



**Brian J. Anderson**  
**Goodhue County Auditor/Treasurer**  
**Goodhue County Finance & Taxpayer Services**

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Red Wing, MN 55066  
Phone (651) 385-3032

TO: Personnel Committee  
FROM: Lucas Dahling, Finance Controller  
(on behalf of Brian J. Anderson, Finance Director)  
SUBJECT: Request to Hire – 2022 Elections Positions  
DATE: April 19, 2022

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## **BACKGROUND**

The Finance & Taxpayer Services Department is seeking authorization to hire two temporary Elections employees for the 2022 primary and general elections.

## **DISCUSSION**

These positions are critical to maintaining service levels for other finance department tasks, while successfully administering two elections – primary and general. In 2020 the County experienced a significant increase in absentee voting activity, which is one of the tasks for which the elections employee would be responsible. In 2022 we expect absentee voting activity to remain consistent with 2020 or potentially increase further. Use of temporary elections staff is consistent across counties. Most, if not all, other counties in Minnesota hire one or more temporary elections staff for even-numbered election years, when most federal, state, county and local offices are contested. Goodhue County utilized similar positions during 2020 and other past elections.

## **BUDGET IMPACT**

The total costs for the two temporary Elections positions for 536 hours at a rate of \$15.00/hour including FICA and Medicare is \$17,310. \$15,502 was included in the 2022 Elections Department budget based on the rate of \$13.00/hour that was in effect prior to January 18, 2022.

## **RECOMMENDATION**

In order to continue our current level of service to the voters and taxpayers of the County, Finance recommends that the County Board approve the hiring of a temporary Elections employee for the 2022 elections.

## **GOODHUE COUNTY BOARD OF COMMISSIONERS**

LINDA FLANDERS  
1<sup>st</sup> District  
1121 West 4<sup>th</sup> Street  
Red Wing, MN 55066

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

TODD GRESETH  
3<sup>rd</sup> District  
46804 Hwy 57 Blvd.  
Wanamingo, MN 55983

JASON MAJERUS  
4<sup>th</sup> District  
39111 County 2 Blvd.  
Goodhue, MN 55027

PAUL DROTOS  
5<sup>th</sup> District  
1825 Twin Bluff Rd  
Red Wing, MN 55066



# 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