



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 21, 2022
8:15 A.M.

1. Request To Modify 3/4-Time Asst. County Attorney I To Fulltime

Documents:

[REQUEST TO ADD FT ASST. I.PDF](#)

2. HHS - Replacement FA Supervisor II To CS Supervisor I

Documents:

[REPLACEMENT - FINANCIAL ASSISTANCE SUPERVISOR II TO CHILD SUPPORT SUPERVISOR I.PDF](#)



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: Goodhue County Attorney's Office Date: June 15, 2022
 Submitter Name: Stephen F. O'Keefe, Goodhue County Attorney
 Position Title: Assistant County Attorney I Position Reports To: Goodhue County Attorney

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

Type of Hire: Replacement (backfill) Replacing Who? William Christianson 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?

While it is difficult to make a comparison based on county population alone, 2021-2022 attorney staffing levels as reported by the MCAA indicate we are comparable or consistent with other counties our size

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: 87 / 1

Anticipated Benefit Cost: \$ 21,168.60

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

Total Cost*: \$ 100,874.20

Total Budgeted: \$ 103,681.00

*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.

See attached memo. Requesting that our existing 3/4 attorney position be moved to full time.

Job Posting Type: Internal only Internal & External

Advertising Requested:

- | | |
|---|--|
| <input checked="" type="checkbox"/> ADP Career Center (includes indeed.com) | <input checked="" 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: MCAA, MSBA, Law Schools - William Hamline, University of Minnesota, St. Thomas

Send completed form & job description to Human Resources Director.

REQUEST TO HIRE FORM
APPROVALS PAGE

Department: Goodhue County Attorney's Office

Date: June 15, 2022

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

Position Title: Assistant County Attorney I

Position Reports To: Goodhue County Attorney

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No

Recommendation: Approve Hire Deny Hire

Comments: _____

HR Director Signature: _____

Date: _____

COUNTY ADMINISTRATOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments: _____

County Administrator Signature: _____

Date: _____

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

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



Telephone (651) 267-4950
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STEPHEN F. O'KEEFE

Goodhue County Attorney

ASSISTANT COUNTY ATTORNEYS

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CHRISTOPHER J. SCHRADER

WILLIAM L. CHRISTIANSON

ELIZABETH M.S. BREZA


DAVID J. GROVE

ANGELA R. STEIN

JESSICA M. PERKINS

MEMORANDUM

TO: Goodhue County Personnel Committee
Goodhue County Administrator, Scott O. Arneson

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

RE: Request to Modify 3/4 -Time Assistant County Attorney I Position to Fulltime Position

DATE: June 16, 2022

Request

I request authorization to modify the existing part time Assistant County Attorney I position, currently held by retiring employee William Christianson, to a full time position, effective July 11, 2022. This request would result in an overall increase in attorney FTE of .25 from the current staffing levels and can be covered through my existing budget. The current .75-time position is budgeted at \$103,681.00 including wages and benefits. Making this position full time and hiring at an entry level position will leave this line item under budget by an estimated \$2,806.80. I anticipate this number being even higher as it will take 1-2 months to fill the position. The budget impact using 2022 figures is shown below.

Background

Currently the Goodhue County Attorney's Office has seven (7) full time and two (2) part time Assistant County Attorneys. The part-time position held by Carol Lee is temporary and is authorized for approximately 3-8 hours per week based upon need. The remaining part time position is the 3/4 time position I am requesting be moved to full time.

The Goodhue County Attorney's Office has only had one change in staffing levels since 2002. In 2020, the board approved moving a .50-time attorney position to full time. With the addition of this request, my office will recognize a net gain of .75 FTE over 2002 attorney staffing levels. Since 2002, the number and complexity of cases the office handles have changed significantly. For example, during this time period there was a 21% increase in felony and gross misdemeanor level prosecutions (from 536 to 673 cases per year, with an average of 682 cases per year since 2011), a 183% increase in controlled substance crime prosecutions (from 79 to 224 cases per year, averaging 207 cases since 2011), and a 165% increase in child protection petitions (from 48 to 127 cases per year, averaging 91 cases per year since 2011). My office

receives on average over 2,100 referrals for prosecution annually from Goodhue County law enforcement agencies. Each referral must be processed and reviewed for charging by an attorney.

Over the years we have also seen an increased demand for attorney time and attention to issues arising out of other county departments, including Land Use, Highway, and Health and Human Services. Not only has the volume of cases and demand for attorney services increased, but the types of cases have become more complex and more litigious. As a result, the Assistant County Attorneys are required to spend more time researching legal issues and prepping for court in addition to making the court appearances.

Simply stated, current staffing levels are not adequate to timely meet the current and increasing demands placed on the office of the County Attorney. Adding this .25 FTE Assistant County Attorney I will help create the necessary capacity to do that, and place us in a better position to fill the opening with a highly qualified candidate.

Thank you for your consideration.

<u>Assistant County Attorney I</u>		<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
3/4 time	Grade 87 - Step 12	\$89,965.20	\$13,715.80	\$103,681.00
Full time	Grade 87 - Step 1	\$79,705.60	\$21,168.60	\$100,874.20
2022 budget savings				\$ (2,806.80)

The numbers above represent 2022 salary with single health insurance coverage.

We anticipate a gap of at least one month's salary during the transition, which would offset the cost of health care if the new employee chooses family coverage.

SFO/jk



Goodhue County **Health and Human Services**

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

DATE: June 15, 2022

TO: Goodhue County Personnel Committee

FROM: Nina Arneson, GCHHS Director

RE: **Replace – 1 FTE Financial Assistance Supervisor II with 1 FTE Child Support Supervisor I; and Promote 1 FTE Eligibility Worker to Lead Eligibility Worker**

BACKGROUND:

As you know, with any open position, GCHHS reviews our agency and customer needs to determine if our current needs are the same, or have they changed, and does an open position provide an opportunity for efficiencies, changes, and improvements.

Our current Financial Assistance Supervisor II is choosing voluntarily to take a demotion to an open Eligibility Worker position. The Financial Assistance Supervisor II position supervises both Child Support and Income Maintenance programs and staff. More specifically, with the Income Maintenance the supervisor covers the Minnesota Eligibility Technology System (METS) program, and staff. METS is the system for MNsure and the Department of Human Services (DHS) for applying and determining eligibility for various State cash, food, and health care programs.

In the past, this position has been a very difficult position to hire for, and we are anticipating this to be the case this time also, therefore we knew changes and creativity were needed.

Our request is to replace the Financial Assistance Supervisor II position with a lower classification of Child Support Supervisor I. This professional will supervise only Child Support work and team. We will then promote internally, an Eligibility Worker to Lead Eligibility Worker position as the METS work and the team will be reassigned to the Income Maintenance Team under the supervision of the current Financial Assistance Supervisor I.

Having a HHS Lead Worker Eligibility Worker with one of the focus areas being METS, would be beneficial to the Income Maintenance unit, and the customers we serve for various reasons including the following:

- Subject matter expert of the METS program.
- Lead training and support for the METS team.
- Provide METS direction and case consultation.
- Identify areas needing improvement and make recommendations to improve accuracy/efficiencies.
- Assist with managing workflow and assist staff with difficult customers, and cases.
- Lead and assist with the County's Annual Financial Audit.

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of Individuals, Families and Communities!
Equal Opportunity Employer
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A Financial Assistance Supervisor II with experience in both Child Support and Income Maintenance would be difficult and potentially impossible to hire.

The **long term cost** for these changes is a **cost reduction** of \$2,945.00 when comparing the maximum salary for these classifications.

We will also be able to receive a higher federal reimbursement as the Child Support Supervisor salary & benefits will be able to be direct charged to child support as their time will be 100% dedicated to the federal Child Support Program.

Currently in 2022 there would be **no additional cost** to promote a current employee to a HHS Lead Eligibility Worker position as all but one eligible candidate are not at the top the Eligibility Worker scale and 2022 step increases were already built in for all of those employees. There would be no replacement of the Eligibility Worker who is promoted.

Currently in 2022 there would be an approximate **cost savings of \$35,233.00** for the Financial Assistance Supervisor II voluntarily moving to the maximum Eligibility Worker wage; the retiring Eligibility Worker (open position); And, replacing the Financial Assistance Supervisor II with a lower classification of Child Support Supervisor I and hiring that position at an estimated step 3.

	2022	2022	2022	2022
	Financial Assistance Supervisor II (FASII) Max step 13	Child Support Supervisor I (CSSI) Max Step 12	Eligibility Worker (EW) Max Step 9	Lead Eligibility Worker (LEW) Max Step 9
Rate	\$49.61	\$45.12	\$34.90	\$38.16
Gross	\$103,189.00	\$93,850.00	\$72,592.00	\$79,373.00
PERA/FICA/Medicare/Life	\$15,688.00	\$14,273.00	\$11,052.00	\$12,080.00
Total Cost	\$118,877.00	\$108,123.00	\$83,644.00	\$91,453.00

FASII	\$118,877.00	LEW	\$91,453.00
CSSI	\$108,123.00	EW	\$83,644.00
Cost Reduction	\$10,754.00	Cost Increase	\$7,809.00
Net Long Term Cost Reduction \$2,945.00			

RECOMMENDATION: The HHS Department recommends approving the following:

1. Move forward immediately to post for 1 FTE Child Support Supervisor I position 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. Allow if deemed appropriate by the HHS Director, limited flexibility with the hiring range, up to step 6. This is due to a potentially very limited workforce availability in this area.
3. Move forward immediately to post for 1 FTE HHS Lead Eligibility Worker position utilizing the MN Merit System. This posting would be only for internal candidates. No back filling.
4. Hire after GCHHS Board's review and approval.