

# Goodhue County Land Use Management

Goodhue County Government Center | 509 West Fifth Street | Red Wing, Minnesota 55066



Building | Planning | Zoning  
Telephone: 651.385.3104  
Fax: 651.385.3106

Environmental Health | Land Surveying | GIS  
Telephone: 651.385.3223  
Fax: 651.385.3098

**TO:** Goodhue Board of Commissioners  
**FROM:** Lisa M. Hanni, Director / County Surveyor / County Recorder  
**DATE:** April 19, 2022 County Board meeting  
**RE:** Deputy County Surveyor (Goodhue/Dodge shared position)

## **Summary:**

We are requesting to fill the upcoming vacancy of the shared Deputy Surveyor position (Goodhue/Dodge). This position has been in place since 2011.

## **Background:**

In 2011, both Goodhue and Dodge agreed to share a surveyor employee, and appoint me as their County Surveyor. The 2014 agreement established a three year self-renewing contract. We are in our second round of the three year renewal cycle.

The employee is a Goodhue County employee. Dodge County pays one half of the salary and benefits of the shared employee, mileage, direct costs (rebar, monuments,..), and \$9000 in operational costs. I spoke to the Dodge County liaison for this position, and they would like to continue our contract relationship.

The current employee, Dale Lempke, has expressed his desire to retire later this summer. The land surveyor market is extremely short of people so we would like to advertise this position as soon as possible and hopefully find a qualified candidate in the next 4-6 months.

## **Request:**

- 1) Advertise replacement of the Deputy Surveyor position (shared position between Goodhue and Dodge) immediately;
- 2) If a candidate is offered the position prior to August, Mr. Lempke will remain on staff for two additional months for training;
- 3) Allow staff to offer the position to a qualified candidate over Step 2.



# 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)
- 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: \_\_\_\_\_ 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