESPONSIBILITIES:

This position has no direct responsibility in the preparation of the departmental budget, however, this position works with the LUM Director with invoicing expenditures and revenues of the department budgets

RESPONSIBILITY FOR RELATIONSHIPS:

Internal

- Daily contact with department personnel in the performance of daily tasks
- Frequent contact with the Auditor/Treasurer department regarding bills
- Occasional contact with the Administration Department regarding department communications
- Occasional contact with other county departments in the performance of daily tasks

External

- Frequent contact with citizens requesting information and general assistance
- Occasional contact with media for placement of ads and informational inquires

SUPERVISORY AUTHORITY:

<p>Effectively Recommend Hire Assign Direct Reward Transfer Promote Adjust Grievances Suspend (over 3 days) Discharge Discipline-Oral Discipline-Written Evaluate Train Demote</p>	<p>Take Action Hire Assign Direct Reward Transfer Promote Adjust Grievances Suspend (over 3 days) Discharge Discipline-Oral Discipline-Written Evaluate Train Demote</p>
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SUPERVISORY AUTHORITY:

Position Titles:
None

EXTENT OF SUPERVISION PROVIDED:

This position is under the supervision of the Land Use Management Director and/or Planner.

MINIMUM REQUIREMENTS:

This position requires a high school diploma or equivalent, with post high school training in secretarial, accounting, or administrative fields highly desired.

KNOWLEDGE AND SKILL REQUIREMENTS:

The following are the required knowledge and skills:

- Knowledge and proficiency of MicroSoft office products and the Internet
- The ability to proficiently operate current office equipment
- Proficiency in English to communicate effectively in written and verbal correspondence

- The ability to work and cooperate with all types of people and personalities
- The ability to manage multiple projects at the same time
- Proficiency in taking minutes
- The ability to diplomatically communicate with people in controversial situations

WORK ENVIRONMENT:

The work of this position is performed in a comfortable office setting. There is occasional travel to other County buildings and for attendance at training programs and conferences.

PHYSICAL REQUIREMENTS:

This position requires the physical dexterity to use a personal computer, including frequent wrist and finger manipulation. There is frequent movement around government buildings. This position has prolonged periods of both standing and sitting.

Goodhue County Working Conditions Questionnaire

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

6	hours a day sitting
1	hours a day standing
1	hours a day walking
	hours a day kneeling
	hours a day stooping
	miles a day walked
0	feet climbed using a ladder
0	feet climbed on an incline
20	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
10	pounds lifted waist high
0	pounds lifted shoulder high
0	pounds lifted above the head
5	pounds are carried alone
10	pounds are carried with someone else
2	distance weight must be carried (feet)
	pounds are pushed
	pounds are pulled
	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	Computer/electronic equipment
	hand tools
	Electric tools
X	Manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
X		distinguish colors
X		hear or listen
		taste
		smell
		touch
X		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading		Analyzing data
X	writing	X	Searching for solutions
X	basic arithmetic	X	Creating methodologies
	mathematics	X	Conducting research
	weighing and/or measuring	X	Managing resources
X	visualizing conclusions		Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

5	hours a day spent working under time pressure
1	hours a day spent working rapidly
100	% of time spent indoors
	% of time spent outdoors
	% of time spent in an automotive vehicle
100	% of time spent at a desk, bench or window
	% of time spent in an office or control room

X	The condition of the air is clean (controlled)
X	The condition of the air is normal/average
	The condition of the air is dusty/dirty
	The condition of the air is wet/humid
	The condition of the air is affected by fumes, smoke etc.

X	The noise level is normal
	The noise level is loud, requiring ear protection
X	The surface of the working environment is level
	The surface of the working environment is slipping
	The surface of the working environment is uneven
	The surface of the working environment is slippery

Part V: Additional Comments

GOODHUE COUNTY VETERAN SERVICE OFFICE

Goodhue County Government Center | 509 West Fifth Street | Red Wing MN 55066
 Nathan Pelz | Veteran Service Officer | Extension Director | Legislative Liaison
 Phone: 651-385-3256 | Fax: 651-267-4881 | nathan.pelz@co.goodhue.mn.us

TO: Melissa Cushing, HR Director
FROM: Nathan Pelz, Veteran Service Office Director
DATE: 13MAY20
RE: Administrative Assistant

Summary:

The Administrative Assistant position is currently open. I am requesting to fill this position internally, immediately. This position is crucial in the operation of this office. The traffic in the office has grown immensely over the year. For example, from July 1, 2018-2019, there were 4,483 veteran interactions. From July 1, 2019, to current, there have been 9,667 veteran interactions. The traffic has more than doubled. This office has also brought into the county approximately \$27,000,000.00.

There are also ten filing cabinets with files that will need scanning along with numerous banker boxes that need scanning. The position is also responsible for arranging rides for veterans to VA facilities.

In summary, this position is critical for this office to continue to serve the veterans of Goodhue County.

Background and Request:

The Administrative Assistant position job description was updated and submitted for evaluation through the Hays Study. The position came back at an 80, and it was previously an 81. Currently, this position is budgeted for \$83,000. The reevaluated position is budgeted for \$57,000. We anticipate a savings of \$26,000 in the first year. I respectfully request to hire the Administrative Assistant position internally, immediately. Since it is an internal hire I would like the employee to be hired at the next highest step than what they are currently at. I would also like to request that their anniversary date be on the first of the month once they are transferred to the veterans office.

2019 Rates	Coordinated PERA
Hourly Rate - <i>insert here --></i>	\$19.12
Annual Salary/ Wages	\$39,769.60
PERA	\$2,982.72
Social Security	\$2,465.72
Medicare	\$576.66
Life Insurance	\$62.40
TOTAL salary, PERA, SS, Medicare & Life:	\$45,857.09
Single Medical, Plan 1	\$9,288.00
Single HSA, Plan 1	\$1,350.00
TOTAL single medical insurance + HSA	\$10,638.00
ANNUAL wages, benefits, single medical	\$56,495.09
Family Medical, Plan 1	\$20,422.80
Family HSA, Plan 1	\$2,700.00
TOTAL family medical insurance + HSA	\$23,122.80
ANNUAL wages, benefits, family medical	\$68,979.89





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