



Goodhue County

Minnesota

GOODHUE COUNTY PERSONNEL COMMITTEE

CONFERENCE ROOM 301-1
GOVERNMENT CENTER, RED WING

DECEMBER 19, 2023
8:30 A.M.

1. Job Reclassification Request.

Documents:

[COMPUTER FORENSIC EXAMINER RECLASSIFICATION.PDF](#)

2. Replace Finance Director Position.

Documents:

[FINANCE DIRECTOR REPLACEMENT 2023 FINAL.PDF](#)



Jessica Ahlbrecht
Human Resource Manager
Goodhue County

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Red Wing, MN 55066
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Phone: (651) 385.3028

Fax: (651) 267.4872

To: Honorable County Commissioners
From: Jessica Ahlbrecht
Date: Thursday, December 14, 2023
RE: Reclassification of Computer Forensic Examiner position

Goodhue County contracts with David Drown Associates (DDA) for compensation consultation including job evaluation which is conducted every 36 months unless there is a significant change (at least 20%) since the last evaluation.

The Sheriff submitted a request for reclassification due to significant changes in the Computer Forensic Examiner position. On December 7, 2023, DDA submitted their recommendation to reclassify this position from grade 112 to grade 114.

We recommend the Board approve the grade change as listed below effective December 9, 2023 which is the start of the current pay period. If the Board approves this reclassification, we will work with AFSCME Council 65 to implement the change.



Scott O. Arneson
County Administrator
Goodhue County

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

To: County Board

From: Scott O. Arneson

Date: December 12, 2023

Re: Finance Director Replacement

As you know, Finance Director Brian Anderson has submitted his resignation effective January 5, 2024. I would like to take this opportunity to extend my personal appreciation to Mr. Anderson for his dedicated service of over five years to Goodhue County and its residents. We sincerely wish him success in his future endeavors.

As with any resignation at the director level, it is customary for us to conduct a thorough review of departmental structure. Our goal is to ensure the continuous improvement and efficiency of our processes, striving to find ways to enhance the overall functionality of our operations. Staff has recently met to assess potential office reorganizations and delivery models particularly within the Assessors, Elections, Payroll, Insurance, and including a Deputy County Administrator model. Taking into account the close working relationship of these departments, the recent integration of the new tax and CAMA software implementation across the whole department, and the most productive use of staff's time and talent, it is the recommendation of staff to retain the current delivery model as the most efficient. Upon approval, staff would then post the position internally and externally and fill the vacancy for the Finance Director as soon as possible. A copy of the current job description is attached.

I have met with Finance Controller, Lucas Dahling, who has agreed to act as the Interim Finance Director during this transition period. Lucas brings valuable expertise and a seamless understanding of our financial operations, ensuring stability as we actively search for a permanent replacement. In addition, to facilitate a smooth transition, weekly meetings with the Administration team will continue until we successfully fill the Finance Director position and resume normal operations.

We look forward to the Personnel Committee and County Board's direction in filling this critical position. Prior to that time if you have any questions, please feel free to reach out. Thanks.

GOODHUE COUNTY BOARD OF COMMISSIONERS

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

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

TODD GRESETH
3rd District
46804 Hwy 57 Blvd
Wanamingo, MN 55992

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

SUSAN BETCHER
5th District
30133 Lakeview Ave.
Red Wing, MN 55066

An Equal Opportunity Employer

GOODHUE COUNTY POSITION DESCRIPTION
Position Title: Finance Director

Date: December 13, 2023

Incumbent holds statutory title of Auditor/Treasurer

Location: Government Center

Department: Finance & Taxpayer Services

Supervisor(s): County Administrator & County Board

PRIMARY OBJECTIVES OF POSITION:

This department director is responsible for directing the development, planning, management, coordination, delivery and evaluation of two different sectors within the county:

Assessing services; including the property valuation and classification process for the County as provided in Minnesota Statutes including complex, multi-functional assessment, taxation and related land records functions,

Financial services; including overall fiscal management of the County as well as investments, debt, and elections. This position is appointed to fulfill the provisions of Minnesota Statutes related to the County Auditor/Treasurer.

Duties include but are not limited to determination of tax capacity, certifying the levy, distributing tax statements, valuation notices and Truth-in-Taxation notices, collecting taxes, forfeited property, bond registration, overseeing the activity with tax court appeals and overseeing all governmental elections. This employee represents the County in matters related to property taxation with the public, the courts and other governmental agencies.

JOB TASK AREAS OF RESPONSIBILITY:

ESTIMATED PERCENTAGE OF TIME:

	TASKS
20%	Formulates and recommends policies and procedures to increase the effectiveness of the county's fiscal management. Organizes, coordinates and manages the overall operation of the department, including planning, establishing and maintaining functions, services, staff assignments, proper workflow, and to provide related management services.
7%	Develops organizational strategies to meet the County's short and long-term financial needs. Plans and directs a thorough program for the periodic analysis and reporting of the fiscal condition of the County; plans and directs the installation and maintenance of proper fiscal control procedures.
5%	Oversees the County's assets including cash management and investment programs, develops policies, which promote good stewardship of the County's funds and optimum investment earnings, establishes and directs county purchasing.
15%	Directs and oversees the Finance Controller and all employees of the Auditor/Treasurer's office. Organizes, coordinates and manages the overall operation of the department, including development of department goals, objectives, priorities and procedures in accordance with County policies. Directs subordinate supervisors and appropriate staff by selecting employees, assigning work, motivating and coaching employees, conducting evaluations, disciplining employees as needed and providing for staff development and training. Directs, tracts, and submits budgets and special budget reporting to the County Board, State of MN, and US Treasury for ongoing special grant programs. Prepares Finance Department's annual budget, County's Capital Fund Budget, and oversees all budgetary fund transfers.

GOODHUE COUNTY POSITION DESCRIPTION
Position Title: Finance Director

15%	Directs and oversees the County Assessor and their staff with the annual valuation of parcels of real estate including staffing the County Board of Equalization and negotiation with attorneys and taxpayers to resolve Tax Court petitions along with the calculation and billing of taxes on county parcels and maintenance of appropriate land records. Oversees direction of annual assessment, valuation and taxation of personal property and mobile home property. Oversees calculation of tax capacity and tax rates. Meets periodically with Department of Revenue to audit assessment records.
5%	Oversees management of the County's financial system, including general ledger, accounts payable and receivables, management of the collections function (past-due, uncollectible and delinquent accounts), and the County's annual Financial Statements. Annually meets with the County's Auditing Firm and State Auditor to review county's financial records.
15%	Provides appropriate analysis and financial advice and expertise to the County Board, County Administrator and department heads on issues related to financial management (budget, capital financing, forecasting, investments, economic trends, debt management, and proposed legislation). Conducts studies for improving fiscal management and support services. Directs quarterly budget summaries. Acts as Treasurer of the Goodhue County Economic Development Authority.
3%	Oversees the investment of money collected by the county, the processing and reconciling of money entering and exiting the county. Oversees all the County's insurance reporting, submissions, and receipts through MCIT.
5%	Reviews and implements legislation and County Board directives relating to property taxation and records administration functions and services; licensing, elections and services; adopts and effects rules, methods and procedure necessary for their implementation. Responds to and resolves taxpayer complaints concerning departmental services.
5-20%	Directs the planning, delivery and evaluation of federal, state and county elections, state mandated voter registration functions, and is responsible for elections including Presidential Nomination Primary, Primary, General, Special, township and school district elections. Receives candidate filings, directing canvas boards, post election results per statute, training of election judges and takes an active role in the MN Legislative process tracking, debating, and implementing new legislation. Oversees all election related data requests.
2%	Acts as liaison between Goodhue County and the State of Minnesota, other counties and regional entities and other organizations as appropriate. Acts as consultant to other departments in effective use of the County's financial system, resolving problems and analyzing financial impacts.
3%	Management Team participation and analysis of general and overall County problems. Works with other Goodhue County senior management staff to provide recommendations to the County Board related to: the development of strategic planning proposals, the formation of County policy, and to coordinate county services to maximize their efficient delivery.
	Performs other duties as assigned.

GOODHUE COUNTY POSITION DESCRIPTION
Position Title: Finance Director

CORE COMPETENCIES:

To be successful in this position, the core competencies in this classification include:

1. Builds Effective Work Relationships

Excels at building partnerships and fostering teamwork. Works collaboratively within and across organizational boundaries to achieve common goals.

2. Provides High Quality Service

Identifies customer expectations and responds appropriately to their needs.

3. Understands County Business

Develops broad understanding of overall county functions and the relationship between functions.

4. Applies Essential Business Skills

Manages human, financial and informational resources in a manner that instills public trust and accomplishes the organization's mission to provide quality services.

5. Manages and Leads Others

Implements the organizational vision into the department's day-to-day business. Guides, directs and influences others in carrying out the mission.

6. Promotes the Development of A Common Vision

Fosters the development and evolution of a compelling vision that allows for a clear strategy and direction and that supports Goodhue County's position as a leader in government.

SUPERVISORY AUTHORITY:

Scope

Effectively Recommend

Hire
Assign
Direct
Reward
Transfer
Promote
Adjust Grievances
Suspend (over 3 days)
Discharge
Discipline - Oral
Discipline - Written
Evaluate
Train
Demote

Take Action

Hire X
Assign X
Direct X
Reward X
Transfer X
Promote X
Adjust Grievances X
Suspend (over 3 days) X
Discharge X
Discipline - Oral X
Discipline - Written X
Evaluate X
Train X
Demote X

SUPERVISION PROVIDED:

This individual sets guidelines for the annual workflow and targets results expected. They supervise the Assessor, Supervisor of Assessing Services, and Controller. These positions all provide a second level of supervision for the remainder of the departmental staff.

KNOWLEDGE AND SKILL REQUIREMENTS:

Minimum Requirements:

- Bachelor's degree in finance, accounting, business administration, public administration or related field and an equivalent combination of training and experience.

GOODHUE COUNTY POSITION DESCRIPTION
Position Title: Finance Director

- Five years directly related experience in finance, three of which are in upper-level management of a financial department, preferably in a government agency.
- A master's degree, CPA or higher degree in a related field of study is desirable along with previous experience with public sector finance, Minnesota tax and property laws.
- Valid driver's license

Knowledge:

- Extensive knowledge of modern principles and practices of business management in government;
- Thorough knowledge of accounting theory and the principles of public finance;
- Thorough knowledge of principles and practices of effective administration;
- Knowledge of banking and investment
- Excellent computer skills including spreadsheets and other applications;
- Knowledge of trends analysis and financial forecasting.
-

Ability to:

- Lead others to achieve results
- Organize, direct and coordinate the activities of professional and administrative support personnel,
- Analyze project needs and prepare long-range and strategic responses to meeting these needs;
- Create and support effective working relationships within and between departments and outside agencies,
- Grasp and effectively respond to changing customer needs, interests, and requirements,
- Effectively present analysis and recommendations through spoken and written communications,
- Build and maintain positive working relationships with others including public officials
- Effectively conduct meetings,
- Plan, implement and evaluate programs, systems, policies and procedures,
- Establish departmental objectives and performance measures and evaluate those objectives and measures;
- Report to work on a regular and timely basis.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

See attached.

GOODHUE COUNTY POSITION DESCRIPTION
Position Title: Finance Director

Goodhue County Working Conditions Questionnaire

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

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

Section B

The physical effort requirements of this job are

# of pounds lifted	
20	pounds lifted waist high
10	pounds lifted shoulder high
10	pounds lifted above the head
10	pounds are carried alone
20	pounds are carried with someone else
20	distance weight must be carried (feet)
10	pounds are pushed
10	pounds are pulled
10	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
		distinguish colors
x		hear or listen
		taste
		smell
x		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		Managing resources
x	visualizing conclusions	x	Evaluating performance of others

Part IV: Work Environment

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

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

x	The condition of the air is clean (controlled)
	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 sloping
	The surface of the working environment is uneven
	The surface of the working environment is slippery

Part V: Additional Comments:



16.5 REQUEST FOR APPROVAL TO HIRE

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 *If part-time, what FTE?* _____

Status: Permanent Temporary/ Seasonal (67 day) Intern – paid

How does Goodhue County staff in this position compare to similar sized counties? *Attach additional sheets, if needed.*

BUDGET & SALARY INFORMATION

Budget Impact

Replacement position in budget
 New position in budget
 New position **not** in budget

Has this job classification been evaluated by DDA?

Yes No

Total Budgeted: _____

Starting Pay Grade/ Step _____ / _____

FLSA Status: Exempt (salaried) Non-Exempt (hourly)

	Coordinated PERA	Police & Fire PERA	Correctional PERA
Employer PERA %	_____	_____	_____
Hourly Rate	_____	_____	_____
Annual Hours	_____	_____	_____
Annual Earnings	_____	_____	_____
Employer PERA	_____	_____	_____
Social Security	_____	n/a	_____
Medicare	_____	_____	_____
Life Insurance	_____	_____	_____
SUBTOTAL	_____	_____	_____
Medical (<i>Single, Plan 1</i>)	_____	_____	_____
HSA (<i>Single, Plan 1</i>)	_____	_____	_____
TOTAL COMPENSATION	_____	_____	_____

Insurance Cost for 2024:

Plan 1: \$8,614.56 (single) / \$18,945.84 (family) + HSA: \$1,600 (single) / \$3,200 (family) / **Plan 2:** \$6,024 (single) / \$13,775.76 (family) + HSA: \$4,025 (single) / \$8,050 (family) / **Basic Life:** \$54.24

ADDITIONAL INFORMATION

Please explain all options and alternatives considered including mergers, transfers of duties, position elimination, impacts on county services and overtime, etc. Attach additional sheets, if needed.

JOB POSTING

Job Posting Type: Internal only Internal & External
Have you completed your 100-point list for Veterans Preference? Yes No
If yes, be sure to submit your list to HR.

Who should have access in ADP to the job applications? *(individuals must be in a management position)*

Name: _____ Name: _____
Name: _____ Name: _____

Additional Posting Requests:

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No
Recommendation: Approve Hire Deny Hire

Comments:

HR Manager Signature: _____ **Date:** _____

COUNTY ADMINISTRATOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments:

County Administrator Signature: _____ **Date:** _____