



# GOODHUE COUNTY MINNESOTA

TO EFFECTIVELY PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF OUR RESIDENTS

## GOODHUE COUNTY PERSONNEL COMMITTEE

ADMINISTRATION CONFERENCE ROOM  
GOVERNMENT CENTER, RED WING

**MARCH 19, 2019**  
**8:00 A.M.**

1. Request To Change Anniversary Date.

Documents:

[03.19.2019 - LUM ANNIVERSARY DATE CHANGES.PDF](#)

2. Request For Summer Student Pay Increase.

Documents:

[3.19.19 SUMMER STUDENT WORKERS.PDF](#)

3. Sheriff's Office Bailiff / Background Investigations Position.

Documents:

[BAILIFF BACKGROUND POSITION.PDF](#)

4. Sheriff's Office: Civil Specialist Training Overlap.

Documents:

[CIVIL SPECIALIST.PDF](#)

5. Request To Hire A Communications Captain.

Documents:

[COMMUNICATIONS CAPTAIN.PDF](#)

6. Patrol Captain/Patrol Commander

Documents:

[PATROL CAPTAIN.PDF](#)

# Goodhue County Land Use Management

Goodhue County Government Center | 509 West Fifth Street | Red Wing, Minnesota 55066



Building | Planning | Zoning  
Telephone: 651.385.3104  
Fax: 651.385.3106

Environmental Health | Land Surveying | GIS  
Telephone: 651.385.3223  
Fax: 651.385.3098

**TO:** Melissa Cushing, HR Director  
Personnel Committee

**FROM:** Lisa M. Hanni, Director / County Surveyor / County Recorder

**DATE:** March 15, 2019

**RE:** Request to change Anniversary Date for Zoning Assistant

**Summary:**

We are requesting to change the Anniversary Date for Ryan Bechel, Zoning Assistant from June to March.

**Background and Request:**

The open Zoning Assistant position will be filled on April 8, 2019 by Samantha Pierret. Ms. Pierret is currently employed in the Zoning/Permit Technician position within the County. She will be making a lateral move to the Zoning Assistant position. Her Anniversary date (month) is April.

Ms. Pierret is at the same step and grade as Mr. Bechel. In order to avoid a leap-frog situation, we respectfully request to move Mr. Bechel's anniversary date to March instead of June.



**Melissa Cushing**  
Goodhue County Human Resource Director  
Goodhue County

Melissa.cushing@co.goodhue.mn.us  
509 W. Fifth St.  
Red Wing, MN 55066  
Office (651) 385.3031  
Fax -- (651) 267.4872

TO: Goodhue County Commissioners  
FROM: Melissa Cushing, Human Resource Director  
CC: Lisa Hanni, LUM Director  
Greg Isakson, Public Works Director  
DATE: March 19, 2019  
RE: Summer Student and Intern Pay

February 20, 2018, the Board approved a 2.5% wage increase for summer student workers. The minutes from February 20<sup>th</sup> also reflect, "...an increase in wages in 2019 to be more consistent with what neighboring counties and cities pay."

Current hourly rate for summer students are as follows:

	<u>2018</u>	<u>2019 (with 3%)</u>
Year 1	\$10.25	\$10.56
Year 2	\$10.76	\$11.09
Year 3	\$11.28	\$11.61
Year 4	\$11.79	\$12.14

At the meeting in February, 2018, the Board asked us to review surrounding counties and cities for comparable rates. Please see attached document for these rates.

The Public Works Department has budgeted \$13.00 per hour and the Land Use Management Department has budgeted \$15.00 per hour for college interns.

Recommendation:

The recommendation is to authorize an increase in the base hourly pay for summer students to \$13.00 per hour and continue the practice of \$.50 per hour increase each year for the returning students.

## HOURLY RATES 2019

<u>COUNTIES</u>	<u>HOURLY RATE</u>
Dodge County	\$13.50 - \$14.00
Faribault County	\$15.25
Fillmore County	\$12.67
Houston County	No response
Mower County	\$12.00
Steele County	\$12.00 - \$16.00
Wabasha County	No response
Winona County	\$11.00 - \$13.00

<u>CITIES</u>	<u>HOURLY RATE</u>
Cannon Falls	\$10.13 - \$15.41 Only hire workers at the pool
Goodhue	No response
Red Wing	\$12.00 \$100 bonus after 8 weeks \$200 bonus after 12 weeks
Zumbrota	\$14.00 - \$15.00

### OTHER COMPANIES IN GOODHUE COUNTIES - INDEED

St. James Hotel	\$10.00 - \$13.00 Concierge or Bell Person
St. James Hotel	\$10.00-\$12.00 Dishwasher or Table Busser
St. James Hotel	\$13.00-\$16.00 Line Cooks or Bartender
SB Foot Tannery	\$12.70 Security Guard
River Valley Power and Sport	\$12.00-\$18.00 Lawncare Tech
Chuck and Don's	\$10.25 PT Clerk
Treasure Island	\$14.88 Housekeeper

*"To effectively promote the safety, health, and well-being of our residents"*



Office of the

# Goodhue County Sheriff

430 West 6th Street • Red Wing, MN 55066

## Marty Kelly

Adult Detention Center  
651-267-2804

Law Enforcement Center  
Business Hours 651-267-2600  
After Hours 651-385-3155

Fax Number  
651-267-2679

**TO:** Melissa Cushing, HR Director  
Scott Arneson, County Administrator

**FROM:** Marty Kelly, Sheriff

**DATE:** March 12, 2019

**RE:** Unfilled Bailiff Position

**Summary:**

We will be moving forward with filling the current unfilled bailiff position. This is an existing budgeted position.

**Background:**

We currently have an unfilled Bailiff position that is in the 2019 budget. We also have a unfilled part-time background investigator position in the 2019 budget. We have had several discussions and feel that by combining these two positions and having one person perform the duties as a bailiff and background investigations it would be a savings to the Sheriff's Office and to other county departments.

**Currently Budgeted Positions:**

	<u>Hours</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
Background Investigator (14 hrs/wk)	728	\$23,260	\$1,779	\$25,039
Bailiff - full time position	2080	\$56,618	\$33,603	\$90,220

The bailiff position is budgeted at grade 83/step 2 with family insurance. We have also budgeted for cell phone, data card, employment testing, uniforms and personnel equipment.

**Combining the positions:**

Bailiff Position (.75 Bailiff/.25 Background Investigator)

	<u>Hours</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
	2080	\$56,618	\$33,603	\$90,220

**Savings:**

\$25,039 from the budgeted background position. By having another licensed background investigator, we would be able to do more backgrounds on our own employees of the Sheriff's Offices and would also conduct them for other departments which is a savings to the county.



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651-267-2679

**TO:** Melissa Cushing, HR Director  
Scott Arneson, County Administrator

**FROM:** Marty Kelly, Sheriff

**DATE:** March 1, 2019

**RE:** Civil Specialist position

**Summary:** We are requesting to hire a civil specialist that will train for a two-month period with the current specialist.

**Background and Request:**

We have received a verbal notification that after 38 years in the civil specialist position, our civil specialist will be retiring at the end of July and formally submitting her retirement paperwork in the end of April.

Due to the importance of this position, we are requesting County Board approval to hire a civil specialist who will train with the current specialist for a two-month period. This position would be posted in April once we receive the retirement paperwork. Interviews and background would follow and the selected candidate would start approximately in June and train for the months of June and July.

We feel that a two month period is important due to the importance and legalities involved in this position.

# Goodhue County Position Description

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**Position Title:** Civil Specialist  
**Department:** Sheriff  
**Work Hours:** 08:00 AM – 04:30 PM

**Date:** 02/28/2019  
**Location:** LEC

**Supervisor:** Deputy II Sergeant Civil - Bailiff - Transport  
 Phone Number: 651-267-2616

**PRIMARY OBJECTIVES OF POSITION:**

The primary responsibility of this position is to assist the Civil Supervisor, to ensure the proper processing, execution and maintenance of civil process documents in a timely manner. This includes the daily functions and operations in regards to Civil Process receipt, service, enforcement, return of orders, processes, and writs, as directed to the Sheriff’s Office, per Minnesota State Statutes and MN Rules of Civil Procedure. This position also performs bookkeeping, banking functions, data processing functions, service fees invoicing, and vouchers for services done by other departments. The position requires statistical record keeping as related to civil process.

This position meets the statutory definition of “Deputy”, as this person has the authority to sign documents on behalf of the Sheriff within the scope of this job description.

The position assists the Transport Supervisor with the coordination of transport arrangements for adult detainees, juveniles or other individuals who are in custody, or whom the Sheriff has been ordered by the court to transport to a prison, medical facility, treatment center, detoxification facility, or another facility as directed by the court order. The position maintains statistical information and prepares billing as related to transports. The position performs any other duties assigned by the sheriff. This position also handles confidential information on a daily basis.

**JOB TASK AREAS OF RESPONSIBILITY:**  
**ESTIMATED PERCENTAGE OF TIME**

% OF TIME	TASKS
<b>75%</b>	<p style="text-align: center;"><b>CIVIL PROCESS</b></p> <ul style="list-style-type: none"> <li>• Accept New Processes.</li> <li>• Receive and review in-coming civil process documents to ensure they are complete and comply with Minnesota Statutes, Minnesota Rules of Civil Process and applicable case law by verifying that all documents, information and fees are included as specified by the court or attorney in the letter of instruction, to make valid service.</li> <li>• Check for proper jurisdiction in where the papers are directed to be served.</li> <li>• Check that an original or certified copy is included along with the proper amount of copies for valid service.</li> <li>• Verify that instructions and service meet legal requirements.</li> <li>• Check for required signatures and proper court dates.</li> <li>• Verify proper wording on replevins, seizures, CHIPS, Judgment and Decrees and other orders to be sure it gives the department authority to carry out the process, and enter property.</li> <li>• Verify property descriptions, names, and address on papers.</li> </ul>

- Communicate with the public, attorneys, or other officials as appropriate or necessary in the proper preparation of incomplete documents, or other concerns related to the proper execution of civil process.
- Docket papers by date and time received.
- Verify the proper fee amounts and record the amount of advance fees received on 2 separate systems for cross checking.
- Enter mandatory information and specific service information into the computer, to establish an electronic file.
- Generate a service packet for each paper including a cover sheet, plaintiff's instruction sheet, original and copies to be served, and an affidavit for service.
- Mail or fax papers to other jurisdictions for service.
- Prioritize papers for service.
- Performs as a civil deputy in serving defendants/respondents for service, in the ADC, the lobby, the Justice Center and outside of our building.
- Provide technical guidance and training to deputies and other staff on issues of civil process procedures, including time and manner of service required by law, and preparing affidavits/certificates of service.
- Coordinate the status of papers by communication with civil process supervisor and other deputies.
- Verify accuracy of service on affidavits by checking names, dates, times, and addresses related to service. Proof read for errors, and returns to deputies for corrections or re-service.
- Document service of completed papers into CIS program, and enter information from served affidavits.
- Enter OFP (Order for Protection) information into NCIC.
- Draft legal documents as necessary for civil process, and for filing in Court and the Recorder's office. (Affidavits, Notices for various sales, Certificates of Sale, and Redemption Certificates)
- Generate invoice for billing for service fees.
- Collect and receipt fees for civil process, sales and redemptions
- Prepare Bank, wage, miscellaneous levies and till taps for Writs of Execution.
- Monitor execution payment progress.
- Schedule and coordinate all Evictions.
- Schedule Sales.
- Assist Attorneys with postponements of sales or other processes.
- Organize and prepare Mortgage Foreclosure Notices for service, keeping current on legislative changes for proper service. Research as necessary.
- Work with mortgagors and mortgagees on re-instatement, in calculation of pay off amounts to stop foreclosure process, or in postponing foreclosure sales.
- Assist mortgagors with 5 Month postponement process.
- Maintain vigilance for mortgage foreclosure fraud issues. Notify the County Attorney of suspect activity.
- Research, organize and draft all "Notices of Sale" for service and publication, on Judgment and Decree, and Execution Sales.
- Draft posting notices for deputies.



- Insure proper posting and publications for sales.
- Contact attorneys to start various publications.
- Conduct sales for Mortgage Foreclosures, Judgment and Decree Sales, Execution Real and Personal Property Sales, and Mechanic Lien Sales.
- Disburse monies from sales from outside bidders.
- Sign documents and take action on behalf of the Sheriff's office within the scope of this job description.
- Draft Certificates of Sale on Foreclosures, Judgment and Decree Sales, and Execution Sales, for recording or filing at Court.
- Research and verify documents from Abstract and Title companies, and the Recorder's Office, calculate redemption payoff amounts and prepare all Redemption certificates, collect pay off amounts and write checks to mortgagee's attorneys.
- Collect and maintain foreclosure and redemption data for the IRS, State agencies, Real Estate Companies, media and the general public.
- Schedule and coordinate Judgment pickups, verify property identification, location and Judge's signature. Schedule on calendar and prepare service worksheet with instructions for deputy.
- Coordinate with lien holders on the requirements for Mechanic Lien sales, their notices to owners and third parties and also notices of sale for publication. Set sale dates.
- Instruct deputies on how to conduct on site Mechanic Lien Sales, mortgage foreclosure sales and real/personal property sales.
- Draft Certificate of Sale for Mechanic Lien Sales for deputy to sign.
- Return originals and affidavits to proper attorneys, agencies or departments.
- Yearly coordination and processing of Notice of Expiration of Redemption Notices for the Finance/Auditor's Office.
- Receive and insure proper accounting on all monies collected through civil process including service fees, sale fees, bad check collection fees, judgment sales, foreclosure sales, executions, levies, and till taps, and redemptions.
- Prepare and sign Execution, Sale and Redemption payment checks for the various attorneys, courts, agencies, and plaintiffs.
- Prepare refund invoices for processing.
- Send monthly statements for billing and unpaid accounts.
- Disburse monies to the county auditor.
- Prepare related forms and makes bank deposits.
- Prepare monthly balance sheets and cash journals.
- Review and reconcile the bank statement.
- Send out letters for un-cashed checks.
- Re-issue monies from stale dated checks to the Finance Office.
- Prepare annual reports as required.
- Manage civil process computer software.
- Assist examiners with related audits.
- Initiate collection process on NSF checks written to the department.
- Maintain BCA certification.
- Trains co-workers as needed to provide back-up on civil process procedures.
- Prepare civil process data for IT to put on the county web site.

<p style="font-size: 2em; font-weight: bold;">20%</p>	<div style="background-color: #cccccc; padding: 5px;"><b>TRANSPORTS</b></div> <p>Organize, coordinate and prepare transport request documents and assist the Transport Supervisor as necessary, or in his absence, in the transport arrangements of civil and criminal commitments, juveniles, CHIPS, Warrants, Writs of Habeas Corpus, ADC Detainees to local, sta</p> <ul style="list-style-type: none"> <li>• Fax order copies to various institutions as needed, i.e. jails, Prison, etc.</li> <li>• Prepare Transport Request Forms, with information to deputies of inmates name, locations, and type of transport, phone numbers, and maps.</li> <li>• Assists the Transport Supervisor or Patrol Supervisor when necessary in locating a transport officer and coordinate the transport with him.</li> <li>• Assists the Transport Supervisor or Patrol Supervisor when necessary in locating a transport matron if needed.</li> <li>• Authorized to call in deputies and matrons for overtime.</li> <li>• Assist the Transport Supervisor as required with coordinating ambulance or medical service travel arrangements for people with medical needs.</li> <li>• Organize and coordinate information with out of state transport companies to insure the return of inmates on warrants from other states.</li> <li>• Authorize costs to private transport companies for out of state inmate transport.</li> <li>• Research prisoner transport fees and do cost comparisons.</li> <li>• Prepare and process Sheriff's Expense Claim forms to the DOC and DHS for reimbursement of Writ, prison transports, or Commitment transports.</li> <li>• Prepare and process Invoices to the Department of Human Services for certain Commitment transports.</li> <li>• Coordinate with County Attorney Office on Extraditions.</li> <li>• Maintain transport schedules.</li> <li>• Prepare a transport report, data, calculate costs, and forward forms to court for collection purposes.</li> <li>• Prepare a monthly and annual transport reports for administration.</li> <li>• Trains co-workers as needed to provide back-up on transport procedures.</li> </ul> <div style="background-color: #cccccc; padding: 5px;"><b>OTHER DUTIES</b></div> <ul style="list-style-type: none"> <li>• Receive release orders from the court for review for further transport information.</li> <li>• Forward conditions of release orders to dispatch to be filed.</li> <li>• Notary for various aspects of job.</li> <li>• Press Information Officer, for daily release of information and data to the local print and electronic media. Collect data via the Sheriff's Office computerized network to include calls for service, jail information, including book-ins, and Deputies' reports and tickets for the purpose of preparing a daily report to the local print and</li> </ul>

5%

	<p>electronic media.</p> <ul style="list-style-type: none"> <li>• Determine what information cannot be released due to data privacy issues or confidentiality, and strike it from the report.</li> <li>• Take telephone inquiries from area regarding information they deem newsworthy or redirect them to the appropriate agency.</li> <li>• Assist with medial inquiries during major incidents, and release information at the discretion of the Sheriff or Chief Deputy.</li> <li>• Distribute written news releases issued by the Sheriff's Office to the print and electronic media at the direction of the Sheriff or Chief Deputy.</li> <li>• Provide Sheriff with daily reports of the department's "Calls for Service" from the computerized record keeping system along with copies of the officer's reports and tickets and jail book-ins.</li> <li>• Administrative support to Sheriff, Chief Deputy and other administrative staff</li> <li>• Assist other support staff as needed</li> <li>• Back-up for E-Charging.</li> <li>• Provides Training to deputies and other staff on civil process as requested.</li> <li>• Attend training as required to stay current on the laws and regulations as they apply to civil process and transports, or as required by the sheriff.</li> <li>• Contribute information on civil process for the county web site.</li> <li>• Keep current on BCA certification, for entry of Protection Orders into the NCIC system.</li> <li>• Additional duties as assigned by the sheriff.</li> </ul>
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**BUDGET RESPONSIBILITIES:**

None.

**RESPONSIBILITY FOR RELATIONSHIPS:**

**Internal**

- Daily verbal, written, or electronic contact with Deputy II Supervisor regarding civil process division and transports.
- Daily verbal, written, or electronic contact with civil process deputies, patrol supervisors, and deputies regarding civil process and transports, and other duties of the office.
- Keep track of Civil Sgt. and Transport Deputies daily schedules.
- Daily verbal, written, or electronic contact with the ADC regarding transports.
- Frequent contact with county government offices including but not limited to judges, court administration, county finance, county recorder, county attorneys, court services, child support, social services, guardian aid litems, environmental services, and county administration regarding civil process, transports and legal procedures.
- Frequent contact with other department members regarding the daily functions of the department.
- Frequent contact with IT.

External

- Frequent contact with other agencies and institutions, including but not limited to; local, state and federal facilities, jails, prisons, juvenile centers, medical and treatment facilities, and detoxification facilities regarding civil process and transports.

- Daily personal, telephone and electronic contact with private attorneys and the general public regarding civil process issues, foreclosures and answering various questions.
- Frequent contact with Abstract and Title companies and Real Estate offices regarding Mortgage Foreclosure and Redemption procedures, providing information as requested.
- Occasional contact with area news media regarding the happenings of the Sheriff's Office.

**SUPERVISORY AUTHORITY:**

**Scope**

<b>Effectively Recommend</b>		<b>Take Action</b>	
Hire		Hire	
Assign	<b>X</b>	Assign	
Direct	<b>X</b>	Direct	
Reward		Reward	
Transfer		Transfer	
Promote		Promote	
Adjust Grievances		Adjust Grievances	
Suspend (over 3 days)		Suspend (over 3 days)	
Discharge		Discharge	
Discipline-Oral		Discipline-Oral	
Discipline-Written		Discipline-Written	
Evaluate		Evaluate	
Train	<b>X</b>	Train	<b>X</b>
Demote		Demote	

**SUPERVISION PROVIDED:**

**None.**

**EXTENT OF SUPERVISION PROVIDED TO THE EMPLOYEE:**

This position is under the supervision of the Deputy II Sergeant Civil/Bailiff/Transport, and is required to perform the job duties and responsibilities independently with little supervision. The Civil Specialist interacts daily with her/his supervisor as it pertains to meeting the overall operation of the Sheriff's civil, bailiff and transport division. Functions of the position are carried out with wide latitude to use personal judgment and discretion while following the policy and procedures established by the department and mandated by law.

**KNOWLEDGE AND SKILL REQUIREMENTS:**

- Thorough knowledge of the operations of the Sheriff's Office policies, procedures, rules, regulations and county personnel policies.
- Ability to work independently.
- Considerable ability to organize, prioritizes, and coordinates daily work to meet the various deadlines and court dates relative to civil process and transports.
- Knowledge of office practices, business English, grammar, punctuation and spelling.
- Knowledge of bookkeeping and banking procedures.
- Ability to maintain accurate records, information, and statistics
- Extensive knowledge of civil process procedures and related statutes and the ability to perform those duties as applicable. Each type of process has its own requirements for service, mandated by statute, these are varied and can be complex.
- Extensive knowledge of Mortgage Foreclosure issues and different types of sales and requirements for each of them.
- Knowledge of creditor-debtor laws.
- Knowledge of landlord-tenant laws as they apply to Evictions.

- Ability to interpret Court Orders, and other legal instructions furnished in written, oral or scheduled form.
- Ability to review legal documents to insure proper procedures are followed to reduce liability to the County.
- Considerable ability to effectively communicate both verbally and in writing, especially in handling confidential and privileged materials.
- Considerable ability to communicate and work with attorneys, creditors and debtors.
- Continuing education as related to civil process and mortgage foreclosures, various sales and redemptions, by attending update classes to insure that we are complying per statute.
- BCA certification for entry of Protection Orders into NCIC.
- Computer and Internet use.
- Thorough knowledge of policies, procedures, local, state and federal laws as related to job tasks.
- Thorough knowledge of data privacy laws in relation to release of information to media and to the general public.
- Ability to type and transcribe with speed and accuracy.
- Ability to organize and maintain information and records.
- Ability to retrieve information from the various filing systems within the department.
- Knowledge of the MOC coding system, and various other computerized coding systems used within our department.
- Knowledge of various office equipment, including personal computer, software programs, fax, copier, phone, lektriever.
- Knowledge of ADC practices.
- Knowledge of Matron duties related to transporting detained persons.
- Knowledge of HIV/Aids, Infection control and blood born pathogens.
- Ability to operate department programs to ensure correct coding in order to enter and retrieve information relative to civil process and/or transports.

### **PROBLEM SOLVING:**

#### Typical

- Frequent interruptions for questions, information, or services by the staff, public, attorneys, county government offices, in person or by phone.
- Assisting in the absence of Civil Sgt. in locating staff to perform transports or civil process duties on time and with short notice.
- Meeting court and statute deadlines for civil process.
- Handling the problems of numerous other people.
- Getting orders changed when someone has been moved to another prison/hospital, to meet court dates or transport schedules.
- Dealing with irate, emotional or disturbed people in the lobby, ADC, Justice Center and the parking lot.

#### Unusual

- Dealing with irate, intoxicated, (alcohol and drugs) emotionally and mentally disturbed people.

### **WORK ENVIRONMENT:**

Duties are generally performed in an office environment. Time may be spent in a squad car, the ADC (jail), lobby, parking lot, justice center, courthouse, and various locations as required to perform duties of the position. Some travel is required for attendance at training programs and conferences. It is necessary to maintain composure and a calm professional demeanor while dealing with the many types of situations and people throughout the day. Safety risks are present. Overtime is a possibility depending on workload and assignments.

**PHYSICAL REQUIREMENTS:**

- General good health and mental stability.
- Clear speaking voice.
- Ability to handle prolonged periods of standing and sitting.
- Ability to handle and control people in various stages of physical, mental and emotional states.



Approved by: \_\_\_\_\_ Date: 02/28/2019  
 Marty Kelly

**Physical, Mental and Environmental Requirements**

**Part I: Physical Requirements: CIVIL Specialist**

**Section A**

The physical mobility requirements of this job are to spend:

5	hours a day sitting
1	hours a day standing
2	hours a day walking
	hours a day kneeling
	hours a day stooping
	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
25	feet climbed using stairs

**Section B**

The physical effort requirements of this job are

# of pounds lifted	
20	pounds lifted waist high
20	pounds lifted shoulder high
20	pounds lifted above the head
25	pounds are carried alone
100	pounds are carried with someone else
10	distance weight must be carried (feet)
25	pounds are pushed
25	pounds are pulled
25	pounds are held

**Section C**

The physical dexterity requirements of this job are to operate:

X	a telephone
X	Computer/electronic equipment
	hand tools
	Electric tools
	Manipulate small objects

**\* All tasks in A & B are figured on the average amounts (LBS, feet etc.) each time the task is completed.**

**Part II: Sensory Abilities**

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
X		distinguish colors
X		hear or listen
		taste
	X	smell
X		touch
X		speak

**Part III: Mental Effort**

The mental efforts required on a daily basis are:

X	reading		Analyzing data
X	writing	X	Searching for solutions
X	basic arithmetic		Creating methodologies
X	mathematics		Conducting research
	weighing and/or measuring		Managing resources
X	visualizing conclusions		Evaluating performance of others

### Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

1	hours a day spent working <b>under time pressure</b>
1	hours a day spent working <b>rapidly</b>
98	% of time spent <b>indoors</b>
2	% of time spent <b>outdoors</b>
0	% of time spent <b>in an automotive vehicle</b>
90	% of time spent <b>at a desk, bench or window</b>
90	% of time spent <b>in an office or control room</b>

X	The condition of the air is <b>clean (controlled)</b>
X	The condition of the air is <b>normal/average</b>
	The condition of the air is <b>dusty/dirty</b>
	The condition of the air is <b>wet/humid</b>
	The condition of the air is <b>affected by fumes, smoke etc.</b>

X	The noise level is <b>normal</b>
	The noise level is <b>loud, requiring ear protection</b>
X	The surface of the working environment is <b>level</b>
	The surface of the working environment is <b>sloping</b>
	The surface of the working environment is <b>uneven</b>
	The surface of the working environment is <b>slippery</b>

**Part V: Additional Comments: Conditions, tasks and percentages can change daily depending upon the tasks being performed or the job assignments.**



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Fax Number  
651-267-2679

**TO:** Melissa Cushing, HR Director  
Scott Arneson, County Administrator

**FROM:** Marty Kelly, Sheriff

**DATE:** March 1, 2019

**RE:** Communications Captain

### Summary:

We are requesting to create and fill a Communications Captain position. We would be using an existing budgeted position and savings from maintenance contracts to fill this position.

### Background and Request:

In June 2015, A Patrol Supervisor left the Goodhue County Sheriff's Office and took a radio manager position with the Washington County Sheriff's Office. With the loss of that supervisor's knowledge and expertise of the ARMER System and radios, this left a large void within the Sheriff's Office. The Sheriff's Office had to contract for services with Ancom costing approximately \$24,492.50, which were services, previously performed under the patrol supervisor's position. That supervisor also represented the Sheriff's Office on a regular basis at several regional meetings, which included meetings for matching grant funding.

Goodhue County has the largest ARMER System in Southeast Minnesota. We own four towers and use five state towers as well where we have equipment. The ARMER radio system has been set up and operational for years but now we are at a point where we need to maintain these systems. Since we have the largest system in Southeast Minnesota, it is important to have representation at regional meetings to obtain grant funding to help with the cost of maintaining that system.

We recently had the jail radio system go down and we have been doing our best to keep this system operating. The jail radio system is not currently on the ARMER system and is very outdated. We are also have approximately 100 portable radios budgeted for and they will all need programming.

By having a Communications Captain, we will have our own radio person who will oversee all of the Sheriff's Office Dispatch Center/PSAP, ARMER system, jail radio system and perform all of the office's radio needs.

We are evaluating areas of the office and feel that we can restructure to create a Communications Captain. We currently have an unfilled investigator opening that we would not fill and use that budgeted position towards the new position. We feel the current needs for a Communications Captain currently outweigh the needs of the investigative division.



We currently have a vehicle, laptop computer and desktop computer assigned to this investigative position. All of that equipment would be transferred to the Communications Captain, so there would not be any additional cost for equipment.

**Currently Budgeted:**

Current Investigator Position Pay Budgeted for 2019 – Salary & Benefits	\$99,937.00
Annual Ancom Service Contract-System Admin (signed when patrol supervisor left)	\$19,400.00
Annual Ancom Service Contract – Alarm Monitoring (signed when patrol supervisor left)	\$5,092.50
<b>Total:</b>	<b>\$124,429.50</b>

The Ancom services contracts were renewed January 31, 2019. We can submit a 30 day notice as indicated in the agreement to cancel services and it would be prorated.

**Request:**

Communications Captain Salary at Grade 86/Step 1 – \$31.18	\$64,854.40
Communications Captain <b>Single Insurance</b> & Other Benefits	\$24,421.00
<b>Total:</b>	<b>\$89,275.40</b>

Communications Captain <b>Family Insurance</b> & Other Benefits	\$36,906.00
<b>Total:</b>	<b>\$101,760.40</b>

# GOODHUE COUNTY POSITION DESCRIPTION

Position Title: **COMMUNICATIONS CAPTAIN**

Date: 03/01/19

Department: Sheriff

Location: Sheriffs Office

Work Hours: 8 Hour Shifts

Supervisor: Chief Deputy

Phone Number: 612-267-2603

Employee Status: Exempt

**PRIMARY OBJECTIVES OF POSITION:**

To provide oversight, supervision, direction and control of the responsibilities within the Communications Center/Division while coordinating the operations, configuration and upgrades of Goodhue County’s 800MHz radio system. This position plays a leadership role in insuring the satisfactory operation of the communication systems used to ensure conformance with established standards. This position serves as a liaison between all public safety agencies being served by the Goodhue County Public Safety Answering Point (PSAP). This is a highly technical position requiring very specific knowledge, skills and abilities related to the management and operation of a P25 Trunked Digital 7.X radio network.

This position shall work with public safety agencies and emergency managers within Goodhue County to establish Incident Communications Plans for any Incident Management System. This position also requires the ability to perform any law enforcement tasks of the Sheriff’s Office. This position shall assist local police departments when necessary. This position also files and submits reports required by the department and all governmental departments. This position shall follow all department policies.

**JOB TASK AREAS OF RESPONSIBILITY:**

**ESTIMATED PERCENTAGE OF TIME**

% OF TIME	TASKS
<b>90%</b>	<ul style="list-style-type: none"> <li>➤ Administers oversight of the daily operations of the Communication Center/PSAP</li> <li>➤ Consults, assists and advises Communication Center Supervisors by providing leadership and appropriate work direction to staff while promoting the mission and vision of the organization, reinforcing desired work behaviors, and encouraging the creation of a positive work environment.</li> <li>➤ Performs a variety of administrative and management duties unique to the Communication Center and Systems.</li> <li>➤ Facilitate problem solving processes, valuing positive results, managing conflict and negotiating satisfactory outcomes.</li> <li>➤ Develops, recommends, administers and updates procedures to meet changing internal and external demands and emergency communications related technologies to maintain efficiency and effectiveness.</li> <li>➤ Participates in development of procedures related to radio system usage, policy and guidelines.</li> <li>➤ Works with all other department supervisory personnel and administration to ensure consistency of operation within the Communications Center/Division and other divisions within the Sheriff’s Office.</li> <li>➤ Responsible for the current and future 800 MHz P25 Public Safety Trunked Radio programming and policy adherence.</li> <li>➤ Serves as the Sheriff’s Liaison to all public safety agencies using the County’s 800 MHz system.</li> </ul>

- Acts as answering point liaison at county, regional, state-wide, national and international meetings and seminars
- Orients and trains assigned staff as necessary.
- Provides training guidance to any Goodhue County radio users while maintaining training records.
- Performs required and routine maintenance of all system software and hardware including user radio equipment.
- System alarm monitoring and response as necessary.
- Develops and maintains subscriber radio database including radio code plug development.
- Develops and modifies subscriber radio programming templates to insure optimal operation.
- Coordinates repair activities for 900+ subscriber radios, as well as Goodhue County sub-system infrastructure.
- Manages software upgrades of sub-system components and subscriber radios.
- Inspects and evaluates equipment for repair or replacement
- Schedules and assists in conducting periodic maintenance of county radio site equipment.
- Employs system monitoring tools (NM suite, Ascentria SiteBoss) to stay informed on the health of the radio network.
- Acts as the first contact, by automatic system page, for system impacting problems, 24-7 (does not necessarily require call back to work).
- Reviews system usage reports to determine if users are experiencing abnormal number of busies or are roaming off the Goodhue sub-system inappropriately.
- Follows up on false alarms to be sure the system wide monitoring system is operating properly.
- Coordinates and administers the Goodhue County Users Group Committee.
- Acts as Goodhue County representative on various National, State, Regional radio committees.
- Provides guidance and training to users on proper use of the radio system.
- Acts as the System Technical Administrator in dealings with the system vendor and the Statewide Emergency Communication Board (SECB) and Committees
- Develops and maintains failure condition plans and assist with conducting periodic tests.
- Evaluates the need for sub-system changes, modifications and expansions, and makes recommendations to Sheriff's Office Administration and County Administrator's Office.
- Acts as a member of the communications management staff, along with the PSAP Sergeants/Supervisors, to report to the Sheriff on overall system status.
- Maintains adequate inventory of parts and supplies necessary to properly service subscriber units and infrastructure.
- Oversees maintenance of radio alias assignments and tracks all maintenance activity on user radio equipment.
- Oversees stock of spare radios, and ensures the operating status for deploying them in the event of an emergency;
- Manages and maintains service contracts on infrastructure and subscriber units.
- Programs and maintains as applicable the dispatch consoles (Motorola MCC7500).
- Monitors and maintains as applicable the County VHF paging equipment.
- Assists Emergency Management on sirens and Fire paging systems.
- Works with other jurisdictions and non-government agencies to insure radio interoperability (For example, Pierce County and Xcel Energy);
- Coordinates subscriber radio programming with other county Authorized programmers.
- Researches new technologies to meet the changing internal and external demands to ensure efficiency and effectiveness of public safety services.
- Responds to and serves as a state recognized Communications Leader (COML) or Communications Technician (COMT) as requested throughout the County, Region or State via mutual aid or EMAC agreement.

	<ul style="list-style-type: none"> <li>➤ Provides presentations to other governmental bodies or the general public on Emergency Communications</li> <li>➤ Assist Sheriff's Administration and County Administration in budgeting processes</li> <li>➤ Researches, locates, applies for grant opportunities and administers grants to further technologies within the Communications Division.</li> </ul>
<p style="font-size: 2em; font-weight: bold;">10%</p>	<p>Additional Duties or Assignments</p> <ul style="list-style-type: none"> <li>➤ Assists in the implementations and continuation of public safety programs.</li> <li>➤ Assists in the annual and new employee departmental training.</li> <li>➤ Assist in the continued evaluation and implementation of new policies and procedures.</li> <li>➤ Responsible for the security of the courthouse and its occupants.</li> <li>➤ Responding to or with Goodhue County Special Response Teams, including Dive Team or SWAT Teams to coordinate and manage emergency communications elements of the team's respective objective.</li> <li>➤ Monitor communications systems during Special Response Team deployments or other large emergencies, remotely, at the Sheriff's Office or at a respective scene to ensure they operate at a mission critical capacity.</li> </ul>

The essential functions of this position are listed above. Additionally, regular attendance at work is also required in order to carry out the duties listed above.

**BUDGET RESPONSIBILITIES:**

The Captain interacts with the Sheriff's Office Administration concerning budgetary requests and the allocation of budgetary resources. He also approves expenditures related to overtime, training needs, etc. related to the Communications Division.

**RESPONSIBILITY FOR RELATIONSHIPS:**

Internal

- Daily personal and written contact with Communication Center Supervisors and Deputies (911 Dispatchers)
- Daily personal and written contact with county deputies to give and receive information relative to the communication system operations.
- Daily personal and written contact with other county deputies and supervisors to give and receive information to conduct patrol duties, complaints and investigations.
- Frequent personal and written contact with county investigators to give and receive information for communication center duties, complaints and investigations.
- Frequent personal and written contact with Sheriff, Patrol and supervisor to give and receive information on communication center duties, complaints and investigations. Give information on equipment needing repair and other possible equipment needed for job. Personal needs along with vacation and sick day requests.
- Occasional personal and written contact with county attorney to review cases for court, get information on new and updated laws, information for investigations, arrests, etc.

External

- Daily personal and written contact with other county public safety agencies to give and receive information relative to the communication system(s).
- Daily personal and written contact with communication system contractors, vendors and technical service providers for the purpose of providing service, and maintenance relative to the radio system, 911 system or Computer Aided Dispatch systems.
- Frequent personal and written contact with various local and state radio system managers and committee members relative to the state’s ARMER system or 911 system.
- Daily personal contact with the public concerning complaints, calls and overall general questions.
- Frequent personal and written contact with other law enforcement agencies to give and receive information on job related items and investigations.

**SUPERVISORY AUTHORITY:**

**Scope**

<b><u>Effectively Recommend</u></b>		<b><u>Take Action</u></b>	
Hire	X	Hire	
Assign		Assign	X
Direct		Direct	X
Reward		Reward	X
Transfer		Transfer	
Promote	X	Promote	
Adjust Grievances		Adjust Grievances	
Suspend	X	Suspend	
Discharge	X	Discharge	
Discipline-Oral		Discipline-Oral	X
Discipline-Written		Discipline-Written	X
Evaluate		Evaluate	X
Train		Train	X
Demote	X	Demote	

**SUPERVISION PROVIDED:**

The Communication Captain would provide general supervision to members of the Dispatch Center as well as indirectly supervises, manages, motivates, directs leads and delegates to subordinates throughout the chain of command for the purposes of meeting the Sheriff’s short-term and long-term goals and objectives.

**EXTENT OF SUPERVISION PROVIDED TO THE EMPLOYEE:**

The Captain interacts daily with the Sheriff, Chief Deputy and Major as it pertains to meeting the Sheriff’s short-term and long-term organizational goals and objectives related to budgetary considerations, personnel matters, fulfillment of the Mission Statement, resource allocation, organizational direction, etc

**KNOWLEDGE AND SKILL REQUIREMENTS:**

The Captain’s position requires a two or four year degree in law enforcement, criminal justice or related field. This position also requires a current license with the Minnesota Board of Peace Officer Standards and Training (POST).

The following are the required skills and knowledge:

- State or Federally recognized Communications Leader (COML)
- State of Federally recognized Communications Technician (COMT)
- Knowledge of the National Incident Management System (NIMS) and familiarity of the respective communication related positions within (COMU, COMC, INCM, RADO, etc.)
- Knowledge of radio communications networks, including trunked radio systems, mobile data systems, digital microwave networks, fiber optic networks and LAN/WAN packet networks.
- Knowledge in methods, tools and equipment used in radio testing, installation, trouble shooting,

- repair and maintenance of related radio systems.
- Knowledge of the NG911 Systems
- Knowledge of Minnesota's Statewide Emergency Communications Board (SECB) and the established governance.
- Knowledge in related computer operating systems, client/server configurations, and related PC based applications.
- Proficient in the use of numerous related hardware and software tools, including but limited to: PRNM Suite – Zone Config Mgr, User Config Mgr, Zone, Watch, Affiliation Display, Radio Control Manager, ATIA Ascentria SiteBoss, Motorola CPS software radio programming, Motorola CSS (base station programming), MCC7500 Console and Admin, System Monitor, Encryption Key Loader, microwave power meter and frequency counter.
- Ability to understand and effectively apply Federal Communications Commission rules and regulations as well as state and local laws governing the operations of the radio system.
- Knowledge of patrol duties, civil process, transports, and courts procedures, and related statutes and the ability to perform those duties if necessary.
- Knowledge of data privacy laws pertaining to public, private and personnel records.
- Knowledge of interpretations and comprehension of criminal law, traffic laws, search and seizure limitations, arrest procedures and other specialized aspects and functions of a peace officer.
- Thorough knowledge of first aid.
- All knowledge and skill both intellectual and physical related to a licensed peace officer in the State of Minnesota and mandated by the Peace Officers Standards and Training (POST) such as use of force, pursuit driving, etc.
- Ability to express clearly in writing of reports of incidents.
- Problem solving and critical thinking skills.
- Strong decision making skills
- Must be a United States citizen.
- Must possess a valid driver's license.
- Use and operation of an emergency vehicle and applicable laws.
- Ability to communicate effectively orally, written and electronically.
- Strong ability to work with all types of persons and their personalities.
- Basic knowledge of duty firearms use and how to properly maintain them
- Knowledge of various office equipment, including personal computer, software programs, fax, Xerox, and phone.
- Must be in good physical and psychological condition

### **WORK ENVIRONMENT:**

The Communications Captain position generally is performed in a building, office setting, law enforcement vehicle or radio equipment building. Some work may be done outside and in adverse weather conditions. Travel is required for attendance at conferences, meetings and training. Call back to duty is always a possibility due to the nature of the Communications Captain's duties.

Other duties of this position are generally performed in and around the county in a squad car in adverse settings including adverse weather conditions. Some travel is required for attendance at training programs and conferences. Maintaining composure and a calm professional demeanor while dealing with the many types of situations and people throughout the day. Safety risks are present. 40+ hour week are always a possibility depending on workload and various projects associated with the operation of Communications Center and systems. There is the possibility of being called into work for various reasons, to include responding to emergencies, equipment failure, alarms, etc.

**PHYSICAL REQUIREMENTS:**

*The physical requirements can change daily depending on the activity the Communications Captain is involved in. The following are common categories of physical tasks:*

- Sitting for short and long periods
- Standing for short and long periods
- Walking short and long distances
- Running short and moderate distances
- Sprinting short distances
- Climbing stairs and obstacles
- Jumping and dodging obstacles
- Crawling or stopping
- Lifting and carrying objects and people
- Dragging, extracting and pulling objects and people
- Pushing/pulling heavy objects or forcing entry
- Bending and reaching
- Short and moderate duration use of force with subjects
- Use of restraining devices
- Use of restraining/control holds
- Use of hands/feet for self-defense
- Ability to use firearms.

Approved by: \_\_\_\_\_  
M. Kelly  
 Sheriff Marty Kelly

Date: 03/01/2019

**Physical, Mental and Environmental Requirements**

**Part I: Physical Requirements, COMMUNICATIONS CAPTAIN**

**Section A**  
 The physical mobility requirements of this job are to spend:

6	hours a day sitting
2	hours a day standing
1	hours a day walking
.25	hours a day kneeling
.25	hours a day stooping
.5	miles a day walked
6	feet climbed using a ladder
20	feet climbed on an incline
20	feet climbed using stairs

**Section B**  
 The physical effort requirements of this job are

# of pounds lifted	
60	pounds lifted waist high
60	pounds lifted shoulder high
30	pounds lifted above the head
60	pounds are carried alone
200	pounds are carried with someone else
20	distance weight must be carried (feet)
100	pounds are pushed
100	pounds are pulled
50	pounds are held

**Section C**  
 The physical dexterity requirements of this job are to operate:

X	a telephone
X	Computer/electronic equipment
X	hand tools
X	Electric tools
X	Manipulate small objects

\* All tasks in A & B are figured on the average amounts (LBS, feet etc.) each time the task is completed.

**Part II: Sensory Abilities**

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
x		see
x		distinguish colors
x		hear or listen
		taste
	x	smell
	x	touch
x		speak

**Part III: Mental Effort**

The mental efforts required on a daily basis are:

x	reading		Analyzing data
x	writing	x	Searching for solutions
x	basic arithmetic		Creating methodologies
	mathematics		Conducting research
x	weighing and/or measuring		Managing resources
x	visualizing conclusions		Evaluating performance of others

## Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

1	hours a day spent working <b>under time pressure</b>
1	hours a day spent working <b>rapidly</b>
20%	% of time spent <b>indoors</b>
30%	% of time spent <b>outdoors</b>
70%	% of time spent <b>in an automotive vehicle</b>
10%	% of time spent <b>at a desk, bench or window</b>
10%	% of time spent <b>in an office or control room</b>

X	The condition of the air is <b>clean (controlled)</b>
X	The condition of the air is <b>normal/average</b>
X	The condition of the air is <b>dusty/dirty</b>
X	The condition of the air is <b>wet/humid</b>
X	The condition of the air is <b>affected by fumes, smoke etc.</b>

X	The noise level is <b>normal</b>
X	The noise level is <b>loud, requiring ear protection</b>
X	The surface of the working environment is <b>level</b>
X	The surface of the working environment is <b>sloping</b>
X	The surface of the working environment is <b>uneven</b>
X	The surface of the working environment is <b>slippery</b>

**Part V: Additional Comments:** These requirements can change daily depending on the activity the Communications Captain is involved, job assignment, schedule worked, weather conditions, etc. The figures given are based using what is the "average".





## REQUEST TO HIRE FORM

### DEPARTMENT & POSITION INFORMATION

Department: Sheriff Date: 03-01-2019  
Submitter Name: Marty Kelly - Sheriff  
Position Title: Communications Captain Position Reports To: Chief Deputy

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

Type of Hire:  Replacement (backfill) Replacing Who? \_\_\_\_\_  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?

Goodhue County has the largest ARMER radio system in Southeast Minnesota. We currently do not have a communications position and feel there is an urgent need to maintain our radio system and oversee our PSAP center.

### 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 / 4

Anticipated Benefit Cost: \$ 36,906.00

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

Total Cost\*: \$ 111,474.00

Total Budgeted: \$ 124,429.50

\*Salary & Benefits

### ADDITIONAL INFORMATION

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

We would be eliminating an investigator position and two service contracts which are already budgeted for. We would use that funding and equipment for the new position request.

Job Posting Type:  Internal only  Internal & External

#### Advertising Requested:

- |  |   |
|--|---|
| <input type="checkbox"/> ADP Career Center (includes indeed.com) | <input type="checkbox"/> County website (includes Facebook & Twitter) |
| <input type="checkbox"/> Lake City Shopper/ Graphic              | <input type="checkbox"/> Republican Eagle (includes JobsHQ online)    |
| <input type="checkbox"/> Cannon Falls Beacon                     | <input type="checkbox"/> Zumbrota Shopper                             |
| <input type="checkbox"/> Assoc. MN Counties (AMC) website        | <input type="checkbox"/> League of MN Cities (LMC) website            |

Other Advertising Requested: \_\_\_\_\_

Send completed form & job description to Human Resources Director.

# REQUEST TO HIRE FORM

## APPROVALS PAGE

Department: Sheriff

Date: 03-01-2019

Submitter Name: Marty Kelly - Sheriff

Position Title: Communications Captain

Position Reports To: Chief Deputy

### HUMAN RESOURCES USE ONLY

Did HR review job description?  Yes  No

Recommendation:  Approve Hire  Deny Hire

Comments: Salary for this position includes the Investigator and 2 radio contracts that will not be filled once this position is hired.

The actual salary for this position will be determined after the Board approves hiring. We anticipate the salary will be grade 86.

HR Director Signature: Melissa Cushing

Digitally signed by Melissa Cushing  
Date: 2019.03.04 16:08:05 -06'00'

Date: 3/8/19

### COUNTY ADMINISTRATOR USE ONLY

Disposition:  Approve Hire  Deny Hire  Require to go to Board

Comments: This will need to go to County Board. As it is a different position that is not technically budgeted for.

County Administrator Signature: Scott Arneson

Digitally signed by Scott Arneson  
Date: 2019.03.08 08:55:00 -06'00'

Date: 3/8/19

After final determination is made, this form should be sent to:

Person/ Department	Date & Initial	Method
<input type="checkbox"/> Human Resources Director	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice
<input type="checkbox"/> Department Head	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice





Office of the

# Goodhue County Sheriff

430 West 6th Street • Red Wing, MN 55066

## Marty Kelly

Adult Detention Center  
651-267-2804

Law Enforcement Center  
Business Hours 651-267-2600  
After Hours 651-385-3155

Fax Number  
651-267-2679

**TO:** Melissa Cushing, HR Director  
Scott Arneson, County Administrator

**FROM:** Marty Kelly, Sheriff

**DATE:** March 18, 2019

**RE:** Patrol Commander/Patrol Captain

**Summary:** We are requesting to promote a Patrol Captain that will train for a one-month period with the current Patrol Commander.

**Background and Request:**

We have received a verbal notification this morning that after 34 years with the Sheriff's Office, our Patrol Commander will be retiring. He will be submitting his retirement paperwork sometime this week.

Due to the importance of this position, we are requesting County Board approval to allow us to promote a Patrol Captain who will train with the current Patrol Commander for a one-month period. This position will be posted once we receive the retirement paperwork. Interviews would follow the posting and the selected candidate would start approximately mid-April.

We feel that a one-month period is important due to the wealth of knowledge in a variety of areas that our current Patrol Commander has. The current Patrol Commander has been imperative in the transition process of new administration and it would be beneficial to the Sheriff's Office to have a one-month training period.

Some of the duties of the Patrol Commander have been reduced since the job description was written in 2013. We are in the process of updating that job description and submitting it for pay study. The replacement position would be a Patrol Captain, which would be more in line and keep things consistent in the sheriff's office organization.



# REQUEST TO HIRE FORM

## DEPARTMENT & POSITION INFORMATION

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

Submitter Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ Position Reports To: \_\_\_\_\_

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

Type of Hire:  Replacement (backfill) Replacing Who? \_\_\_\_\_  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?

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## 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: \_\_\_\_\_ / \_\_\_\_\_

Anticipated Benefit Cost: \$ \_\_\_\_\_

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

Total Cost\*: \$ \_\_\_\_\_

Total Budgeted: \$ \_\_\_\_\_

\*Salary & Benefits

## ADDITIONAL INFORMATION

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

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Job Posting Type:  Internal only  Internal & External

### Advertising Requested:

- |  |   |
|--|---|
| <input type="checkbox"/> ADP Career Center (includes indeed.com) | <input type="checkbox"/> County website (includes Facebook & Twitter) |
| <input type="checkbox"/> Lake City Shopper/ Graphic              | <input type="checkbox"/> Republican Eagle (includes JobsHQ online)    |
| <input type="checkbox"/> Cannon Falls Beacon                     | <input type="checkbox"/> Zumbrota Shopper                             |
| <input type="checkbox"/> Assoc. MN Counties (AMC) website        | <input type="checkbox"/> League of MN Cities (LMC) website            |

Other Advertising Requested: \_\_\_\_\_

Send completed form & job description to Human Resources Director.

**REQUEST TO HIRE FORM**  
APPROVALS PAGE

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

Submitter Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ Position Reports To: \_\_\_\_\_

**HUMAN RESOURCES USE ONLY**

Did HR review job description?  Yes  No

Recommendation:  Approve Hire  Deny Hire

Comments: \_\_\_\_\_

\_\_\_\_\_

HR Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COUNTY ADMINISTRATOR USE ONLY**

Disposition:  Approve Hire  Deny Hire  Require to go to Board

Comments: \_\_\_\_\_

\_\_\_\_\_

County Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

After final determination is made, this form should be sent to:

Person/ Department	Date & Initial	Method
<input type="checkbox"/> Human Resources Director	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice
<input type="checkbox"/> Department Head	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice