

16.5 REQUEST FOR APPROVAL TO HIRE

DEPARTMENT & POSITION INFORMATION

Department: Court Services Date: 5/9/2023

Submitter Name: Tom Day

Position Title: Court Services Director

Position Reports To: County Administrator

Has the job description been reviewed by the department head? Yes No

Type of Hire: Replacement (backfill) Replacing Who? Mark Jaeger 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?

See Court Services Survey Report

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: 86 / 8

Anticipated Benefit Cost: \$ 24997.59
Total Cost*: \$ 126543.19
**Salary & Benefits*

Use this link for help calculating salary & benefits:
[Total Comp & Benefits Calculator](#)
Total Budgeted: \$ _____

ADDITIONAL INFORMATION

Please explain all options and alternatives considered including mergers, transfers of duties, position elimination, impacts on county services and overtime, etc.

Job Posting Type: Internal only Internal & External

Advertising Requested:

- ADP Career Center (includes indeed.com)
- Lake City Shopper/ Graphic
- Cannon Falls Beacon
- County website (includes Facebook & Twitter)
- Republican Eagle (includes JobsHQ online)
- Zumbrota Shopper

Assoc. MN Counties (AMC) website

League of MN Cities (LMC) website

Other Advertising Requested: _____

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No

Recommendation: Approve Hire Deny Hire

Comments: _____

HR Director Signature: Tom Day

Date: 5/9/23

COUNTY ADMINISTRATOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments: _____

County Administrator Signature: _____

Date: _____