



Melissa Cushing
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TO: Goodhue County Commissioners
FROM: Melissa Cushing, Human Resource Director
DATE: February 15, 2022
RE: Re-Evaluation of Jobs

At the very beginning of the compensation study, Department Heads were asked to review all job descriptions and identify any positions with significant changes to job duties. Through that process, the consultant has identified 8 jobs which require a grade change.

The jobs that were re-evaluated are listed below with the current and recommended grade change. We recommend the Board approve the grade change as listed below. All of the positions listed will be paid on the old pay chart for 2022 unless the Board approves moving to the new pay chart. We recommend the changes be made effective December 25, 2021 which is the date the general wage adjustment went into effect for all employees.

Job Title	Current Grade	New Grade
Recorder Clerk*	79	81
Adult Case Administrator*	81	82
Legal Secretary/ Database Admin*	81	82
Facilities Maintenance Supervisor	82	83
Executive Assistant I: Special Projects Lead	83	84
Human Resource Generalist	83	84
Financial Manager - Sheriff*	83	84
Assistant to the County Administrator	85	86
Communications Captain	85	86

*Denotes positions covered by the AFSCME collective bargaining agreement. If Board approves, staff would work with AFSCME to implement the changes.

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