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TO: Honorable Goodhue County Commissioners
FROM: Melissa Cushing, Human Resource Director
DATE: August 24, 2021
RE: Personnel Committee – Continued Discussion

During the previous discussion with the Personnel Committee, three options were presented regarding the future purpose of the committee. The option that was recommended included changing the description of the Personnel Committee to the following:

This committee may address and study issues relating to staffing levels, departmental structure studies, labor lawsuit settlements, non-budgeted new positions, 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.

In addition, we have heard from Commissioners who wish to still be involved in the hiring process for Department Head positions.

If the Board agrees, moving forward, the hiring process for all budgeted positions, except Department Heads, will be reviewed by the Human Resource Director and the County Administrator. If it is determined the position should not be refilled and the Department Head does not agree, the Department Head can appeal the decision to the Personnel Committee. Health and Human Service positions are reviewed by the HHS Director with the same appeal process to the Personnel Committee.

The previous conversation also included a discussion about why the hiring process is so time intensive. The piece of the process that usually takes the longest is submitting fingerprints to the BCA and waiting for the results. The fingerprint results usually take a few weeks to complete. We are evaluating our list of jobs to determine which positions are **required** to be fingerprinted and which jobs **should** be fingerprinted. The current list is attached to this report.

In conclusion, it is recommended the Personnel Committee should still be a functioning committee of the County Board focusing on the following items:

- Study issues relating to staffing levels in departments
- Departmental structure changes
- Labor Lawsuit settlement discussions
- Non-budgeted new positions

- Non-traditional hiring approvals including hiring above step 2 in the pay chart
- Department succession planning
- Conflicted investigations/allegations
- Personnel policy changes
- Hiring Department Head positions

In addition, we will continue to evaluate which jobs are required to be fingerprinted and which jobs should be fingerprinted in the background process.

<u>Department</u>	<u>Job Title</u>	<u>To the Board?</u>
ADC	ADC Captain	no
ADC	Lieutenant	no
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	Executive Admin Asst II	no
Administration	Executive Admin Asst I	no
County Attorney	County Attorney	yes
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 Secretary	no
County Attorney	Legal Secr/Receptionist	no
Court Services	Court Services Director	yes
Court Services	Probation Officers	no
Court Services	Admin Office Mgr	no
Court Services	Adult Case Administrator	no
Court Services	Juvenile Case Administrator	no
Emergency Services	Emergency Mgt Director	no
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	no
Finance & Taxpayer Service	Finance Controller	no
Finance & Taxpayer Service	Sr Appraiser	no
Finance & Taxpayer Service	Appraiser III	no
Finance & Taxpayer Service	Deputy Assessor	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
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

<u>Department</u>	<u>Job Title</u>	<u>To the Board?</u>
Finance & Taxpayer Service	Valuation Class Verification Specialist	no
Health and Human Services	HHS Director	yes
Health and Human Services	HHS Deputy Director	no
Health and Human Services	Social Service Supervisor	no
Health and Human Services	PHN/Community Health Super	no
Health and Human Services	Financial Asst Supervisor II	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	Planner	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	IT Specialist, Sr	no
Health and Human Services	Lead Eligibility Worker	no
Health and Human Services	Community Support Tech	no
Health and Human Services	Child Support Officer	no
Health and Human Services	Eligibility Worker	no
Health and Human Services	HHS Admin Aide	no
Health and Human Services	Support Enforcement Aide	no
Health and Human Services	HHS Support Lead	no
Health and Human Services	Case Aide	no
Health and Human Services	Accounting Technician	no
Health and Human Services	Office Support Specialist	no
Health and Human Services	Office Support Specialist, Sr	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	Network Engineer	no
IT	IT Tech Support Specialist	no
IT	Communication Specialist	no
IT	Law Enforcement Specialist	no
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	no
Land Use Management	Plan/Zoning Administrator	no
Land Use Management	Zoning Assistant	no
Land Use Management	Zoning Asst/Permit Tech	no
Land Use Management	Building Official	no
Land Use Management	Building Inspector	no
Land Use Management	Permit Coord/Supervisor	no

<u>Department</u>	<u>Job Title</u>	<u>To the Board?</u>
Land Use Management	GIS Systems Specialist	no
Land Use Management	GIS Specialist	no
Land Use Management	Deputy County Recorder	no
Land Use Management	Sr Recording Clerk	no
Land Use Management	Land Records Coordinator	no
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	no
Public Works	Highway Superintendent	no
Public Works	Highway Foreman	no
Public Works	ROW Agent Program Mgr	no
Public Works	Office Mgr/Accountant	no
Public Works	Admin Asst - Accountant	no
Public Works	Sr Engineering Tech	no
Public Works	Engineering Tech I	no
Public Works	Mechanic	no
Public Works	Solid Waste Tech	no
Public Works	Highway Maint Worker	no
Public Works	Sign Technician	no
Public Works	Recycle Ops Coordinator	no
Public Works	Recycle - Equip Operator	no
Sheriff	Sheriff	yes
Sheriff	Chief Deputy	no
Sheriff	Major	no
Sheriff	Investigator Captain	no
Sheriff	Investigator	no
Sheriff	Civil Sergeant	no
Sheriff	Computer Forensics	no
Sheriff	Deputy I - Radio	no
Sheriff	Dispatch Sergeant	no
Sheriff	Deputy I - Patrol	no
Sheriff	Deputy I - Recreational	no
Sheriff	Deputy I - School	no
Sheriff	Administrative Assistant	no
Sheriff	Sr Records Specialist Super	no
Sheriff	Records Specialist	no
Sheriff	Patrol Sergeant	no
Sheriff	Dispatcher	no
Sheriff	Civil Specialist	no
Veterans/Extension	Vet Service Director	yes
Veterans/Extension	Vet Service Admin Asst	no
Veterans/Extension	Extension Admin Asst	no