



Scott O. Arneson
County Administrator
Goodhue County

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Office (651) 385.3001

To: Personnel Committee
County Board

From: Scott O. Arneson

Date: May 5, 2022

Re: Personnel Committee Structure

As you know, there have been numerous discussions regarding the future purpose of the Personnel Committee within our organization. The current function of the committee is:

“This committee addresses issues relating to staffing levels, tuition reimbursement, and personnel policies. Recommendations from this committee are forwarded to the County Board for final approval.”

Staff recommends the Personnel Committee remain a functioning committee of the County Board as revised:

“This committee may address and study issues relating to staffing levels, departmental structure studies, labor lawsuit settlements, non-budgeted positions, new positions, positions that increase a departments FTE’s, positons that result in significant grade decrease or increase, non-traditional hiring approvals, succession planning, conflicted investigations/allegations, and personnel policies. Recommendations from this committee may be forwarded to the County Board for final approval or may just provide staff feedback.”

A proposed list of job titles that would continue to go to the Personnel Committee prior to replacing is included with this report. In addition, we have included the August 17, 2021 and August 24, 2021 Personnel Committee reports for your reference.

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District
1121 W 4th St.
Red Wing, MN 55066

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

TODD GRESETH
3rd District
46804 Hwy 57 Blvd
Wanamingo, MN 55992

JASON MAJERUS
4th District
39111 Co. 2 Blvd
Goodhue, MN 55027

PAUL DROTOS
5th District
1825 Twin Bluff Rd
Red Wing, MN 55066

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Department	Job Title	To the Board?
ADC	ADC Captain	yes
ADC	Lieutenant	yes
ADC	Traing Compliance/Power Sgt	no
ADC	ADC Sgt-Shift Commander	no
ADC	Program Coordinator	no
ADC	Detention Deputy - Power	no
ADC	Detention Deputy - Activities	no
ADC	Detention Deputy - Intake	no
ADC	Detention Deputy	no
ADC	Detention Deputy - Support	no
Administration	County Administrator	yes
Administration	Asst to the County Administrator	no
Administration	Executive Admin Asst - Sepcial Projects Lead	no
County Attorney	County Attorney	yes
County Attorney	Asst County Attorney III	no
County Attorney	Asst County Attorney II	no
County Attorney	Asst County Attorney I	no
County Attorney	Victim/Paralegal	no
County Attorney	Admin Asst/Legal Sect	no
County Attorney	Legal Sect/Case Aide	no
County Attorney	Legal Sect/Database Administrator	
County Attorney	Legal Secretary	no
County Attorney	Legal Secr/Receptionist	no
County Attorney	Treatment Court Coordinator	no
Court Services	Court Services Director	yes
Court Services	Court Services Agent III	no
Court Services	Admin Office Mgr	no
Court Services	Adult Case Administrator	no
Court Services	Juvenile Case Administrator	no
Emergency Services	Emergency Mgt Director	yes
Emergency Services	Emergency Mgt Clerk	no
Facilities Maintenance	Facilities Maint Director	yes
Facilities Maintenance	Facilities Maint Supervisor	no
Facilities Maintenance	Facilities Maint Technician	no
Finance & Taxpayer Service	Finance Director	yes
Finance & Taxpayer Service	Assessor	yes
Finance & Taxpayer Service	Finance Controller	yes
Finance & Taxpayer Service	Sr Appraiser	no
Finance & Taxpayer Service	Appraiser III	no
Finance & Taxpayer Service	Deputy Assessor	no
Finance & Taxpayer Service	Assessment Specialist Manager	no
Finance & Taxpayer Service	Accountant II	no
Finance & Taxpayer Service	Appraiser II	no
Finance & Taxpayer Service	Appraiser I	no
Finance & Taxpayer Service	Accountant I	no

Department	Job Title	To the Board?
Finance & Taxpayer Service	Assessing Specialist	no
Finance & Taxpayer Service	Appraiser Trainee	no
Finance & Taxpayer Service	Accounting Tech	no
Finance & Taxpayer Service	Property Transfer Specialist	no
Finance & Taxpayer Service	Valuation Class Verification Specialist	no
Health and Human Services	HHS Director	yes
Health and Human Services	HHS Deputy Director	yes
Health and Human Services	Social Service Supervisor	no
Health and Human Services	PHN/Community Health Supervisor	no
Health and Human Services	Financial Asst Supervisor II	no
Health and Human Services	Social Services/Waiver HHS Team Leader	no
Health and Human Services	Accounting Supervisor	no
Health and Human Services	Care Coordinator	no
Health and Human Services	Social Worker	no
Health and Human Services	Public Health Nurse	no
Health and Human Services	Public Health Educator	no
Health and Human Services	Financial Asst Supervisor I	no
Health and Human Services	Fiscal Officer	no
Health and Human Services	Registered Nurse	no
Health and Human Services	Lead Eligibility Worker	no
Health and Human Services	Child Support Lead Worker	no
Health and Human Services	Community Support Technician	no
Health and Human Services	Child Support Officer	no
Health and Human Services	Eligibility Worker	no
Health and Human Services	Office Services Supervisor	no
Health and Human Services	HHS Administrative Aide	no
Health and Human Services	Support Enforcement Aide	no
Health and Human Services	HHS Systems Application Specialist	no
Health and Human Services	Case Aide	no
Health and Human Services	Accounting Technician	no
Health and Human Services	Office Support Specialist, Sr	no
Health and Human Services	Office Support Specialist	no
Human Resources	HR Director	yes
Human Resources	HR Generalist	no
Human Resources	HR Payroll Analyst	no
Human Resources	HR Assistant	no
IT	IT Director	yes
IT	IT Network Engineer	no
IT	IT Tech Support Specialist	no
IT	IT Communication Specialist	no
IT	IT Network Security Analyst	no
IT	IT System Support Specialist	no
Land Use Management	LUM Director	yes
Land Use Management	Deputy County Surveyor	no
Land Use Management	Deputy County Surveyor - Dodge	yes

Department	Job Title	To the Board?
Land Use Management	Plan/Zoning Administrator	no
Land Use Management	Zoning Assistant	no
Land Use Management	Building Code Specialist	no
Land Use Management	Building Official	no
Land Use Management	Building Inspector	yes
Land Use Management	Permit Coord/Supervisor	yes
Land Use Management	GIS Systems Specialist	yes
Land Use Management	GIS Specialist	yes
Land Use Management	Deputy County Recorder	yes
Land Use Management	Sr Recording Clerk	no
Land Use Management	Land Records Coordinator	yes
Land Use Management	Sanitarian	no
Land Use Management	Septic/Well Inspector	no
Land Use Management	Administrative Assistant	no
Public Works	PW Director	yes
Public Works	Deputy Director-Asst Engineer	yes
Public Works	Highway Superintendent	no
Public Works	Highway Foreman	no
Public Works	Project Manager	no
Public Works	ROW Agent Program Mgr	no
Public Works	Office Mgr/Accountant	no
Public Works	Admin Asst - Accountant	no
Public Works	Admin Support Specialist	no
Public Works	Sr Engineering Tech	no
Public Works	Engineering Tech I	no
Public Works	Mechanic	no
Public Works	Solid Waste Official	no
Public Works	Highway Maint Worker	yes
Public Works	Sign Technician	no
Public Works	Recycle Ops Coordinator	yes
Public Works	Recycle - Equip Operator	no
Sheriff	Sheriff	yes
Sheriff	Chief Deputy	yes
Sheriff	Major	yes
Sheriff	Investigator Captain	yes
Sheriff	Communications Captain	yes
Sheriff	Investigator	no
Sheriff	Civil Sergeant	no
Sheriff	Computer Forensics	no
Sheriff	Financial Manager	no
Sheriff	Dispatch Sergeant	no
Sheriff	Deputy I - Patrol	no
Sheriff	Deputy I - Recreational	no
Sheriff	Deputy I - School	no
Sheriff	Administrative Assistant	no

Department	Job Title	To the Board?
Sheriff	Sr Records Specialist	no
Sheriff	Records Specialist	no
Sheriff	Patrol Sergeant	no
Sheriff	Dispatcher	no
Sheriff	Civil Specialist	no
Veterans/Extension	Vet Service Director	yes
Veterans/Extension	Extension Admin Asst	yes
Veterans/Extension	Assistant Vet Service Officer	yes
Yellow indicates change, if it currently says yes it will become a no		
Blue jobs still need to go to Board		