



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 17, 2017
8:30 a.m.

1. HHS-New Office Support Specialist-Social Services Division

Documents:

[OFFICE SUPPORT SPECIALIST 1-10-2017.PDF](#)

2. Replace Retiring Recycling Equipment Operator.

Documents:

[REPLACE RETIRING RECYCLING EQUIPMENT OPERATOR.PDF](#)



Goodhue County Health and Human Services

DATE: January 10, 2017

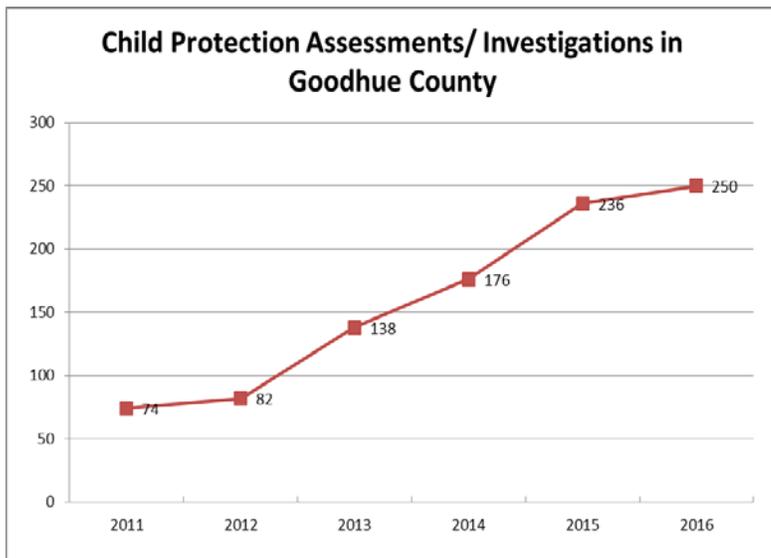
TO: Goodhue County Personnel Committee
Goodhue County Health and Human Services Board

FROM: Nina Arneson, HHS Director

RE: **Office Support Specialist - New Position – Social Services Division**

BACKGROUND:

Child Protection assessments and investigations in Goodhue County have increase over 237% in the past five years, and the increase has resulted in additional ongoing case management cases and children in out of home placement. Documentation, performance outcomes, and additional legislative requirements have also greatly increased. The child protection team has benefited from additional staff, but there is still a deficit in support staff to assist with additional document and support requirements. This new additional position was included, discussed during the 2017 budget process and the HHS 2017 approved budget includes funding for one full time Office Support Specialist for the Social Services Division.



	2017	2017
Office Support Specialist	Single Health	Family Health
Rate Step 1	\$14.66	\$14.66
Gross	\$30,493.00	\$30,493.00
PERA/FICA/Medicare/Life	\$4,683.00	\$4,683.00
Health Coverage/H.S.A.	\$9,112.00.00	\$19,776.00
Total Cost	\$44,288.00	\$54,952.00

RECOMMENDATION:

The HHS Department recommends approving the following:

1. Moving forward immediately to post for 1 Office Support Specialist (1 FTE) utilizing the MN Merit system. 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 DEPARTMENT OF PUBLIC WORKS



Gregory Isakson, P.E.
Public Works Director/County Engineer

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TO: Personnel Committee
Melissa Cushing, HR Director

FROM: Greg Isakson, Public Works Director

RE: 17 Jan 17 Personnel Committee and County Board Meetings
Recycling Equipment Operator (CDL) Retirement Replacement

Date: 11 Jan 17

Summary

It is requested that the Personnel Committee and the County Board authorize the replacement of a retiring Recycling Equipment Operator.

Background

An existing Recycling Equipment Operator with 25 years of experience has submitted a notice of retirement.

The Recycling Center is currently manned by one supervisor, three equipment operators and the part time services of the Solid Waste Official. One of the operators spends the vast majority of the day in the hook truck servicing the 11 'out county' recycling drop boxes located throughout the county. Another employee spends several hours/day picking up materials in Red Wing. One employee handles the material marketing, processing batteries and light bulb duties and another employee fixes equipment and fixtures in the recycling buildings and delivers processed materials to their market. Besides these specific customized duties, the staff as a whole sorts, bales, stacks and prepares materials dropped off by County residents for shipment to their markets. In 2015, this small crew processed over 1,440 tons of recycled materials.

The recycling crew spends (approximately) the following hours per day on these major tasks:

- 10 hrs. driving truck
- 4 hrs. transferring materials from the Red Wing drop off building
- 6 hrs. sorting plastics
- 4 hrs. sorting tin and aluminum
- 2 hrs. sorting glass
- 8 hrs. sorting fibers and baling materials
- 1 hr. finding markets for recycled materials
- 1 hr. sorting and packing bulbs and batteries

Note: these hours per task are approximate and can vary greatly.

This does not leave much time for a small crew to maintain the facilities, maintain the equipment, deal with customers, accommodate vacations and sick leave, and work the large annual Household Hazardous Waste program.

Besides their primary recycling tasks mentioned above, the staff also helps with the dozen or so Household Hazardous Waste collection events held at the Recycling Center and numerous other locations throughout the county.

The current staff is split between a crew that arrives at 6:00 a.m. to complete some tasks that are required to be done early in the morning, and a crew that reports at 7:00 a.m. to keep the Recycling Center open until 3:30 p.m. This split shift generally allows for two employees working in the Center for safety purposes.

The existing staff simply cannot absorb the duties of the retiring Equipment Operator. The Recycling Center cannot continue to be operated at this reduced staffing level. This retiring employee must be replaced or the existing operations must be reduced.

This is a request to replace an existing employee so there will be no additional funds required to grant this request. The new employee will be hired at a lower starting wage, providing savings for the County.

Recycling Center Equipment Operator	Gr 80/Step 1 Single Health	Gr 80/Step 1 Family Health	Gr 80/Step 2 Single Health	Gr 80/Step 2 Family Health	Gr 80/Step 12 Current Rcy Operator
Rate	\$17.63	\$17.63	\$18.49	\$18.49	\$25.19
Gross	\$36,670.40	\$36,670.40	\$38,459.20	\$38,459.20	\$52,395.20
PERA/FICA/Medicare	\$5,555.57	\$5,555.57	\$5,826.57	\$5,826.57	\$7,937.87
Life/Health Ins/HSA	\$9,174.00	\$19,838.00	\$9,174.00	\$19,838.000	
	\$51,400.37	\$62,063.97	\$53,460.17	\$64,123.77	

Alternatives:

- Grant authority to hire a replacement Recycling Center Operator
- Reduce the scope of the Recycling Center Operations
 - Eliminate the out-county drop boxes
 - Reduce Materials dropped off at the Recycling Center
 - Fence off the Recycling Center and restrict the time available to drop off materials.
- Close the Recycling Center.

Recommendations:

It is the recommendation of staff that the Personnel Committee and the County Board authorize the hiring of a Recycling Equipment Operator to continue the current level of recycling services.