



# GOODHUE COUNTY MINNESOTA

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

## GOODHUE COUNTY PERSONNEL COMMITTEE ADMINISTRATION CONFERENCE ROOM GOVERNMENT CENTER, RED WING

**JANUARY 18, 2022  
8:00 A.M.**

### 1. Virtual Meeting Notice

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 January 18, 2022 at 8:00 am. 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/354897189](https://global.gotomeeting.com/join/354897189) or calling 18773092073 any time during the meeting." Access Code: 354-897-189

### 2. Administration - Request To Hire Outreach & Communications Specialist

Documents:

[OUTREACH AND COMMUNICATIONS SPECIALIST.PDF](#)

### 3. HR: Request To Hire HR Generalist

Documents:

[HR GENERALIST - 2022.PDF](#)

### 4. Sheriff's Office: Dispatcher

Documents:

[NEW HIRE - DISPATCHER.PDF](#)

### 5. Request To Replace Highway Maintenance Workers.

Documents:

[RETIRING HIGHWAY MAINTENANCE WORKERS.PDF](#)

6. HHS: Request For Provisional Adult Mental Health Social Worker

Documents:

[HHS - PROVISIONAL POSITION REQUEST - FINAL 1-12-2022.PDF](#)

7. Compensation For Summer Help & Interns

Documents:

[SUMMER STUDENT INTERN COMPENSATION.PDF](#)



**Scott O. Arneson**  
County Administrator  
Goodhue County

509 W. Fifth St.  
Red Wing, MN 55066  
Office (651) 385.3001

**Date: January 12, 2022**

**To: Goodhue County Board of Commissioners**

**From: Scott O. Arneson, Goodhue County Administrator**

**Re: Outreach and Communications Specialist - Request to Hire**

County Administration has included a new position within the 2022 budget, an Outreach and Communications Specialist, most recently it was approved to fund this position with ARPA dollars. Over the past two years it has become even more evident the importance of accurate and timely information.

The purpose of the position is to work with County Administration, Managers/Department Heads, Emergency Management, HHS Emergency Preparedness Coordinator and HHS Communications staff to provide clear and consistent communications to the public. Beyond working on press releases, social media, website and news flashes, this position will also work on various special projects of the County Board and County Administration. Those special projects could include sustainability, equity, business and housing webinars, housing subcommittee, community branding, state and federal projects, county events, communications policy, unified county logo, letterhead, presentation template, email signature, etc. and all of the policies that go with each of them.

Attached is the position description which will be graded after board approval, \$100,000 of ARPA dollars have been budgeted and approved.

At this time we are requesting to proceed forward with the recruitment and hiring process for the budgeted Outreach and Communications Specialist.

## **GOODHUE COUNTY BOARD OF COMMISSIONERS**

LINDA FLANDERS  
1<sup>st</sup> District  
1121 W 4<sup>th</sup> St.  
Red Wing, MN 55066

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

TODD GRESETH  
3<sup>rd</sup> District  
46804 Hwy 57 Blvd  
Wanamingo, MN 55992

JASON MAJERUS  
4<sup>th</sup> District  
39111 Co. 2 Blvd  
Goodhue, MN 55027

PAUL DROTOS  
5<sup>th</sup> District  
1825 Twin Bluff Rd  
Red Wing, MN 55066

*An Equal Opportunity Employer*



# 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?

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## 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.

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Job Posting Type:  Internal only  Internal & External

### Advertising Requested:

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

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Position Title: **Outreach and Communications Specialist**

Supervisor(s): County Administrator

Phone Number: 385-3001

Department: Administration

Location: Government Center (Red Wing, MN)

Date: January 2022

**PRIMARY OBJECTIVES OF POSITION:**

Under the general direction of the County Administrator, this position is responsible for working with Emergency Management, HHS Emergency Preparedness Coordinator and HHS Communications Staff, Department Heads, Managers and County Administration to provide more clear and consistent communications to the public. Beyond working on items such as press releases, social media, website, news flashes this position will also work on various special projects of the County Board and County Administration such as sustainability, equity, economic development and housing, webinars, subcommittees, community branding, state and federal projects, county events, communications policy, creating a unified county logo, letterhead, presentation template, email signature, etc.

**JOB TASK AREAS OF RESPONSIBILITY:**

**ESTIMATED PERCENTAGE OF TIME:**

*These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required for all positions.*

% OF TIME	TASKS
<b>Administrative</b>  <b>35%</b>	<ol style="list-style-type: none"><li>1. Investigates opportunities to effectively and efficiently promote Goodhue County's mission; participates in marketing activities to promote signage.</li><li>2. Engages in creating a positive and professional image by writing or selecting favorable material and distributing it through various communication media including social media outlets.</li><li>3. Performs desktop publishing using Adobe Creative Suites (including Photoshop, Illustrator and InDesign) to create or enhance various publications and signage. Proofreads and edits documents for overall quality.</li><li>4. Make recommendations to the County Administrator and professional staff for communications, planning, message development, and execution.</li><li>5. Works collaboratively with the County Administrator, Board of County Commissioners, and County executives to provide strategic leadership to the Public Information and Communications function of Goodhue County Government.</li><li>6. Provides leadership to the County in the areas of public information and communications support for public information, community relations, and presentation of the County and its services.</li></ol>

<p style="text-align: center;"><b>Special Projects</b></p> <p style="text-align: center;"><b>15%</b></p>	<ol style="list-style-type: none"> <li>1. Acts as project manager/participant on assigned projects.</li> <li>2. Manages events including planning, coordination and execution of special events, legislative workshop and county fair to raise the profile of Goodhue County.</li> <li>3. Assists with planning and supports emergency and disaster communications.</li> <li>4. Responsible for various complicated, difficult, and politically sensitive projects as assigned by the County Administrator and Board.</li> </ol>
<p style="text-align: center;"><b>Internal &amp; External Client Work</b></p> <p style="text-align: center;"><b>50%</b></p>	<ol style="list-style-type: none"> <li>1. Works with internal clients to develop communication goals, identify appropriate audiences, develop messages, and recommend appropriate communication tools and venues to accomplish goals. Research, develop, write and implement strategic communication and outreach plans</li> <li>2. Copywrites and edits internal and external correspondence including news releases, listservs, social media, talking points, speeches, external and internal web content, letters, communication plans and presentations for a broad range of audiences including elected officials, general public and internal staff. Updates external website.</li> <li>3. Manages media relations as assigned working with various media outlets such as newspapers, radio and television stations to generate positive and accurate media coverage, monitor online and print media, write, edit and distribute news releases. Manage incoming media inquiries and proactively pitch news stories.</li> <li>4. Participates in strategic and operational decisions and implementation in order to achieve department goals in the areas of processing, production and distribution of publications, websites and other work products</li> <li>5. Works with appropriate vendors in printing publications, online and print advertising, and contracted photography.</li> <li>6. Coordinates the County's presence and participation in social-media.</li> <li>7. Consult with internal clients to develop communication goals, identify appropriate audiences, develop messages, and recommend appropriate communication tools and venues to accomplish goals. Research, develop, write and implement strategic communication and marketing plans and recommend effective use of marketing budget.</li> </ol>

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

**BUDGET RESPONSIBILITIES:**

Assists with cost projections and estimates within various grant, program and departmental budgets.

**RESPONSIBILITY FOR RELATIONSHIPS:**

Internal

- Daily contact by phone, email or in person with internal clients such as department heads, Commissioners, and staff regarding various communication and outreach issues and questions.

External

- Daily contact by phone, email or in person with external clients such as program partners, news relations, and staff regarding various communication and outreach issues and questions.

**SUPERVISORY AUTHORITY:**

Scope

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

**SUPERVISION PROVIDED:**

By the County Administrator

**EXTENT OF SUPERVISION PROVIDED:**

This position is under the general supervision of the County Administrator.

**KNOWLEDGE AND SKILL REQUIREMENTS:**

Minimum Requirements:

One of the following:

- Bachelor's degree in journalism, English, communications, mass communications, marketing, media studies, graphic design, photojournalist, telecommunications, visual communications, public administration or a closely-related field
- Two years of college plus two years of related professional experience

Note: *Experience can be substituted for education on a year-for-year basis.*

A background check is required.

Preferred knowledge and skills:

- Promotes a diverse, culturally competent, and respectful workplace;
- Demonstrated knowledge of marketing and public relations techniques, and social media trends.
- Demonstrated knowledge of Microsoft Office software including Word, Excel, Power Point, Publisher, Outlook and SharePoint, and HTML and web content publishing and management applications.
- Demonstrated ability to effectively develop, implement, and evaluate communication plans. Strong oral and written communication skills; ability to write in a variety of formats and to wide array of audiences.



- Demonstrated ability to prioritize and manage multiple projects simultaneously.
- Demonstrated ability to work independently and as an effective team member in a professional setting.

**WORK ENVIRONMENT:**

Conditions are primarily of an office nature. A few tasks require lifting, pulling, pushing or carrying of 25 pounds or less. There is occasional travel to other county buildings and occasional travel for attendance at training programs.

**PHYSICAL REQUIREMENTS:**

The duties of this position require that the candidate be able to operate different office machines including a personal computer, copier, fax machine, etc. Under normal circumstances, mental fatigue, tension and eyestrain are not excessive.



**Melissa Cushing**  
Goodhue County Human Resource Director  
Goodhue County

Melissa.cushing@co.goodhue.mn.us  
509 W. Fifth St.  
Red Wing, MN 55066  
Office (651) 385.3031  
Fax -- (651) 267.4872

TO: Goodhue County Commissioners  
FROM: Melissa Cushing, Human Resource Director  
DATE: January 18, 2022  
RE: Human Resource Generalist

BACKGROUND

The Goodhue County Human Resource department was created in 2002 and started with the Director and a Payroll Technician. It was quickly determined the department was understaffed and another payroll/administrative assistant was added. In 2017, the Human Resource Specialist was added due to the continued increase in workload. This request is to add another Human Resource Generalist to the department. The request was included in the 2022 budget.

CURRENT DEPARTMENT ORGANIZATION

The current employee compliment includes the positions below. The list below each name is not all duties but a short summary.

- Human Resource Specialist
  - Payroll responsibilities
  - HR reporting
  - Benefit administration (billing, enroll, education)
  - Safety, Wellness and Insurance Committees
- Human Resource Payroll Analyst
  - Payroll responsibilities including IFS integration
  - Benefit administration (billing, enroll, educate)
  - Audit duties
- Human Resource Generalist
  - Talent Acquisition
  - Leave Administration
  - Work Comp Administration
  - HRIS Administration
- Human Resource Director
  - Labor Relations
  - Policy Administration
  - Compensation
  - Benefit Analysis

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

## HUMAN RESOURCE GENERALIST

This request is to add a Human Resource Generalist to the department because of the increased work load for the entire department but specifically for the Generalist position. This position manages talent acquisition for the entire County but only has minimal responsibilities for hiring employees in HHS. In 2021, this position posted 47 jobs both internal and external. This number does not include the postings for HHS. As you know, posting is only one piece of the hiring process. The Generalist also manages applications, assists with determining qualified candidates for interviews, assists with and sets up interviews, interviews, coordinates background checks, sends rejection notices, employment offers and everything that has to do with onboarding a new employee.

After hiring new employees, the Generalist manages the onboarding process for all new employees including HHS. There were 54 new employees in 2021 which included temporary interns and summer students. Onboarding includes collecting employment data (W-4, I-9, etc.), benefit education and enrollment and making sure the new employees have reviewed all county policies, etc.

The Generalist is the main employee that sets up open enrollment every year and ensures the process is organized and efficient for all employees. This may sound like a small feat but the entire process starts in late spring/early summer discussing benefit plans with our vendors and consultants.

The other big area for the Generalist is leave administration including worker's compensation. Not considering all of the work the past two years with COVID-19 administration, the Generalist processed approximately 50 requests for Family and Medical Leave Administration (FMLA) which includes pregnancy/ prenatal leave, surgery, illnesses and others. There were also 51 worker's compensation claims that the Generalist managed in 2021.

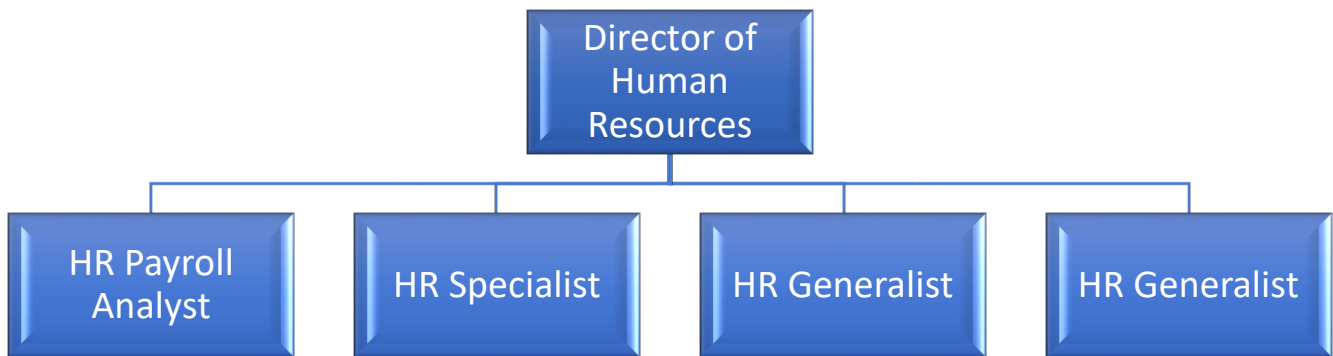
The Generalist was also one of the key players with COVID-19 contract tracing and guidance for employees.

In addition, the Generalist assisted with the compensation study, labor negotiations, data requests, employment investigations, payroll, biometric testing, grievances and arbitration preparation.

## NEW DEPARTMENT ORGANIZATION

As you can see, the workload listed above is not sustainable for one employee. Given our aging workforce and "the great resignation", we do not believe the number of resignations or retirements will be decreasing. Our employee demographics lead us to believe that leave of absence requests will continue to be steady if not increase.

The current Generalist manages both the talent acquisition and benefit/leave administration. We recommend separating those duties. One Generalist would manage talent acquisition and one would manage benefit/leave administration. There would also be a small amount of shifting other duties within the department.



We have heard from several Department Heads who support this request and have stated it is long overdue. With the changing landscape of COVID, union concerns, employment turnover, benefit complexity, legislative requirements, etc, the Human Resource department could use two additional employees because the current workload is not sustainable for four employees. At this time, we are only asking for one additional employee but if the legislative requirements and job duties continue to rise, we will ask for another employee just to keep up with demands placed on the department.

This position is currently a grade 83. This is one of the 12 positions the Board needs to act on regarding recommended grade change through the compensation study. The consultant in the compensation study recommended this position move to a grade 84 and the costing below reflects grade 84. You can see in the job description attached to this report, there are significant changes to this position. We would like to post this position at grade 84 which would mean also moving the current Generalist to a grade 84, effective the same day the general wage adjustment was applied which was December 25, 2021.

	2022 <b>Single Health</b>	2022 <b>Family Health</b>
<b>HR Generalist</b>		
Rate	Step 1 \$28.25	Step 1 \$28.25
Gross	\$58,760	\$58,760
PERA/ FICA/ Medicare/ Life	\$8,964	\$8,964
Health Coverage/ HSA	\$9,039	\$19,600
<b>Total Cost</b>	<b>\$76,761</b>	<b>\$87,324</b>

We request approval to hire another Human Resource Generalist. We also request permission to hire this position at a grade 84 and move the current Generalist to grade 84 effective December 25, 2021.

GOODHUE COUNTY POSITION DESCRIPTION

Position Title: Human Resource Generalist  
 Department: Human Resources

Date: 09/24/13 **03/15/2021**  
 Location: Human Resources

Supervisor(s): Human Resource Director  
 Phone Number: 651-385-3028

**PRIMARY OBJECTIVES OF POSITION:**

This position coordinates day-to-day Human Resource activities for the administration of all HR programs and processes including benefits/employee relations, recruitment, **leaves of absence safety, and** worker's compensation and wellness. This position is also actively involved in all aspects of the payroll process including maintenance and accurately processing of employee time worked and personnel information. Provides input and employee assistance in the area of personnel issues, implementation and enforcement of policies and practices.

**JOB TASK AREAS OF RESPONSIBILITY:**  
**ESTIMATED PERCENTAGE OF TIME:**

<p><b>% OF TIME</b></p>	<p><b>TASKS</b></p>
<p>35%</p>	<p><b><u>TALENT ACQUISITION</u></b></p> <ul style="list-style-type: none"> <li>• <b>Prepare personnel committee agenda and minutes. <u>Submit reports to the County Board Agenda.</u></b></li> <li>• <b>Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; partner with departmental managers to understand skills and competencies required for openings. Provides suggested interview questions and process. <u>Advises managers and supervisors on appropriate hiring decisions.</u></b></li> <li>• <b>Prepare print and digital materials for job postings distributing to appropriate media outlets.</b></li> <li>• <b>Prepare print, digital and video onboarding resources.</b></li> <li>• <b>Conduct new employee orientation providing detailed explanations of all available benefits. Follow through with mailings, faxing or online registration of employee information.</b></li> <li>• <b>Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff. Sends rejection correspondence to applicants at close of job posting.</b></li> <li>• <b>Acquire and review confidential background check summary information.</b></li> <li>• <b>Conduct employee eligibility verifications.</b></li> <li>• <b>Perform data entry of new hire information into HRIS including assignment of any direct reports, enhanced access permissions and work groups.</b></li> <li>• <b>Assist the department with Veteran's Preference scoring of applications</b></li> <li>• <b>Assist the department head with review of job descriptions.</b></li> <li>• <b>Ensure compliance with federal, state, and local employment laws and regulations, and county policies.</b></li> <li>• <del><b><i>New Employee Orientation:</i></b> Prepare orientation packets for all new employees consisting of various enrollment forms for health, life, dental, LTD, and LTC insurances, retirement options, cafeteria plan, withholding information, etc. and provide detailed explanations of all benefits available to them. Follow thru with mailings, faxing, or on-line registrations of employee information.</del></li> <li>• <del><b><i>Hiring New Employees:</i></b> Manage the entire hiring process including attending the personnel committee meetings and processing of minutes. Attend and present personnel committee decisions to County Board. Assist the Department Head in a review of the job description, posting the open positions, collect applications and answer questions about the position, assist the department with Veteran's Preference scoring of applications, scheduling and participating in all interviews, background checks, send rejection letters and involvement in final hiring offers.</del></li> </ul>

## LEAVE ADMINISTRATION & WORKERS COMPENSATION

20%

- Communicates with employees regarding their needs for leave and/or modified work schedules. Ensures that employees are aware of their responsibilities and of any documentation and notice required to qualify for and to take leave.
- Handles the FMLA leave administration process from the employee's initial notice of the need for leave to the return to work. This includes gathering and completing all required paperwork, determining leave eligibility, designating leave as FMLA-qualifying, requesting medical certification as needed, and accounting for intermittent and reduced schedule leave use.
- Maintains reasonable communication with employees on leave to facilitate smooth and timely return to work; relays communication between employees and their managers during leave within reason.
- Advises managers and employees on the interaction of leave laws with paid time off, workers compensation, and short-term and long-term disability benefits.
- Oversees the return-to-work process for employees returning from extended FMLA, workers compensation, or other leave(s).
- Facilitates other leave requests, which may include accommodation requests under the ADA.
- Drafts, recommends and implements revisions to leave policies to ensure compliance with federal, state, and local laws and regulations.
- Maintains complete and accurate records of leave and accommodation requests in accordance with specified legal requirements and documentation of best practices.
- Preserves confidentiality of employee medical documentation and files.
- Maintains knowledge of all applicable leave and accommodation laws including the FMLA, ADA, and state and local laws.
- Conduct and develop training sessions on leave and disability practices for supervisors and managers.
- Determine eligibility for and sends requests associated with the leave share donation program.
- Assist in the administration of Worker's Compensation and ADA to verify adherence to the outlined regulations.
- **Worker's Compensation:** Process worker's compensation claims by providing supervisors with access to MCIT First Report of Injury portal and Workplace Injury Hotline procedure First Report of Injury forms, faxing to Work Comp carrier, create files, act as contact for follow-up documents/issues.
- Prepare annual OSHA 300 Log.

<p>15%</p>	<p><b><u>BENEFIT ADMINISTRATION:</u></b></p> <ul style="list-style-type: none"> <li>• Manage all aspects of the benefit program including assisting the Director with negotiating rates with benefit vendors, schedule and organizing benefit fair and open enrollment, present information to employees at staff meetings and via other resources regarding benefit changes, <del>manage biometric testing program</del> and research health care reform legislation and changes.</li> <li>• <u>In HRIS, create benefit plans, eligibility groups, enrollment dependencies, enrollment profiles and associated approval paths to facilitate accurate enrollment and payroll deductions.</u></li> <li>• <u>Explain employee self-service benefit enrollment to employees including creating print and/or digital reference materials.</u></li> <li>• Responds to employee/retiree inquiries regarding benefit programs and acts as a liaison with insurance carriers and/or third party administrators as necessary to resolve questions, problems, complaints, claims, enrollments, and other benefit related matters.</li> <li>• <u>Reviews self-service benefit enrollments for accuracy, adjusts enrollments (if needed),</u> <del>Collects enrollment materials from eligible individuals,</del> <u>inputs enrollment data electronically or forwards data to third party administrator or benefit carrier.</u></li> <li>• <u>Plan and support county-wide information meetings such as open enrollment, new hire orientation, and meetings to announce or discuss changes in benefits plans.</u></li> <li>• <u>Coordinates open enrollment process for all current employees and provides information to COBRA administrator for retirees and COBRA participants.</u> <del>Sends open enrollment materials to all eligible employees, retirees and COBRA participants.</del></li> </ul>
<p>15%</p>	<p><b><u>GENERAL HR FUNCTIONS/ EMPLOYEE RELATIONS</u></b></p> <ul style="list-style-type: none"> <li>• <u>Provide consultation to employees to address employment issues such as: labor relations and human resource inquiries related to policies, procedures, and bargaining agreements; refers complex matters to appropriate management staff.</u></li> <li>• <u>Respond verbally or in writing to inquiries from employees, management, job applicants, other county department, other employers or past employees consistent with applicable policies and the Data Practices Act.</u></li> <li>• <u>Provide coaching and guidance to leaders and associates regarding employment issues in such areas as policy and procedure interpretation/application, dispute resolution, corrective action, harassment, and terminations.</u></li> <li>• <u>Update Human Resources pages of internal website to include benefit, payroll, retirement and policy information as well as updates to the Employee Calendar and Employee News Flash.</u></li> <li>• <b>Personnel Files:</b> Create and maintain personnel files (Performance/Employee Evaluation, medical, <u>and payroll changes, and timesheet files</u>) for all employees.</li> <li>• <b>Terminating Employees:</b> <u>Deactivate employee in HRIS and PERA ERIS website. Process termination of benefits and send COBRA continuation information through TPA. Process all paperwork for resigning employees including verification of termination for pension/ deferred compensation recipients. Assist departments with collecting County equipment and keys. Conducts exit interviews as needed.</u> <del>Process all paperwork for resigning employees including coordinating COBRA, notification of benefits, assisting departments with collecting County equipment and keys and notifying IT.</del></li> <li>• <b>Human Resource Law Administration:</b> Complete familiarity with county personnel policies, practices, and issues in order to enforce them. Knowledge of FMLA, FLSA, ADA, and other employment laws. Manage FMLA administration including notification and administration of intermittent leave. <u>Maintains compliance with federal, state, and local employment laws and regulations (FMLA, FLSA, ADA, OSHA, etc.), and recommended best practices; reviews policies and practices to maintain compliance.</u></li> <li>• <del><b>Safety Committee:</b> Lead and direct the safety committee, direct the safety training program, maintain safety policies, recruit members for the committee and is actively involved in all accident investigations as required by OSHA.</del></li> <li>• <b>Wellness:</b> <del>Acts as a liaison for the Wellness Committee working to create ideas that are within county policy and budget.</del></li> </ul>

10%	<p><b>REPORTING, HRIS ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>• Prepare and submit required quarterly reports for employers per mandated state and federal report guidelines.</li> <li>• Prepare and submit reports for Departmental Managers, State Auditor, and Medicare Auditors as requested.</li> <li>• Provide statistical information to U.S. Dept of Labor on a monthly basis, consisting of current employee counts, hires, quits, and job openings.</li> <li>• Collect payroll data for annual state criminal Alien Assistance Program (SCAAP)</li> <li>• Prepare and submit annual payroll reporting for work comp premiums, EEO, pay equity and other statistical reports.</li> <li>• Prepare and submit annual and semi-annual benefits reports (non-discrimination testing, ACA, etc.). Back-up for 1095-C reporting.</li> <li>• Provides technical support, troubleshooting, and guidance to HRIS users.</li> <li>• Manages permissions, access, personalization, work groups, approval paths and settings for HRIS users.</li> <li>• Compiles or assists with the acquisition of complex reports for department head, internal and external customers.</li> </ul>
35%  5%	<p><b>PAYROLL:</b></p> <ul style="list-style-type: none"> <li>➤ Knowledge and understanding of the bi-weekly payroll processing to perform functions in the event of staff absence or other time of need.</li> <li>➤ As needed, enter time, meal reimbursements and adjust payroll deduction for employees, utilizing a bi-weekly payroll system assuring accuracy of cost center specifics for reporting and statistical information, and direct deposit.</li> <li>➤ Create and maintain payroll files for all new and existing employees within the payroll system: change/upgrade employee FTE status, compensation, set up relevant deductions, benefit elections, and personal information.</li> <li>➤ Reviews employee timesheets for accuracy and correct application of personnel policies/collective bargaining agreements; contacts appropriate personnel to remedy timesheet errors</li> <li>➤ Enter time, mileage, and meals for all employees, utilizing a bi-weekly payroll system assuring accuracy of cost center specifics for reporting and statistical information, and direct deposit.</li> <li>➤ Review payroll reports for correctness and assure deadline is met.</li> <li>➤ Issue notification of payroll completion to Finance Dept; send ACH file for direct deposit notices and mailing of vendor checks generated by various deductions, wage garnishments, child support deductions, for employees accompanied by necessary reports.</li> <li>➤ Process federal and state withholding payments electronically.</li> <li>➤ Create new payroll codes.</li> <li>➤ Knowledge and understanding of the Year End Payroll Processing, creating, editing, and final printing of W-2 process, submissions to SSA and State of MN.</li> <li>➤ Audits bi-weekly personnel change report.</li> <li>➤ Verifies bi-weekly vendor check totals for accuracy.</li> <li>➤ Calculate wage levy disclosures received from IRS or Department of Revenue and issue calculation results to respective department and enter deductions into payroll. Enter child support deductions as mandated.</li> <li>➤ Completes and submits required state and federal reports for unemployment and payroll withholdings.</li> </ul>

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

**BUDGET RESPONSIBILITIES:**

Human Resources supplies wage and benefit information for employees to the County Administration for changes and updates into the next year's budget.



**RESPONSIBILITY FOR RELATIONSHIPS:**

**Internal**

- Ability to communicate orally and in writing with employees, co-workers, **department heads, County Board,** and the community at large.
- Demonstrates sensitivity and respect of cultural and individual differences.
- Assist in promoting a respectful, cohesive work environment.

**External**

- Act as a resource to citizens in the area of employment for Goodhue County.
- **Ability to communicate orally or in writing with health and benefit plan brokers and vendors.**
- **Ability to establish working relationships with Human Resource professionals at other counties or municipalities.**

**SUPERVISORY AUTHORITY:**

**Scope**

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

**SUPERVISORY AUTHORITY PROVIDED TO OTHER EMPLOYEES:** None

**EXTENT OF SUPERVISION PROVIDED TO THIS POSITION:** This position is supervised by the Human Resource Director but a majority of the work is performed autonomously and has great latitude for independent decision making.

**MINIMUM QUALIFICATIONS**

Bachelor’s degree or Associate’s degree in Human Resources, Business Administration or related field and three years experience in human resources, payroll and/or benefit administration. **Preferred qualifications include PHR and/or SHRM-CP certifications.**

**KNOWLEDGE AND SKILL REQUIREMENTS:**

- Considerable knowledge of principles and practices of human resource administration.
- Effective oral and written communication skills.
- ~~Accounting background preferred.~~
- ~~Considerable knowledge of trial balances and journal entries.~~
- Ability to learn **HRIS system and functionality.** personnel/payroll computerized system.
- Required expertise in complex report making and creating queries.
- Skilled in the use of Microsoft products including Outlook, Word, Power point and Excel.
- Knowledge of Employment Law.
- Ability to assist in preparation and calculation of employee benefits and salaries determining the overall effect of the county budget.

**KNOWLEDGE AND SKILL REQUIREMENTS:** *continued*

- Practices respectful, open and honest communication.
- Demonstrates ability to strive for continuous quality improvement.
- Demonstrates ability to take responsibility for one's actions.
- Demonstrates ability to identify and solve problems creatively.
- Recognizes and responds to priorities in job responsibilities.
- Demonstrates ability to perform duties independently as appropriate.
- Seeks guidance/direction as necessary for the successful completion of job duties/responsibilities.
- Able to adapt to frequent changes in environment and schedule in a fast-paced work setting.
- Able to maintain a high level of confidentiality relative to employees' personal issues and work performance.
- Able to deal effectively with difficult people.
- Demonstrates a willingness to take on increased responsibilities as necessary.
- Maintains appropriate professional boundaries.

# Physical, Mental and Environmental Requirements

## Part I: Physical Requirements

### Section A

The physical mobility requirements of this job are to spend:

5	hours a day sitting
1	hours a day standing
1	hours a day walking
.5	hours a day kneeling
.5	hours a day stooping
	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
	feet climbed using stairs

### Section B

The physical effort requirements of this job are

# of pounds lifted	
20	pounds lifted waist high
20	pounds lifted shoulder high
5	pounds lifted above the head
	pounds are carried alone
	pounds are carried with someone else
	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
	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	X	Analyzing data
X	writing	X	Searching for solutions
X	basic arithmetic	X	Creating methodologies
X	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):

4	hours a day spent working <b>under time pressure</b>
4	hours a day spent working <b>rapidly</b>
100	% of time spent <b>indoors</b>
0	% of time spent <b>outdoors</b>
0	% of time spent <b>in an automotive vehicle</b>
100	% of time spent <b>at a desk, bench or window</b>
100	% of time spent <b>in an office or control room</b>

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

X	The noise level is <b>normal</b>
	The noise level is <b>loud, requiring ear protection</b>
X	The surface of the working environment is <b>level</b>
	The surface of the working environment is <b>sloping</b>
	The surface of the working environment is <b>uneven</b>
	The surface of the working environment is <b>slippery</b>

## Part V: Additional Comments:



# 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?

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## 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.

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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



**Marty Kelly**  
Goodhue County Sheriff

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430 West 6<sup>th</sup> Street  
Red Wing, MN 55066  
Office (651) 267.2600  
Dispatch (651) 385.3155

**TO:** Goodhue County Board of Commissioners

**FROM:** Marty Kelly, Goodhue County Sheriff

**DATE:** January 11, 2022

**SUBJECT:** Lateral pay for dispatcher

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**Summary:**

Over the past week, we have conducted interviews and testing for the position of Dispatcher. We have a candidate, Ariana Garrick, who has been a 911 Dispatcher for Ramsey County for over six years. She is certified in Telecommunicator CPR and BCA Single Certification. Her current pay rate at Ramsey County is \$30.41.

Based on her experience as a 911 Dispatcher and current certifications, I am requesting County Board approval to hire Ariana Garrick at Step 5, which is \$24.25 according to the 2021 pay scale.

**Recommendation:**

Approve the hiring of Ariana Garrick at the pay rate of \$24.25, which is Step 5 of the 2021 Goodhue County pay scale.

Respectfully yours,

A handwritten signature in black ink that reads "Marty Kelly". The signature is fluid and cursive.

Marty Kelly

Goodhue County Sheriff

**OFFICE OF THE GOODHUE COUNTY SHERIFF**

ADULT DETENTION  
CENTER  
651.267.2804

CIVIL DIVISION  
651.267.2601

RECORDS DIVISION  
651-267-2600

EMERGENCY  
MANAGEMENT  
651.267.2639

EMERGENCY  
COMMUNICATIONS  
651.385.3155



## REQUEST TO HIRE FORM

### DEPARTMENT & POSITION INFORMATION

Department: Sheriff

Date: 11-23-2021

Submitter Name: Jeremy Lerfald - Chief Deputy

Position Title: Dispatcher

Position Reports To: Dispatch Sergeant

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

Type of Hire:  Replacement (backfill) Replacing Who? Chelsea Lawson  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?

Goodhue County is staffed similarly to other counties in this position. We need to keep this position in order to maintain minimum staffing levels.

### 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: 80.5 / 2

Anticipated Benefit Cost: \$ 11,054

Total Cost\*: \$ 61,940

\*Salary & Benefits

Use this link for help calculating salary & benefits:

[Total Comp & Benefits Calculator](#)

Total Budgeted: \$ 64,647

### 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:

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

Other Advertising Requested: \_\_\_\_\_

Send completed form & job description to Human Resources Director.

**REQUEST TO HIRE FORM**  
APPROVALS PAGE

Department: Sheriff

Date: 11-23-2021

Submitter Name: Jeremy Lorfald - Chief Deputy

Position Title: Dispatcher

Position Reports To: Dispatch Sergeant

**HUMAN RESOURCES USE ONLY**

Did HR review job description?  Yes  No

Recommendation:  Approve Hire  Deny Hire

Comments: \_\_\_\_\_  
\_\_\_\_\_

HR Director Signature: Melissa Cushing Digitally signed by Melissa Cushing  
Date: 2022.01.12 11:17:56 -06'00'

Date: \_\_\_\_\_

**COUNTY ADMINISTRATOR USE ONLY**

Disposition:  Approve Hire  Deny Hire  Require to go to Board

Comments: \_\_\_\_\_  
\_\_\_\_\_

County Administrator Signature: Scott Arneson Digitally signed by Scott Arneson  
Date: 2022.01.12 11:03:20 -06'00'

Date: \_\_\_\_\_

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

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





**Greg Isakson, P.E.**  
Public Works Director / County Engineer  
Goodhue County Public Works Department

2140 Pioneer Road  
Red Wing, MN 55066  
Office (651) 385-3025

TO: Personnel Committee  
Melissa Cushing, HR Director

FROM: Greg Isakson, Public Works Director

RE: 18 Jan 22 Personnel Committee Meeting  
**Replacement of Two Retiring Highway Maintenance Workers**

Date: 12 Jan 22

#### Summary

It is requested that the County Board authorize the replacement of two Highway Maintenance Workers.

#### Background

Two existing Highway Maintenance Worker have submitted their notices of retirement.

The determining factor for the size of the highway maintenance crew is the snow and ice removal level of service. The number of equipment operators defines the number of routes, which impacts the length of the plow routes and the time it takes to service the system as a whole.

The highway maintenance workers perform highway maintenance functions throughout the year which include crack filling, washing corrosive salt from expensive bridges in the spring, mowing highway shoulders to improve visibility of animals before they dart across the road, clearing intersection site corners so vehicles can see each other, repairing bituminous surface failures, repairing drainage failures in the road ditches, grading the County's gravel roads, weed spraying, park improvements, and dozens of other maintenance activities to preserve the large investment made in building the county's highway and bridge system. They also maintain the County parks and the County Public Works equipment.

This is a request to **replace** two existing employees, so there will be no additional funds required to grant this request. The new employees will likely be hired at a lower starting wage, providing some payroll savings.

The replacement of these employees will allow the County to continue the current level of service in providing a safe highway system and maintaining the county's assets.

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

### Alternatives

- Authorize hiring two Highway Maintenance Workers to replace the current employees who are retiring.
- Authorize the hiring of a third Highway Maintenance Worker to **improve** the level of maintenance service provided on the County's Public Works assets mentioned above. This would provide a replacement for the third Highway Maintenance Worker in the Kenyon shop that was not replaced in 2010. An additional employee could also be utilized as another part time mechanic to help with the workload in the shop.
- Take no action, drop the existing level of service, increase the time to fight ice and snow on the highway system, reduce highway maintenance work, and allow the backlog of highway maintenance work to continue to grow.

### Recommendations

It is the recommendation of staff that the County Board authorize the hiring of two Highway Maintenance Workers to continue the current level of service maintaining the County's roads and bridges, equipment, and parks.

It is further recommended that that the County Board consider authorizing the hiring of an additional Highway Maintenance Worker to replace the position that was eliminated in 2010, with this employee spending a portion of their hours working as an additional part-time mechanic. Note: this second recommendation would create an unbudgeted expense.



## REQUEST TO HIRE FORM

### DEPARTMENT & POSITION INFORMATION

Department: GC PUBLIC WORKS Date: 6 Jan 22  
Submitter Name: GREG ISAKSON - DEPT HEAD  
Position Title: HIGHWAY MAINTENANCE WORKER Position Reports To: HIGHWAY SUPERINTENDENT

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

Type of Hire:  Replacement (backfill) Replacing Who? Randy Amundson  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?

A county's highway maintenance staff requirement is based on size and quantity of road & bridge infrastructure and projects. Goodhue County's staffing is lean for the number of road miles & bridges maintained, maintenance projects in the 5-yr program, and anticipated future programs.

### 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: 81 / 2

Anticipated Benefit Cost: \$ 19,347

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

Total Cost\*: \$ 67,707

Total Budgeted: \$ 85,366

\*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.

2022 payroll budget includes an employee @ Grade81/Step12. The new employee will be @ Gr81/Step 1 or 2.

The size of our highway maintenance crew directly impacts the snow & ice removal level of service, maintenance of road right of way, road surface maintenance, and safety for the traveling public.

Job Posting Type:  Internal only  Internal & External

#### Advertising Requested:

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

Other Advertising Requested: \_\_\_\_\_

Send completed form & job description to Human Resources Director.

**REQUEST TO HIRE FORM**  
APPROVALS PAGE

**Department:** Public Works **Date:** \_\_\_\_\_  
**Submitter Name:** Greg Isakson  
**Position Title:** Highway Maintenance Worker **Position Reports To:** HIGHWAY SUPERINTENDENT

**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



## REQUEST TO HIRE FORM

### DEPARTMENT & POSITION INFORMATION

Department: GC PUBLIC WORKS Date: 7Jan 22

Submitter Name: GREG ISAKSON - DEPT HEAD

Position Title: HIGHWAY MAINTENANCE WORKER Position Reports To: HIGHWAY SUPERINTENDENT

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

Type of Hire:  Replacement (backfill) Replacing Who? Steve Matthees  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?

A county's highway maintenance staff requirement is based on size and quantity of road & bridge infrastructure and projects. Goodhue County's staffing is lean for the number of road miles & bridges maintained, maintenance projects in the 5-yr program, and anticipated future programs.

### 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: 81 / 2

Anticipated Benefit Cost: \$ 19,347

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

Total Cost\*: \$ 67,707

Total Budgeted: \$ 85,366

\*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.

2022 payroll budget includes an employee @ Grade81/Step12. The new employee will be @ Gr81/Step 1 or 2.

The size of our highway maintenance crew directly impacts the snow & ice removal level of service, maintenance of road right of way, road surface maintenance, and safety for the traveling public.

Job Posting Type:  Internal only  Internal & External

#### Advertising Requested:

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

Other Advertising Requested: \_\_\_\_\_

Send completed form & job description to Human Resources Director.

# REQUEST TO HIRE FORM

## APPROVALS PAGE

Department: Public Works

Date: \_\_\_\_\_

Submitter Name: Greg Isakson

Position Title: Highway Maintenance Worker

Position Reports To: HIGHWAY SUPERINTENDENT

### 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

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**DATE:** January 7, 2022  
**TO:** Goodhue County Personnel Committee  
**FROM:** Nina Arneson, GCHHS Director  
**RE:** **Provisional Position Request – NEW - Adult Mental Health Social Worker—utilizing ARPA funds**

**BACKGROUND:**

This request was a part of the Goodhue County Health and Human Services (GCHHS) American Rescue Plan Act (ARPA) approved funding (12/14/2021) by the Goodhue County Board for Mental Health Needs in Goodhue County, see attached.

Goodhue County Health and Human Services (GCHHS), specifically the Adult Services Unit in Social Services, has had a drastic increase in adult mental health crisis and intakes over the past year and a half. Our local law enforcement partners, along with hospitals, also have had huge increases in crisis responses. Our Adult Unit provides Adult Mental Health Case Management, Healthy Pathways (for South Country Health Alliance recipients who exhibit probable mental illness but haven't met eligibility criteria for Adult Mental Health Case Management), Adult Protection Services, Eligibility Determination for Behavioral Health Fund (formerly the Consolidated Chemical Dependency Treatment Fund), Pre-Petition Screenings for Civil Commitment, and filing for Guardian/Conservator when criteria is met.

GCHHS is the agency that conducts Pre-Petition Screenings for Civil Commitment in Goodhue County. Pre-Petition Screenings are time intensive, and often time sensitive situations, where we assess someone's danger to self or others, along with inability to care for self, due to mental illness and/or chemical dependency. Often we receive a support letter from a hospital or doctor. Civil Commitment is an involuntary process that involves being court ordered to treatment.

On average, GCHHS receives 30-35 requests annually for Pre-Petition Screenings for Civil Commitment. In 2020, GCHHS received 38 requests for Pre-Petition Screening and in 2021, we received 76 requests. This is 38 additional requests. In addition to the huge increase in volume, we also are seeing a much higher level of acuity and risk with the clients we're screening. The State Operated System has also struggled more than usual with placing people under Civil Commitment in their facilities, often leading to more waiting in the community, jail or hospitals for clients, and a lot more work for our social workers. These are situations we try to avoid by offering Adult Mental Health Case Management and Healthy Pathways. However, with large increase in these crisis responses, our unit has not had much capacity to provide services for Healthy Pathways as it's not a mandated service and we've had less time with our Adult Mental Health cases (which are voluntary).

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Due to this, caseloads have increased again for our social workers. While we wholeheartedly believe in serving community members in need, we have had to focus on those in immediate crisis. It is quite common for us to receive reports of concern from law enforcement and other providers on people who are struggling with mental illness. If we don't have what we need to establish eligibility for voluntary, mandated services, such as Adult Mental Health Case Management, we do not have the capacity to serve people under Healthy Pathways at this time. However, often these people end up incarcerated or hospitalized or having suicide ideation or attempts, leading to a request for Pre-Petition Screening and Civil Commitment.

COVID-19 has clearly caused stress to all of us for various reasons. There appears to be a link between the pandemic we're experiencing and the increase in mental health crisis. The social isolation, job loss, anxiety about physical safety, parenting challenges, etc. have had a tremendous impact. This impact will continue for the foreseeable future.

Therefore, GCHHS respectfully requests a Provisional, 3 Year position for an Early Intervention/Crisis Mental Health Worker. This will allow us to do more outreach to those in need, hopefully preventing further deterioration in symptoms and crisis.

	2022	2022
	Single Health	Family Health
Social Worker	step 1	step 1
Rate	\$27.84	\$27.84
Gross	\$57,908.00	\$57,908.00
PERA/FICA/Medicare/Life	\$8,828.00	\$8,828.00
Health Coverage/H.S.A.	\$9,039.00	\$19,600.00
Total Cost	\$75,775.00	\$86,336.00

\$80,000/year for 3 years to hire an early intervention mental health social worker. This worker will be part of the Adult Services unit at GCHHS with the focus on early intervention for high-risk individuals who may not qualify for immediate services or hospitalization, but may have intense mental health or substance use issues.

**RECOMMENDATION:**

The HHS Department recommends approving the following:

1. Move forward immediately to post for 1 Social Worker (1 FTE) utilizing the MN Merit system with hiring at step 1 or step 2. 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 GCHHS Board's review and approval.





Goodhue County  
**Health and Human Services**

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

**DATE:** September 16, 2021

**TO:** Brian Anderson, Goodhue County Finance Director

**FROM:** Nina Arneson, GCHHS Director

**RE: Proposal - Utilizing American Rescue Plan Act (ARPA) Funds for Mental Health Needs in Goodhue County**

The COVID-19 pandemic has created and contributed to an immense need for mental health supports and services. Part of the emergency preparedness role of GCHHS to address community recovery during and after the COVID-19 pandemic.

### **Mental Health Survey**

In August, 2021 GCHHS distributed a survey regarding mental health needs and concerns, and 259 people responded from throughout the county. We are still reviewing and collecting this data, but here are some preliminary key points:

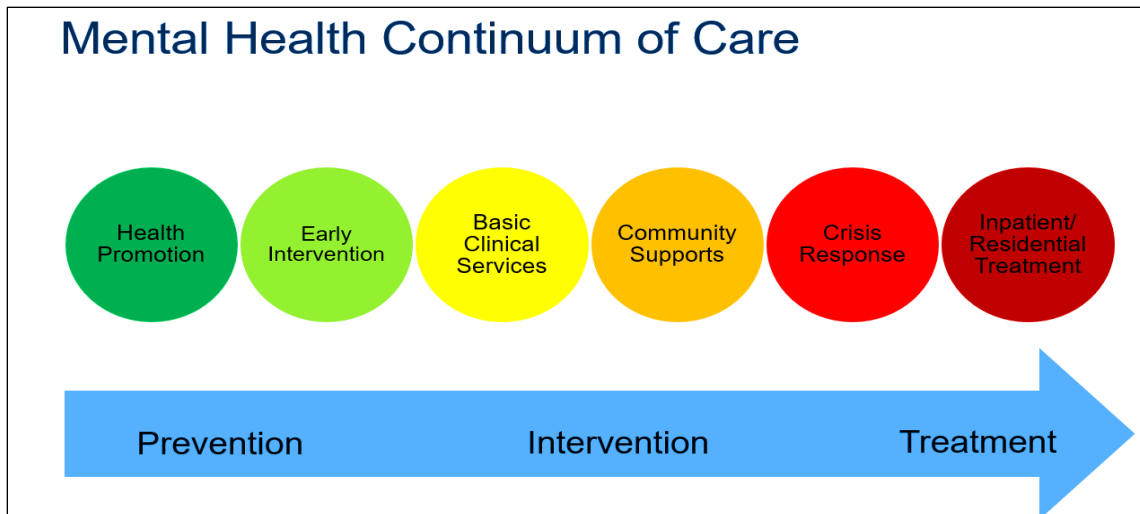
- 51% of respondents in Goodhue County report that their mental health has “gotten worse” since March, 2020.
  - 52% report feelings of isolation
  - 62% report feelings of anxiety
  - 44% report feelings of depression
- Survey participants identify a variety of barriers to receiving mental health care, including:
  - work and family obligations
  - cost
  - lack of providers
  - too nervous or afraid to seek care
  - not knowing where to go.
- Survey participants are **somewhat or very likely** to utilize the following interventions if they were available:
  - 66% physical activity/exercise class
  - 49% printed tips of stress management and healthy coping strategies
  - 47% mindfulness and gratitude activities or classes
  - 47% social groups/activities
  - 47% free/low cost books on mental health/wellness
  - 42% in person therapy
  - 39% telehealth therapy

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## Mental Health Continuum of Care

In order to address the complex mental health needs in the community, we are viewing them through the lens of the mental health continuum of care. While we have many services and supports in several areas, there is so much more that is needed in every area.



Utilizing the feedback of the community, we are proposing a multi-pronged response:

	Type of Intervention	Agency responsible	Cost Estimates	TOTAL
<b>Early Intervention/Crisis Mental Health Worker</b>	Early Intervention, community supports, crisis response	GCHHS	\$80,000/year for 3 years	\$240,000
<b>Grants and Projects administered by Child and Family Collaborative</b>	Health promotion, early intervention, clinical services	Child and Family Collaborative, and various agencies who apply to implement projects	\$125,000/year for 3 years	\$375,000
<b>Projects administered by Mental Health Coalition</b>	Clinical services, community supports	Mental Health Coalition and partner agencies (HVMHC, Mayo Clinic Health System, Fernbrook Family Center, community members)	\$50,000/year for 3 years	\$150,000
<b>Increased promotion and marketing of current programs such as Family Home Visiting, Mobile Crisis, SERCC</b>	Health promotion, early intervention	GCHHS and/or contracted agencies	\$ 50,000/year for 3 years	\$150,000
<b>TOTAL</b>			<b>\$305,000/year</b>	<b>\$915,000</b>

- \$80,000/year for 3 years to hire an early intervention mental health social worker. This worker will be part of the Adult Services unit at GCHHS with the focus on early intervention for high-risk individuals who may not qualify for immediate services or hospitalization, but may have intense mental health or substance use issues.

- \$125,000/year for 3 years for the Child and Family Collaborative, which includes representatives from school districts and community agencies, to implement evidence-based and/or innovative mental health projects throughout the Goodhue County.
- \$50,000/year for 3 years for the Mental Health Coalition, which includes representatives from Hiawatha Valley Mental Health Center (HVMHC), Fernbrook Family Center, Mayo Health System, and community members to implement projects in response to community need and requests.
- \$50,000/year for 3 years for the expansion of mental health education through a variety of venues including mass media, social media, community presentations to community on a variety of mental health topics. And increased marketing of highly effective and/or underutilized interventions that are already in place such as mobile crisis unit and family home visiting programming.

It is important to note that GCHHS provides many different programs and services in addition to these interventions.



***Melissa Cushing***  
*Goodhue County Human Resource Director*  
*Goodhue County*

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TO: Personnel Committee

FROM: Melissa Cushing, Human Resource Director

DATE: January 18, 2022

RE: Compensation for Summer Students & Interns

The hourly rate for summer students were last revised in 2019 to the following:

Year 1	\$13.00
Year 2	\$13.50
Year 3	\$14.00
Year 4	\$14.50

Goodhue County has experienced hiring and retention challenges for summer help and intern positions. Departments have budgeted \$15.00 per hour for summer students for 2022.

Recommendation:

The recommendation is to authorize an increase in the base hourly pay for summer students and college interns to \$15.00 per hour and continue the practice of \$0.50 per hour increase each year for the returning students.

Employer	Compensation Start	Compensation Up To
Aldi	\$15.00	
AmericInn - Front Desk/ Housekeeper	\$12.00	\$15.00
Building Blocks Childcare	\$12.00	\$15.00
City of Red Wing - Public Works Summer Help	\$12.00	\$15.50
Country Inn & Suites - Front Desk/ Housekeeper	\$12.00	\$15.00
Culver's	\$15.00	\$17.00
Dakota County – Misc. College Internships	\$15.00	\$18.00
Dakota County - Traffic Summer Help	\$15.00	\$18.00
Dominos - Delivery	\$17.00	\$27.00
Duluth Trading	\$15.00	
Kwik Trip	\$15.00	
RW Shoe Retail	\$13.00	
Sergent's Nursery	\$14.00	\$25.00
Sherwin Williams (Mgmt. Training Intern)	\$19.00	
St. James - Weekend Server	\$15.00	\$20.00
Target	\$15.00	
Walmart - Bakery/ Deli	\$16.00	
Walmart - Cashier	\$15.00	
<b>AVERAGES</b>	<b>\$14.56</b>	<b>\$18.55</b>

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