



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

**JUNE 16, 2020
8:00 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 Tuesday, June 16, 2020 at 8:00 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/418159109](https://global.gotomeeting.com/join/418159109) or calling 1 866 899 4679 beginning at 7:50 am or any time during the meeting." Access code: 418-159-109

2. Court Services Director Request For Pay Grade Reconsideration.

Documents:

[COURT SERVICES DIRECTOR - REQUEST FOR RECONSIDERATION.PDF](#)

3. Request To Fill Veteran's Service Office Administrative Assistant Position.

Documents:

[VETERANS SERVICE OFFICE - REQUEST TO FILL ADMINISTRATIVE ASSISTANT POSITION.PDF](#)

4. Request To Hire Zoning Administrative Assistant Position.

Documents:

[LUMACTIVITY.PDF](#)
[ZONING ASSISTANT - ADMINISTRATIVE ASSISTANT.PDF](#)

5. Request To Hire Temporary Elections Employee.

Documents:

[BOARD MEMO - REQUEST TO HIRE TEMP ELECTIONS STAFF 6.11.20 AND REQUEST TO HIRE FORM.PDF](#)

Goodhue County Personnel Committee

June 3, 2020

Goodhue County Board of Commissioners

REQUEST FOR RECONSIDERATION

Authority for setting Court Services salaries was moved from the 1st Judicial District to the county as a result of a new Judicial Council policy effective July 1, 2019. Salaries remained in place through the end of 2019 pursuant to the 2018 1st Judicial District salary order. The process of my Request for Reconsideration began in December 2019 after I was notified of the Court Services Director position being placed on Grade 86 of the county pay scale. All probation officer salaries were greatly reduced, but the Director compensation was most adversely affected (33% less at top of grade). I want to reiterate that this reconsideration process began long before the Covid – 19 pandemic and ask that Covid related county financial challenges not be a distraction from serious consideration or ultimate decision regarding this important matter.

My initial Request for Reconsideration (exhibit A) was submitted 1/3/2020 and I received a reply on 2/3/2020 via email (exhibit B) from Melissa Cushing and Scott Arneson summarizing notes from a phone conversation they had with the evaluator.

Dissatisfied with the results, I submitted a second more detailed Request for Reconsideration (exhibit C) to the Personnel Committee 4/10/2020 in rebuttal and appeal to those summarized notes from the evaluator. I was informed on 4/13/2020 that I would not be appearing at the 4/14/2020 Personnel Committee (changed from 4/21/2020) and that my second Request for Reconsideration was being sent to the same evaluator.

I received the attached written report from the evaluator (exhibit D) on 5/13/2020. There were very few substantive changes from her first reply and I found nothing more compelling in her explanations for her positions. As originally intended, I am again directing my Request to the Personnel Committee and County Board as the next higher level of authority, not unlike the appeals court hearing cases on appeal from the lower courts.

I consider myself a reasonable person and present this request as a matter of fairness in the broad scope of county compensation, not just for myself, but for those who succeed me in the Director position. Simply put, I am asking all of you to closely review the attached documents for yourselves and make the independent decision to override the evaluator's recommendation and raise the Court Services Director position to Grade 88 on the county pay scale.

Thank you for your thoughtful consideration of my request.

Sincerely,

Mark Jaeger, Director

Goodhue County Court Services

Exhibit A – Request for Reconsideration

Exhibit B – Email reply to Request for Consideration

Exhibit C – Second Request for Reconsideration

Exhibit D – Reply to second Request for Reconsideration

GOODHUE COUNTY
Job Evaluation
Request For Reconsideration Form

I. Background:

Position Title: Goodhue County Court Services Director

Department: Goodhue County Court Services

Employee Name(s): Mark Jaeger

A. I request that my position evaluation be reviewed for the reasons listed below. I understand that as a result of this request, a decision could be made to evaluate my position higher, lower, or at the same level.

II. Comparability:

A. I feel that my position should be evaluated/ranked closer to the following jobs:

Assistant County Attorney II

Deputy Director/Assistant County Engineer

III. Reasons for Comparability

A. I believe that my position is comparable to these positions for the following reasons:

The Court Services Director is a county department head and part of the Goodhue County Management Team, yet this particular director position is ranked much lower than any other department head, director, assistant director or deputy director position. I believe this is an unreasonably low wage grade placement when compared to other county management positions and probation director positions in Minnesota counties of similar size.

The above comparability positions each has a unique area of expertise, but have similar responsibilities to the Court Services Director position for staff supervision and training, department planning and administration, budget preparation to varying degrees, advanced educational requirements, work with other governmental entities, etc. These other positions are assistant or deputy level whereas the job of Court Services Director has no department supervisor position above it, meaning ultimate department decisions are made solely by the director. I believe the Court Services Director position is most closely comparable in responsibility and complexity to the Assistant County Attorney II or Deputy Director/Assistant County Engineer positions.

The director leads a department of 10 staff including six Career Corrections Agents, one Corrections Agent (all minimum 4 year college degree required and Masters degree desired), an Administrative Office Manager, an Adult Case Administrator and a Juvenile Case Administrator. The director is responsible for the overall planning and administration of all department operations and personnel activities and directs office policy for a wide range of issues relating to adult and juvenile criminal offenders. This position is afforded great latitude in independent judgment and decision making and requires extensive knowledge of the application and enforcement of current Minnesota state law as it relates to criminal justice and offender supervision. Tenets of restorative justice, evidence based practices, chemical dependency and mental health interventions guide case management decisions. The director must have a thorough understanding of the complexities of human behavior and balance offender accountability, rehabilitation and public safety in working with a wide array of offenders and offenses. Serious decisions are made daily that affect the lives of clients and citizens of Goodhue County. The director advises probation staff and law enforcement, and approves orders to apprehend and detain offenders depriving them of their freedom. The director mentors and assists probation agents in analyzing complicated situations and reviews and approves reports to the court. Decisions can have serious consequences exposing the director to legal liability. The director handles all complaints or inquiries from the public, Criminal Justice System partners and clients.

The director is responsible for strategic department planning, work assignment, staff professional development and staff performance reviews. The director prepares and administers the annual department budget, prepares and administers the annual caseload/workload reduction grant and oversees the collection of thousands of dollars in probation fees, chemical use assessment fees and restitution annually. The director works closely with our local judges and court system and represents the county/department in communications with the Minnesota Department of Corrections, Minnesota Corrections Association, Minnesota Association of County Probation Officers, the general public and many service providers.

1/3/2020

Date

Mark Degeer

Employee Signature

Please return this to your Supervisor for review.

(For Supervisor)

I agree with the additional information as provided in the Request.

I agree with the attached information as provided in the Request with the following additions/comments:

1

Signature of Supervisor

Date

Jaeger, Mark

From: Cushing, Melissa
Sent: Monday, February 3, 2020 10:40 AM
To: Jaeger, Mark
Cc: Arneson, Scott
Subject: Court Services Director

Mark –

We apologize for the delay responding, we were in negotiations last week and that ate up a lot of our time.

Scott and I spoke with the consultant that does our description evaluations about your request for reconsideration.

Something to remember as we move through this process, she placed your position on Grade 86 with 481 points. The points for grade 86 are from 439 – 518.

Some items that she brought up are the following:

Education Requirements –

Assistant County Attorney II –

Similar to your position, this position is required to complete a 4-year bachelor's degree but not similar is the further educational requirements for the Attorney II including 3 years of law school. In addition to the graduate school requirements, this position has continuing education and has to maintain a license in order to keep their job.

Deputy Director/Assistant County Engineer –

Also similar to your position, this position is required to complete a 4-year bachelor's degree. Similar to the Assistant County Attorney II position, this job is required to take a state exam for their license as a Professional Engineer.

I know you maintain there are 3 levels of Probation Agents with the State but I don't believe those levels are required for your position and, in addition, your job description does not require licensure from the state.

Management Responsibilities -

The Deputy Director/Assistant County Engineer directly supervises several employees similar to the Court Services Director and functions as the Public Works Director in his absence.

While the Assistant County Attorney II does not have direct supervision responsibilities, this position advises and counsels less experienced attorneys.

Accountability –

While the Court Services Director is largely accountable for the actions of the Probation Officers and Administrative staff with respect to offenders under the Court Services jurisdiction, the Assistant County Attorney II and the Deputy Director/Assistant County Engineer's accountability has a greater depth and a much broader base. For example, the Assistant County Attorney II employees have responsibilities pertaining to the same offenders Court Services does and, in addition, they have responsibilities pertaining to felony offenders as well.

If you want to proceed with your request, it would move to the Personnel Committee on February 18th. If you decide to move forward, based on what she said, do you want to make any changes to your request? If so, you can make the changes and then forward your report to Scott and I.

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To: Goodhue County Personnel Committee

April 10, 2020

From: Mark Jaeger
Director, Goodhue County Court Services

Re: Reconsideration Request: Job Placement Range 88

On January 3, 2020, I submitted a Goodhue County Job Evaluation Request for Reconsideration Form that identified the inequities inherent to the Evaluator's placement of the Court Services Director position at Range 86.

Although I have received nothing in writing relating to the Evaluator's factual basis for this job placement decision, I have received an email memo from Scott Arneson and Melissa Cushing that reflects notes from their telephone discussion with the Evaluator regarding her decision to assign 481 points (Grade 86) to the position of Court Services Director.

I am submitting this response to the "items that she [Evaluator] brought up" relating to the reasons why non-department head positions were ranked higher than the job of Court Services Department head.

1) Education Requirements

The Evaluator indicates that an Assistant County Attorney II has a higher educational requirement than does the Court Services Director which explains why that position has points placing it at Grade 88 while the Court Services Director is lower by two grades, 86. I question such an arbitrary explanation for two important reasons:

- a) The actual difference in years of post-baccalaureate study is not significant between a licensed Assistant County Attorney and a Master's Degree Court Services Director.
- b) The significance of education requirements in assigning salary grade placement is very clearly not compelling when the highest ranked (Range 91) county position, County Administrator, has no statutory educational requirements other than "training and experience." (Minn. Stat. 375A.06 Subd.1)

Analysis

A law school degree is required to hold a license to practice law in Minnesota. Whether that law degree is obtained in conjunction with a baccalaureate degree or if it is obtained after a baccalaureate degree, there is no distinction for purposes of the license to practice law in Minnesota. This means that the actual educational requirement for Assistant County Attorney II is incorrectly identified by the Evaluator as "three years of law school." There are several legal education programs, including Mitchell/Hamline (3-3 program) in Minnesota, that allows students to obtain a law degree via combined BA/JD educational course work with only two years post baccalaureate degree study.

The Court Services Director is required to hold a baccalaureate degree. In most cases, Directors are expected to hold a Master's Degree in a corrections-related field. Most Masters programs require two years of post-baccalaureate study.

The Evaluator points out that the educational requirement for Assistant Engineer is a baccalaureate degree and a state engineer license. Similarly to the County Administrator position, no state license is required for the position of Court Services Director.

An analysis of the importance of education/license requirements to County job rankings does not explain a two-range difference between the two assistant-level positions reviewed and the position of Court Services Director.

2) Management Responsibilities

The Evaluator indicates that the positions of Assistant Engineer and Assistant County Attorney II are equivalent to the Court Services Director in terms of management responsibilities. I question such a blatantly inaccurate analysis for two important reasons:

- a) While the Court Services Director is 100% responsible for the management of every employee in his department (10), the Assistant County Attorney has NO direct supervision responsibilities nor any overall office management responsibilities.
- b) While the Assistant Engineer has some supervision duties over some department employees, the Court Services Director has 100% responsibility for the direct supervision of every department employee and 100% responsibility for the management of the entire office.

Analysis

The Personnel Committee is fully aware that educational requirements are only ONE part of the job description of each of the two positions. In all other areas, the position of Assistant County Attorney II is significantly LESS rigorous in its duties and responsibilities than is the position of Director of Court Services. The Assistant County Attorney II has literally NO SUPERVISION responsibilities attached to the job. This fact is acknowledged by the Evaluator: "...the Assistant County Attorney II does not have direct supervision responsibilities." (Emphasis supplied). Neither is the job of Assistant County Attorney II responsible for overall office management. It is undisputed that the Assistant County Attorney II position is responsible ONLY for his/her job performance. The Court Services Director is responsible for the job performance of every employee of the department (10).

In comparing the position of Court Services Director with an Assistant Engineer, the Evaluator states that the Assistant supervises some employees and "functions as the Public Works Director in his absence." The Evaluator is acknowledging that the Assistant Director DOES NOT have Director-level duties except occasionally when the Director is absent. Can an employee who *sometimes* handles Director responsibilities be ranked higher than a Director who actually handles Director responsibilities on a daily basis? Clearly, neither an Assistant County Attorney II nor an Assistant County Engineer carry the same burden of office management responsibilities and employee supervision than the actual Director of Court Services Department. Simply put: no assistant-level job in Goodhue County has greater responsibilities of employee supervision and office management than the Director of the Court Services Department. This is clearly illustrated by the Supervisory Authority -Scope-Chart that appears in the County's Job Description form. Authority to take action in terms of employee supervision will only identify some responsibilities for assistant-level positions, while the department head possesses all supervisory authority over department employees.

3) Accountability

The Evaluator indicates that the factor of accountability in the job descriptions of the two assistant level positions "has a greater depth and a much broader base" than the accountability inherent to the Court Services Director position. I question such a logically incoherent analysis for three important reasons.

- a) The two assistant-level positions discussed in the Evaluator's memo are accountable to the immediate supervisor within the department. This is one of several distinguishing realities when comparing an assistant-level position with the job description of a department head: a department head is directly accountable to the County Administrator and the Goodhue County Board of Commissioners for all office operations. That direct line from the Department Head to the Administrator and Board of Commissioners does not exist with an Assistant-level position.
- b) Assistant level employees are accountable for their own performance. The assistant-level employees do not carry responsibilities attendant to overall departmental operations. Only the department head carries the ultimate responsibility for everything that happens in the department. There can be no "greater depth or broader base" of accountability than direct accountability to the County Administrator and Goodhue County Board of Commissioners for all departmental operations. As the department head, the Court Services Director is accountable directly to the County Administrator and Goodhue County Commissioners for 100% of all work that is performed by all Court Services employees. That level of accountability is solely held by department heads; it is not held by assistants.
- c) The Director of Court Services is a member of the Goodhue County Criminal Justice Team and holds highest levels of public safety authority, including the authority to arrest and detain offenders. This authority to arrest and detain offenders places the Court Services Director in a high accountability domain, subject to public scrutiny and review on a daily basis. The level of public accountability demanded of the Court Services Director exceeds any assistant-level position. The County's public spokesperson for public safety issues involving probation and parole is the Court Services Director. There are no public spokesperson responsibilities attendant to an assistant-level position.

Analysis

Questions must be raised about a finding of the Evaluator that assistant-level positions with no or limited accountability to the Administrator and County Board of Commissioners are assigned more points than a job that has a direct line of full accountability to the County Administrator and County Board of Commissioners. Furthermore, it can hardly be debated that the Department Head with 10 employees who carries the daily burden of 100% accountability for all department operations must be ranked higher than an assistant-level position that carries no such burden as part of his/her job.

4) Budget Responsibilities

The Evaluator fails to recognize another significant distinction between the position of the Court Services Director and the assistant-level positions. The Court Services Director holds complete responsibility for the departmental budget. The Court Services Director singularly manages a budget totaling \$1,169,688. This includes managing state grants that are critical to the overall cost of operation of Goodhue County probation and parole services. There is no assistant-level position that holds complete responsibility for managing the budget of the department. Budget responsibility is the job of the department head, not an assistant-level position. As with the factor of accountability, there is no

equivalency between a department head position and an assistant-level position in connection with budget responsibilities.

Analysis

Again, a finding by an Evaluator that elevates an assistant-level position with absolutely no final authority over budget issues over the position of the Director of Court Services who holds 100% responsibility for all departmental budget matters is highly suspect. The Court Services budget involves critical state grant dollars and subsidies that require rigorous compliance with state law and regulations and which are subject to ongoing state review and audit. Neither of the assistant-level positions ranked at range 88 have any responsibilities that are even close to these budget responsibilities and fiscal oversight obligations inherent to the Court Services Director position.

5) Veterans Services Officer Position Comparison

One problem that the Evaluator/County must address in connection with the decision to place the Court Services Director at range 86, is the reality of the Veterans Services Officer position ranking at range 88. There can simply be no explanation for why a Department Head with no education requirements, no actual staff other than a secretary, with a budget significantly less than the budget of the Court Services Department is ranked two-ranges above the Court Services Director. There is a serious discrepancy in the Evaluator's /County's process for position evaluations. That the Veterans Services Officer job is ranked at 88 and the Court Services Director is ranked at 86 illustrates the concern regarding job evaluations.

Conclusion

It appears from a review of the salary ranges of the Goodhue County Department Heads and the email memo provided to me from the County HR department that consistency in position evaluations is lacking. I have not received a written version of the Evaluator's work product in connection with her review of my job description and have not seen the information sent to her with my request for reconsideration. A fair and impartial procedure would require that communication between the County and the neutral evaluator be in writing and open for review.



Benjamin HR Consulting

May 13, 2020

Ms. Melissa Cushing
Director-Human Resources
Goodhue County
509 West 5th St
Red Wing, MN 55066

Dear Melissa:

I have been asked to revisit the evaluation for the position of Director-Court Services in response to the incumbent's comments and questions. It is my understanding that within the last 18 months, the probation positions have shifted onto the County grade/pay system as part of a larger State realignment of jobs. Compensation for these positions was previously set by the First Judicial District and now will be part of the County's jurisdiction.

My evaluation is based on the job description provided by the County, the follow-up Request for Reconsideration submitted by the Director as well as the extensive additional materials written by the Director for consideration by the County Personnel Committee. The position was evaluated when it was initially filled. My objective in this summary is to address the most salient issues related to job evaluation and subsequent grading of the Director position.

As you know, the evaluation factors used by all public sector entities in the context of pay equity are defined by the State.

"Job evaluation is not the same as performance appraisal or of other personal characteristics of a jobholder, such as educational level or length of service. The Hay System looks at a job description, whether or not there is an incumbent, and assigns points according to the level of "know-how, problem solving, accountability, and working conditions, compared to a scale describing these job characteristics." (Pay Equity: The Minnesota Experience, 2016)

The job evaluation process is intended to be an arms-length assessment of "apples to oranges"--comparing positions that on the surface appear disparate from one another. As stated earlier, the process does not consider any aspect of the incumbent in the process (e.g., performance quality.) Neither does the process consider the titles given to the jobs as they often are an artifact of old practices. In this case, not all Directors are alike.

The Director-Court Services is currently evaluated as a grade 86, two grades above the subordinate Agents in grade 84. As a point of information, the points-to-grade structure was established during the County's 2004-2005 pay equity analysis completed by another consulting firm.

The Director's concerns appear to focus on his position's grade assignment as it compares to other selected Department Heads and County positions, specifically the Assistant County Attorney II, Director-Veterans Services, and Deputy Director-Assistant County Engineer. These comparator positions were evaluated and graded in the consultant's prior work for the County and are based on the most recent job descriptions in the consultant's possession.

a) The Director draws comparisons on the basis of education, experience, and knowledge required to handle the challenge of day-to-day activities.

It is important to understand that in the evaluation process, education and experience are often indicators of the depth and complexity of the knowledge required to perform a job but they are not the only considerations. The evaluation process also considers the diversity and complexity of what the incumbent must know and apply on a day to day basis, the requirements for supervision (direct or indirect), and the degree to which daily challenges have been previously encountered and options defined by guidelines, laws or precedent. The Director-Court Services position is evaluated as one requiring specialized knowledge; one that requires a grasp of involved practices and precedents or foundational practices within a field of knowledge.

The description states that the incumbent must have completed a Bachelors degree in Criminal Justice, Corrections, Social Work or a related field. In addition the incumbent must have "considerable experience" (not defined further) as a Court Services Agent or related position. Preferred but not required qualifications include supervisory or managerial experience.

Two of the three comparator positions are also required to have a Bachelors degree and the third must have "education equivalent to completion of a Bachelor's degree in behavioral or political science" and a minimum of four years of related work experience. In addition, two of the three comparators must possess post-BA formal study, experience, and licensing (i.e., Juris Doctor/CEU; PE/CEU.) These qualifications reflect the diversity and complexity of the typical tasks of these positions.

While there may be some comparability of education and training for the Director-Court Services and the Director-Veterans Services, in the case of the Director-Veteran Services, the position requires further knowledge and responsibility for functional areas that are outside the core of the veterans related responsibilities--

County Risk Management, County Extension Services, and County mail. This adds to the required knowledge of the Director-Veterans Services.

In summary, the comparator positions must have both technical and professional knowledge that exceed that of the Director-Court Services.

b) The Director-Court Services draws comparisons with an emphasis on the diversity and complexity of Court Services functions.

The Director-Court Services must have a broad understanding of the complex procedures, laws, and practices related to probation, case management, and some administrative processes. However, the Court Services function relies on a strong set of past practices and precedents that enable the Director and the employees in Court Services to identify what must be done and the limits that those practices as legal precedents allow. This is less the case for the Assistant County Attorney II and the Deputy Director-Assistant County Engineer. Those positions regularly confront highly variable combinations of factors that require more analytic problem solving with a lesser reliance on defined practices and precedents. The diversity of the functional areas in the Director-Veteran Services position requires a similar analytic emphasis.

In summary, the Court Services area functions in a more highly defined arena of possible responses to typical problems. The Director-Court Services has been given consideration for resolving atypical situations within the guidelines of the law and related practices when lower level Agents need assistance as well as the interpersonal skills required of the area.

c) The Director-Court Services draws comparisons on budgetary and supervisory accountabilities.

In the evaluation process, the consultant examines both the direct and indirect budgetary impact of the position. Job evaluation is not merely an assessment of "bucks and bodies." A position may have direct line of sight to a budget consisting of elements such as employee salaries, services purchased from outside vendors, or the cost of equipment and materials. Or the position may not have indirect line of sight to a specific dollar amount but may have significant impact on how County-wide dollars are spent as a result of their efforts. The number of employees supervised is a contributor but not a direct measure used in job evaluation as that number may vary from year to year, may be a relatively small part of the overall position accountabilities, or be reflected in the overall budget for the function.

My review of the direct and indirect impact of the positions in question suggests that the dollars managed or strongly influenced are notably larger in the comparator positions referenced by the Director-Court Services (i.e., budget of approximately \$1.2 million). The Deputy Director-Assistant County Engineer

oversees activities related to very large design and construction budgets (i.e., approximately \$30 million). The Director-Veterans Services processes and administers over \$27 million in veterans benefits as well as budgets for Extension Services. The Assistant County Attorney II strongly influences how countywide dollars are spent in the context of legal settlements that may exceed several million dollars.

In summary, while the Director-Court Services does have a \$1.1 million dollar budget, a large part of that is fixed and direct salaries. There is limited further influence on County expenditures as compared to the positions referenced. It may be of interest to note as well that the Director position was given some consideration for Working Conditions given the sometimes unpredictable behavior of clientele. None of the other positions were recognized for this factor.

It is my opinion that the current evaluation and grade for the Director-Court Services more than adequately reflects the nature of the position's knowledge, problem solving and accountability.

Ellen R. Benjamin

Ellen R. Benjamin, Ph.D.
Benjamin HR Consulting

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: 10JUN20
RE: Administrative Assistant

Summary:

I am requesting to fill the Administrative Assistant position as soon as possible.

Background and Request:

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 10,879 veteran interactions. The traffic has more than doubled. This office has also brought approximately \$27,000,000.00 into the county through veteran benefits.

There are 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.

The Administrative Assistant position job description was updated and re-evaluated through the Hay Group. The position came back at a range of 80, from the previous range of 81. Currently, this position is budgeted for \$83,000. The reevaluated position is budgeted for \$57,000. We anticipate a savings of \$20,000 in the first year. I respectfully request to advertise for the Administrative Assistant position immediately. If it is an internal hire, we would like the employee to be hired at the next highest step than what they are currently at.

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



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: 10JUN20
RE: Administrative Assistant

Update:

At the May 19, 2020 Personnel Committee meeting, the Commissioners suggested that we do not fill the Administrative Assistant position, but rather hire an Assistant County Veteran Service Officer.

For comparison, Wabasha, Steele, and Rice counties all have one CVSO and one AA. Olmsted County has one CVSO, two ACVSOs, and one AA. Dakota County has one CVSO, 4 ACVSOs, and one AA. Each county has a separate AA in the office.

One of the many differences between an ACVSO and an AA is the wage difference. The ACVSO position will be ranked higher than the AA position because of the additional responsibilities and accreditations. The ACVSO will likely cost an additional \$20,000 per year. The expenditure will increase as time goes by.

Another thing to consider is retention. If an ACVSO is mainly doing the AA work and being trained to be a CVSO, they are highly likely to leave once they get their accreditation. Goodhue County will be paying for the training and education of the ACVSO, and once the ACVSO becomes accredited with the VA, they will move on to a different county. Both the CVSO and ACVSO will be out of the office when there is mandatory training. Without an AA in the office, the office will be closed often. In addition, the county will be paying a higher wage for the administrative work. The hiring process will also take much longer because the job description needs to be evaluated through the Hay Group.

There are thousands of veterans in the county that have not been into this office to apply for benefits. In order to reach out to them the office will need more staff, possibly a future part time ACVSO. However, at this point in time, it is more critical to have an Administrative Assistant.

Currently, the employee that is helping the Veterans office is also working with the Survey office, is the backup for passports and the general phone line.

The Goodhue County Veteran's office has more than doubled the number of veteran interactions from the previous year. The office will not be able to continue to provide the timely and excellent service to the veterans of Goodhue County without filling the Administrative position.



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

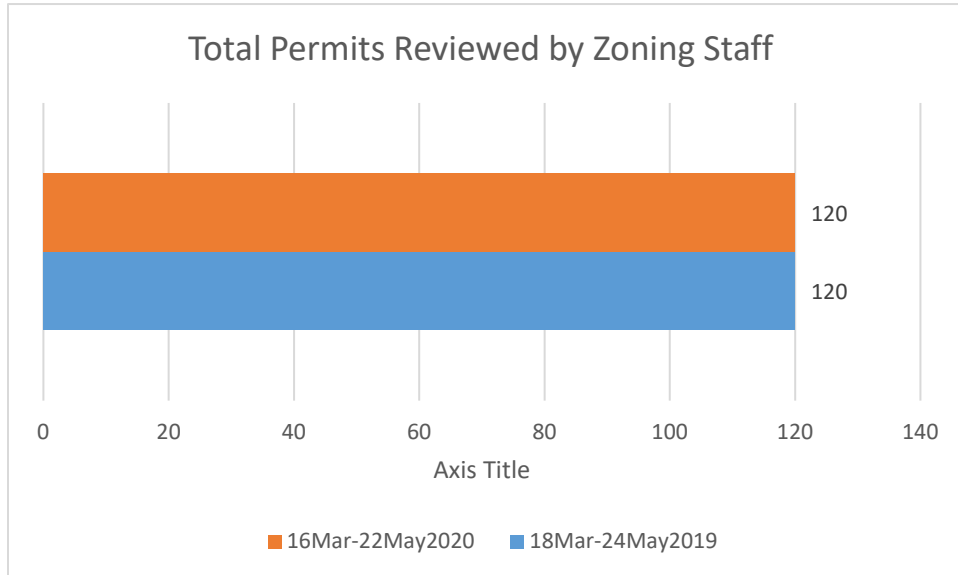


Environmental Health | Land Surveying | GIS
Telephone: 651.385.3223
Fax: 651.385.3098

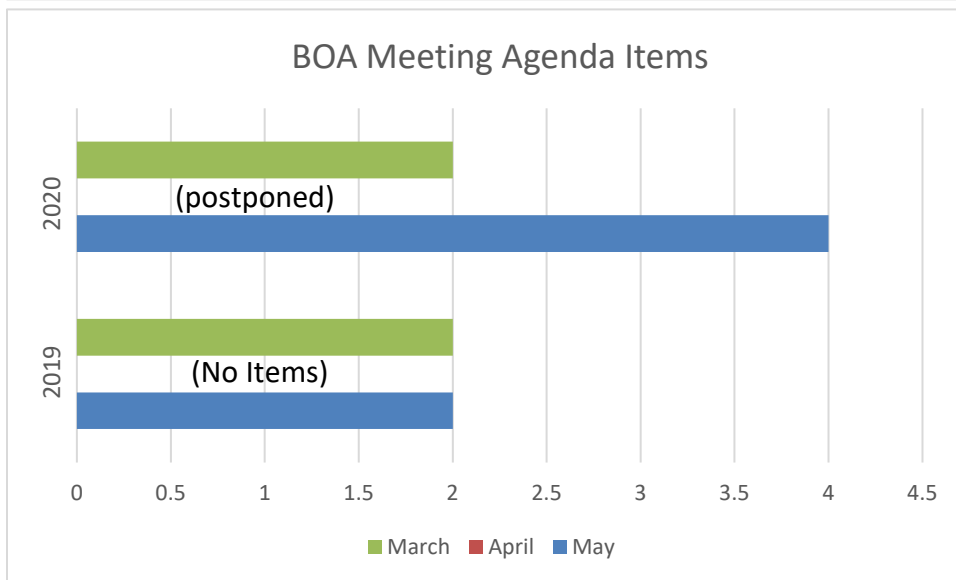
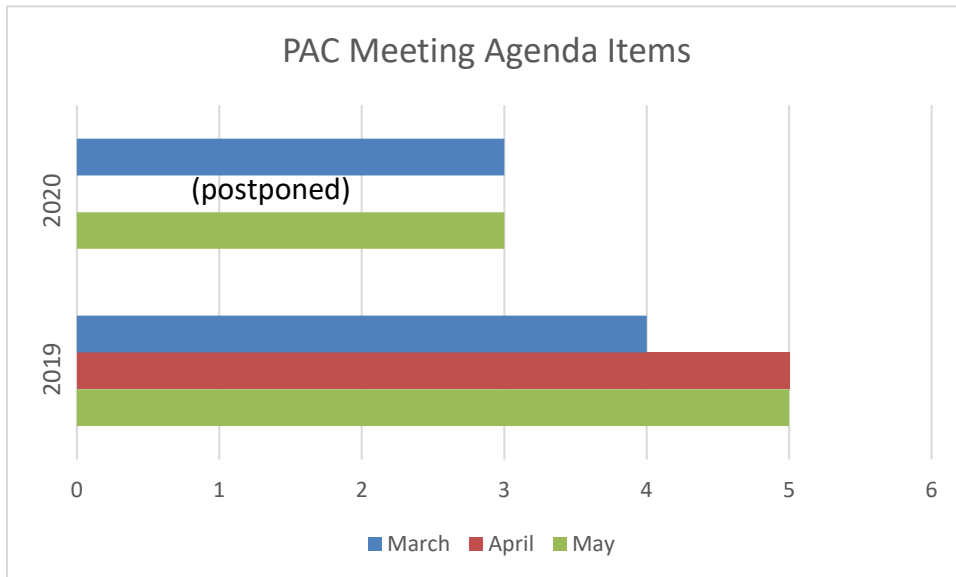
TO: Goodhue County Board of Commissioners
FROM: Lisa M. Hanni, Director / County Surveyor / County Recorder
DATE: May 26, 2020
RE: Zoning activity

At the May 19th, 2020 Personnel Committee meeting, the commissioners tabled the request to replace an existing zoning position at a lower range/grade than what is currently budgeted. We were asked to provide “permits applied for and zoning numbers.” The dates requested were for activity between Mar 15-May 15, 2019 and Mar 15-May 15, 2020. Some of those dates fall on weekends or mid-week, so instead, we used basically the same 10 week period for the year-to-year comparison: March 18-May 24, 2019 and March 16- May 22, 2020.

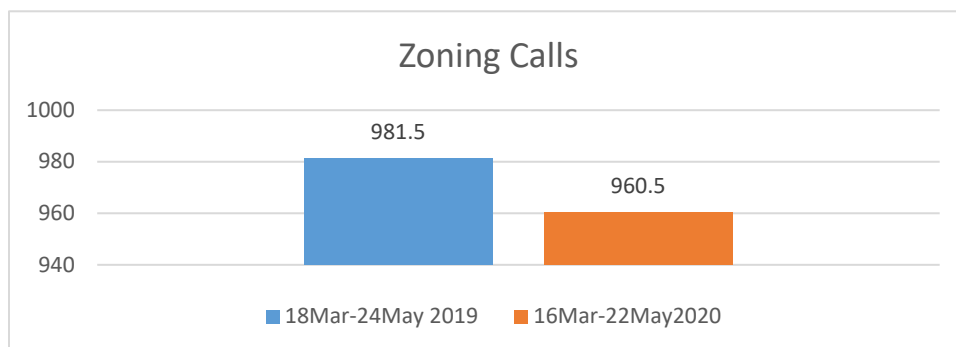
The County’s zoning jurisdiction includes all of the area outside the cities. The County also provides building code administration for 6 of the 10 cities in the County. All building permit applications within the zoning jurisdiction (townships) are reviewed by the zoning staff. The chart below shows the number of permits the zoning staff received for review during the time periods in question (it does not include the city permits received).

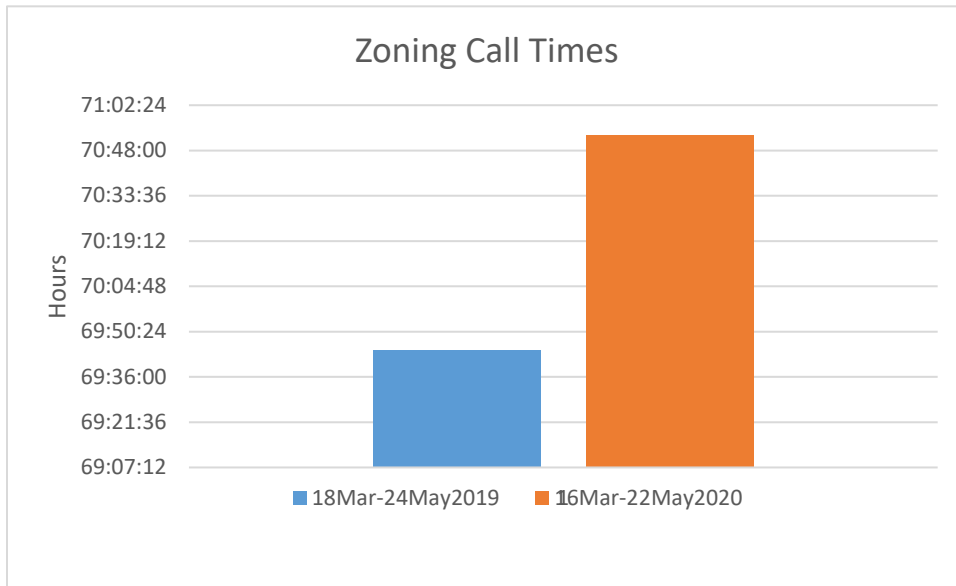


The Charts below show the Mar-May Planning Advisory Commission and Board of Adjustment meetings. Keep in mind, each item requires extensive research, meeting organization, site visits, applicant consultation, coordination with Townships, SWCD and the Feedlot Officer, report preparation, notices, and minute reports. In addition, PAC items have the same work to prepare for County Board meetings. All items are prepared and processed for recording.



To demonstrate another piece of the activity in the Zoning office, these charts show the number of office line calls and the hours spent on the phone calls for the comparable 2019-2020 weeks. These numbers do not take into account staff's calls originating or received on their cell phones, and one of the zoning staff rotating into the office one day a week for three weeks during this time in 2020. The previous Planner left employment March 13, 2020. These calls represent the zoning staff and .5 of the general line calls.





As you can see, we are at close to the same activity during the two comparable times. We did not track emails or site visits.

We are down one staff person which is sustainable for a short period but not much longer. We feel it is important to maintain and improve our zoning services to the citizens and the Townships. We currently have 4 items for the June PAC meeting to prepare.

We reviewed our staffing needs and determined that the most need, and cost-effective position would be an Administrative Assistant rather than the higher ranked Zoning Technician. We have already saved approximately \$20,000 in salaries from the internal promotion with the Planning position, and we anticipate saving an additional \$18,000 in salary by hiring an Administrative Assistant at Step 1-2/Range 79 instead of Step 1-2/Range 82.

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



Brian J. Anderson
Finance Director
Goodhue County Finance & Taxpayer Services

Brian.Anderson@co.goodhue.mn.us
509 W. Fifth St
Red Wing, MN 55066
Phone (651) 385-3043
Fax (651) 267-4878

TO: Personnel Committee
FROM: Kelly Bolin, Finance Controller
(on behalf of Brian Anderson, Finance Director)
DATE: June 11, 2020
SUBJECT: Request to Hire – 2020 Elections Position

Summary

The Finance & Taxpayer Services department is seeking authorization to hire a temporary Elections employee for the 2020 primary and general elections.

Background

This position is critical to maintaining service levels for other finance department tasks, while successfully administering two elections – primary and general – in a presidential election year. In 2020, this is especially important due to the effects of the COVID-19 pandemic. To effectively practice social distancing and maintain the health of voters, election judges and county personnel, absentee voting, initiated online, is being strongly publicized and encouraged. We expect a significant increase in absentee voting activity, which is one of the tasks for which the elections employee would be responsible. Use of temporary elections staff is consistent across counties. Most, if not all, other counties in Minnesota hire one or more temporary elections staff for even-numbered election years, when most federal, state, county and local offices are contested. Goodhue County utilized a similar position during 2018 and other past elections.

Budget Impact

The temporary Elections position is included in the 2020 budget, at the rate of \$13.00/hour, for 520 hours. Including FICA and Medicare, the total calculated cost is \$7,277; \$7,200 was included in the 2020 Elections department budget.

Recommendation

In order to continue our current level of service to the voters and taxpayers of the County, Finance recommends that the County Board approve the hiring of a temporary Elections employee for the 2020 elections.

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District
1121 W. 4th Street
Red Wing, MN 55066

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

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

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

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



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:

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- Assoc. MN Counties (AMC) website
- County website (includes Facebook & Twitter)
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- Zumbrota Shopper
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Other Advertising Requested: _____

Send completed form & job description to Human Resources Director.

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Department: _____ Date: _____

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HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No

Recommendation: Approve Hire Deny Hire

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Disposition: Approve Hire Deny Hire Require to go to Board

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