



## Goodhue County Court Services

454 W. 6<sup>th</sup> Street  
Red Wing, MN 55066  
Office (651) 267.4900  
Fax (651) 267.4921

May 9, 2022

Goodhue County Board of Commissioners

Mark Jaeger  
Court Services Director

Re: Administrative Office Manager Position

After review of applications and interviewing top candidates for our vacant Administrative Office Manager position, we have offered the position to the well qualified internal candidate, Janet Ferguson. The new position is a promotion from Adult Case Administrator Grade 81, Step 7 to Administrative Office Manager Grade 83. I am requesting approval for her placement on Step 3 which represents a 2 percent increase over her current pay with a recommended start date of Monday, May 16, 2022.

We are pleased to promote Ms. Ferguson to backfill this important position in the Court Services Department. Thank you.



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Dear Janet Ferguson,

Goodhue County is pleased to offer a conditional promotion to the position of Court Services Administrative Office Manager reporting to Director Mark Jaeger. Your start date will be mutually agreed upon at a later date.

### COMPENSATION

Your starting compensation will be \$30.01, which is step 3 of grade 83 on the County pay scale.

This position will have a 6-month probation period. Your anniversary month will change to the month in which you begin your new role.

### BENEFITS

There will be no change to your insurance benefits, pension plan or accrued time off.

### ***This offer is contingent upon the following:***

- Your successful completion of a background investigation which includes driver's license verification.
- This offer is further contingent upon final approval by the County Administrator or County Board.

We look forward to your acceptance of this employment offer. If this offer is acceptable to you, please sign the letter and return it back to us. If you have questions, please feel free to contact me.

Congratulations, Janet, on this promotion. The Court Services Department strives to hire only the best and brightest individuals who will make a difference in our ability to provide services and help our communities. We look forward to your contributions in this new role.

Sincerely,

Mark Jaeger  
Director, Court Services

Accepted by: \_\_\_\_\_

*Janet Ferguson*

Date: \_\_\_\_\_

*5-11-22*

Cc: Jessica Albrecht, Human Resources