



Goodhue County
Health and Human Services

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DATE: April 13, 2022
TO: Goodhue County Personnel Committee
FROM: Nina Arneson, GCHHS Director
RE: **Internal Promotion - Accounting Technician with Fiscal Officer - 1 FTE**

BACKGROUND:

As with any position(s) including retiring and resigning positions, GCHHS reviews our agency's needs and looks to see if our needs are the same and/or if they have changed over time when deciding whether to replace/change/re-classify or not to replace that position(s).

On June 15, 2021 Goodhue County Health and Human Services Board replaced a Fiscal Officer (retiring after 34 years) within our agency with an Accounting Supervisor.

On December 30, 2021 an Accounting Technician retired after 34 years of excellent public service to Goodhue County residents and Goodhue County Health and Human Services.

As we continue to look at succession planning, organizational changes and the complexity of the agency's programs and revenue sources there is a need to have a high focus on the finance function. HHS Finance needs to operate at the strategic level and the very detailed level.

This position would be learning along with the Provisional Public Health Educator-Data Specialist that is being grant funded through the Public Health Infrastructure Grant. This would allow HHS to have a permanent position that could develop and create complex, multifaceted statistical records and reports. Develop statistical charts, graphs and tables to display in appropriate formats. Collect raw data from primary sources, records or reports to compile reports that are used for department planning, data analysis, and policy and practice development and monitoring. Run complex monthly and quarterly reports requiring linking multiple reports and data sources in order to compile final reports. Using results based accountability tools, assist agency departments to measure the impacts of our programs, connecting results to real world examples of cost effectiveness whenever possible.

We are looking at promoting an employee with a Fiscal Officer classification that would assist the Accounting Supervisor as a Team Lead in the Finance Division, provide professional accounting experience, support to the Accounting Supervisor and serve as the agency's specialist with fiscal and data reports and analysis. This would be an internal promotion.

There is no change in FTE's (no additional staff) and there was a cost savings of \$16,813 from the Finance staff that retired in 2021. The maximum cost for this change would be \$1,676, and

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would be less if employee would not be at the top of the current classification and start at a lower step on the Fiscal Officer scale.

The HHS Finance Division would then be made up of 1.00 FTE Accounting Supervisor; 1.00 FTE Fiscal Officer; 5.00 FTE Accounting Technicians and the Finance Division would still have oversight and require many duties and responsibilities from Deputy Director Mike Zorn.

	2022	2022	
	Accounting Technician	Fiscal Officer	
Fiscal Officer/Accounting Technician	Top	Step 3	Change
Rate	\$29.09	\$29.79	
Gross	\$60,508.00	\$61,964.00	
PERA/FICA/Medicare/Life	\$9,222.00	\$9,442.00	
Total Cost	\$69,730.00	\$71,406.00	\$1,676.00

Goodhue County HHS is a combined Health & Human Services agency with an \$18,833,946 budget for 2022. HHS generates 15.84% State revenue; 29.21% Federal revenue; 12.05% miscellaneous services & charges and receives 42.90% county property tax levy. The Finance Division operates in 4 fiscal years and does approximately 30 different reports due each quarter or annually to Minnesota Department of Human Services and Minnesota Department of Health who supervise the county agencies. HHS Finance works with approximately 39 different Federal grants and 28 different State grants. With the adoption of new regulations, the Uniform Guidance (UG) is a reorganization of the federal regulations governing the use of federal funds and are applicable to all agencies which receive federal funds, either directly from the federal government or through a pass-through entity (Minnesota Department of Human Services (DHS) and Minnesota Department of Health (MDH)).

In this era of increased scrutiny of governmental financials and performance, higher accountability to the public trust, and the rapid growth and increased complexity of governmental accounting an accounting supervisor along with a fiscal officer are an extremely important role and one that can contribute to the success and future viability of the agency.

As we continue to look at succession planning and organizational changes and that HHS finances are an extremely important area of our agency, we are looking at replacing this position with an Fiscal Officer classification that would assist in continued succession planning and organizational changes related to future changes and retirements.

RECOMMENDATION:

The HHS Department recommends approving the following:

1. Move forward immediately to post for 1 Fiscal Officer position utilizing the MN Merit system. This posting would be only for internal candidates. No back filling.
2. Hire after GCHHS Board's review and approval.