



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

JULY 21, 2020
7:30 A.M.

1. VIRTUAL MEETING NOTICE

"Due to concerns surrounding the spread of COVID-19, it has been determined that in-person meetings or meetings conducted under Minn. Stat. 13D.02 are not practical or prudent. Therefore, meetings that are governed by Open Meeting Law will temporarily be conducted by telephone or other electronic means pursuant to Minn. Stat. 13D.021." "The Goodhue County Personnel Committee will be conducting a meeting pursuant to this section on July 21, 2020 at 7:30 a.m. The Personnel Committee members and presenters attending will appear by telephone or other electronic means. The public may monitor the meeting from a remote site by logging into <HTTPS://GLOBAL.GOTOMEETING.COM/JOIN/539358437> or calling 1 877 568 4106 beginning at 7:20 a.m. or any time during the meeting." Access code: 539-358-437.

2. IT Network Security Analyst

Documents:

[PERSONNELCOMMITTEE-IT NETWORK SECURITY ANALYST PACKET.PDF](#)

3. Request To Add Full Time Assistant County Attorney 1 Position

Documents:

[PERSONNEL COMMITTEE.PDF](#)
[ACATTORNEY.PDF](#)
[SUPPORT FOR ADDITIONAL LEGAL STAFF SUPPORT 4.PDF](#)

4. Zoning Request

Documents:

[ZONINGREQUEST.PDF](#)

5. Request To Hire: Highway Maintenance Worker.

Documents:

[REPLACE HIGHWAY MAINTENANCE WORKER_PCREPORT.PDF](#)



John M. Smith
IT Director
Goodhue County

509 W. Fifth St.
Red Wing, MN 55066
Phone – (651) 385-3224
Fax – (651) 385-2023

To: Goodhue County Personnel Committee
CC: Melissa Cushing, HR Director
From: John Smith, IT Director
Date: July 21, 2020
RE: IT Network Security Analyst

Summary

The Information Technology Department is requesting that the county hire a full time Network Security Analyst, whose duties, salary, benefits, and related expenses will be allocated at 60%, 20%, and 20%, to Goodhue County, City of Red Wing, and Red Wing Public School District (RWPSD) respectively.

Background

In 2004, the county contracted with Solbrek Consulting for network security services. Mr. Mark Steege was the security analyst assigned to Goodhue County, and shortly thereafter formed his own consulting company. He has continued serving the county as a “Network Security Consultant” for the past 15 years. During that time, Mr. Steege has also provided network security consulting services for the City of Red Wing, the Red Wing Public School District, and various other government and non-government clients in Minnesota and Wisconsin.

Mr. Steege will be ending his consulting practice and retiring in September of 2020. County Board members serving on the Technology Committee voiced their support for trying to continue the collaborative work that Mr. Steege accomplished while working with the county, the city, and the schools. After consultation with representatives from the City of Red Wing and the Red Wing Public School District, it was decided that the best and most desirable approach to achieving everyone’s goals would be to hire a full time employee that could be shared among the three organizations. Other options were considered and discussed (described in the “Alternatives” section below) but none were thought to be able to provide the cost effective level of service that each organization desires.

The approach being recommended requires that Goodhue County hire a full time employee, and that both the City of Red Wing and the Red Wing Public School District sign a “Shared Employee Agreement” (draft copy attached). Both organizations have agreed to this approach in principle, have confirmed the estimated expenses are within their budget, and are enthusiastic about entering into such a partnership. This same approach is currently in use between Goodhue County and the City of Red Wing in the Surveyor’s Office for a GIS Analyst position.

Expense Analysis

The job description review performed by county Human Resource consultants defined this position as a grade 85. Based on comparisons with other counties and the skill level required for the position, we are recommending a starting range between Step 1 and Step 6:

IT Network Security Analyst	Step 1	Step 6
<i>Hourly Rate</i>	\$29.29	\$36.60
Salary, PERA, SS, Medicare & Life:	\$70,215.46	\$87,723.79
Family medical insurance + HSA*	\$24,028.00	\$24,028.00
TOTAL Compensation	\$94,243.46	\$111,751.79
Total Compensation	\$94,243.46	\$111,751.79
TOTAL City of RW & RWPS Offsets (20% each + \$5,000 misc expense)	(\$47,697.39)	(\$54,700.72)
2021 Budget for Network Security	(\$55,000.00)	(\$55,000.00)
County Budget Impact for 2021	(\$8,453.92)	\$2,051.08

* Assumes the highest cost medical insurance coverage selected

While Mr. Steege has not increased his hourly consulting rate in some time, hiring a full time employee will, of course, include COLA and Merit increases, resulting in increased personnel costs in subsequent years. However, the current budget for Mr. Steege equates to approximately 76 days per year, and 60% of this new position will more than double the amount of time – 156 days per year – that the county has in-house network security expertise.

Comparisons

We reached out to over 20 counties for information on how they currently address the need for network security and received the following responses:

Dodge	No in-house expertise; utilizes services of consultant from twin-cities when necessary
Olmsted	“IT Security Architect” \$79K-\$123K/year salary range
Steele	No specific position; IT Director highly trained in network security from previous consulting experience
Sherburne	No in-house expertise
Chisago	“Senior Security Engineer” up to \$81.5K/year salary range
Morrison	No specific position, but planning to request; duties currently shared by IT Director, Network Administrator, and System Administrator
Dakota	“Senior Security Analyst” X2, reporting to “Security Supervisor”; all three positions over \$100K/year
Blue Earth	“Information Security Administrator” \$59K-\$79K/year salary range

Alternatives

1. Do nothing – Existing IT staff attempt to address all network security requirements.
 - a. Increases risk to county
 - b. Eliminates collaborative network security work with city and school district
 - c. Will require additional training for cyber security specific skills
 - d. Reduces time staff are able to devote to existing priorities
 - e. Reduces IT operating budget by \$55,000/year
2. Consultant – Attempt to retain a new consulting firm that can provide these services
 - a. Less ability to share knowledge and collaborate with city and school district
 - b. Consultants not “invested” in Goodhue County
 - c. Prohibitively expensive – hourly rates would equate to over \$300K/year salary
 - d. No guarantee same consulting staff are assigned or available
 - e. Consultants are able to draw on knowledge and skills of their entire organization
 - f. Consultants do not get sick or take vacation

3. Part Time – Attempt to hire a part time Network Security employee for Goodhue County, with salary and benefits within the \$55,000 amount currently budgeted for Mr. Steege
 - a. Highly unlikely such a skilled position would consider a part time position
 - b. Risks losing employee when they are able to find full time employment
 - c. Not able to provide collaboration with city and school district

Recommendation

The Goodhue County Information Technology Department, with the support of Laura Blair, Administrative Services Director for the City of Red Wing and Kevin Johnson, Director of Buildings, Grounds & Technology (Retired) for the Red Wing Public School District, recommend allowing Goodhue County to hire a full time IT Network Security Analyst and enter into mutually beneficial Shared Employment Agreements allocating the duties and costs of this position to each 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?

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.

Job Posting Type: Internal only Internal & External

Advertising Requested:

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

GOODHUE COUNTY POSITION DESCRIPTION

Position Title: IT Network Security Analyst
 Department: IT

Date: June, 2020
 Location: Government Center

Supervisor: IT Director
 Phone Number: 651-385-3224

PRIMARY OBJECTIVES OF POSITION:

The primary objective of this position is to proactively design, implement, monitor, and maintain solutions to protect the confidentiality, integrity, and access to data on various networks. This position focuses on network security and works closely with other technical staff, county departments, and affiliated entities to identify security needs and mitigate risks.

This position also provides support for the design, maintenance, and expansion of critical network infrastructure.

JOB TASK AREAS OF RESPONSIBILITY:

ESTIMATED PERCENTAGE OF TIME:

<p align="center">% OF TIME</p>	<p align="center">TASKS</p>
<p align="center">80%</p>	<p>Monitor and Maintain Network Security</p> <ul style="list-style-type: none"> ➤ Install, configure, support, and monitor network security systems and applications ➤ Establish baseline security profiles for monitoring of network equipment, servers, and workstations ➤ Maintain awareness of current security requirements including, but not limited to, HIPPA, CJIS, IRS, and SSA ➤ Maintain awareness of local, state, national, and global security threats and implement or recommend mitigation steps ➤ Research solutions and emerging technologies to improve network security and recommend new or updated tools, systems, and applications ➤ Perform investigations, analysis, and remediation of network security breaches ➤ Troubleshoot and resolve network communication issues related to firewalls, routers, security certificates, DNS providers, etc. ➤ Participate in the evaluation, selection, implementation, configuration, and maintenance of core network components, such as physical and virtual servers, SAN/NAS equipment, firewalls, routers, switches, and network management software and applications ➤ Develop methodologies to harden network equipment, servers, and workstations, providing optimum balance of security and performance ➤ Provide extensive contribution to Disaster Recover, Business Continuity, and Incident Response plans as related to network and data security and recovery ➤ Develop policies, procedures, training materials, and other documentation for technical and non-technical county staff relating to network and information security ➤ Provide training for technical staff in the use and maintenance of security systems and applications ➤ Provide training for non-technical staff related to information security

EXTENT OF SUPERVISION PROVIDED:

The duties and responsibilities of this position are performed under the general supervision of the IT Director. This position uses independent judgment to perform many of the tasks associated with the position while still following established department and county policies.

This position also receives direction and general supervision from appropriate manager or director when performing job duties for affiliated government organizations.

KNOWLEDGE AND SKILL REQUIREMENTS:

Minimum Qualifications

This position requires a 4-year degree from an accredited college or university in Computer Science, Management Information Systems, Cybersecurity, or a related field and two years of experience working with complex, large-scale networking technologies and data security.

OR

A combination of education and experience equivalent to six years of increasingly advanced experience implementing, managing, and supporting enterprise class security systems and applications.

Desirable Qualifications

CompTIA Security+

CISSP – Certified Information Systems Security Professional

CISM – Certified Information Security Manager

CEH – Certified Ethical Hacker

The following are the required knowledge and skills:

- Extensive knowledge of firewall installation, configuration, management, and monitoring
- Extensive knowledge of computer networks, including routers, switches, Ethernet cabling, wireless technologies, servers, and workstations
- Extensive knowledge of Microsoft Windows client and server operating systems
- Extensive knowledge of LINUX operating systems
- Extensive knowledge of network monitoring, logging, and analysis systems, including, but not limited to, IDS, IPS, VPN, and NAC
- Extensive knowledge of installing, maintaining, and troubleshooting network hardware and software
- Substantial knowledge of TCP/IP networking, including DNS, DHCP, SNMP, SFTP, etc.
- Substantial knowledge of LAN/VLAN/WAN/wireless network infrastructure.
- Substantial knowledge of virtual server infrastructure technologies
- Substantial knowledge of data backup, protection, and recovery technologies.
- Substantial knowledge of Storage Area Networks (SAN) and Network Attached Storage (NAS) technologies
- Working knowledge of cloud computing technologies and concepts
- Ability to work independently without close supervision on tasks that require meticulous attention to detail
- Ability to organize and prioritize a fluid workload of highly technical projects with varying levels of importance and urgency
- Ability to work in a team environment
- Ability to understand and follow complex oral and written instructions
- Ability to communicate effectively both orally and in writing
- Ability to work in a professional manner with all types of people and personalities
- Ability to adapt to new procedures and practices
- Ability to work in a confidential manner
- Ability to obtain CJIS certification within 60 days of hire
- Possess a valid driver license

WORK ENVIRONMENT:

The work of this position is generally performed in an office setting. Occasional travel to other county facilities and attendance at training programs and conferences may be required for this position.

Scheduled work at affiliate organizations, specifically the City of Red Wing and the Red Wing School District offices is also required. This position participates in on-call support during non-working hours with other department staff. 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. Because the position involves access to sensitive and confidential data, adherence to all policies relating to such access is required.

PHYSICAL REQUIREMENTS:

The work of this position requires the physical dexterity to use a personal computer and other modern office equipment. Frequent movement through all county facilities is required. This position requires the movement of items weighing up to forty pounds.

SAFETY AND HEALTH

This position shall follow all established safety and wellness policies of the employer. This position is required to report all injuries incurred while working to the supervisor and Human Resources as soon as possible after an injury occurs.

POSITION CLASSIFICATION

Department Head

Non Union

AFSMCE

LELS

Teamsters

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

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

Section B

The physical effort requirements of this job are

# of pounds lifted	
40	pounds lifted waist high
40	pounds lifted shoulder high
40	pounds lifted above the head
40	pounds are carried alone
40	pounds are carried with someone else
	distance weight must be carried (feet)
40	pounds are pushed
40	pounds are pulled
40	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
	Electric tools
X	Manipulate small objects

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
NR	NR	taste
	X	smell
X		touch
X		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading	X	Analyzing data
X	writing	X	Searching for solutions
X	basic arithmetic	X	Creating methodologies
	mathematics	X	Conducting research
	weighing and/or measuring	X	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):

8	hours a day spent working under time pressure
3	hours a day spent working rapidly
100	% of time spent indoors

	The condition of the air is clean (controlled)
X	The condition of the air is normal/average
	The condition of the air is dusty/dirty

X	The noise level is normal
	The noise level is loud, requiring ear protection
X	The surface of the working environment is level

0	% of time spent outdoors
1	% of time spent in an automotive vehicle
99	% of time spent at a desk, bench or window
99	% of time spent in an office or control room

	The condition of the air is wet/humid
	The condition of the air is affected by fumes, smoke etc.

	The surface of the working environment is sloping
	The surface of the working environment is uneven
	The surface of the working environment is slippery

Part V: Additional Comments:

AGREEMENT BETWEEN GOODHUE COUNTY AND THE CITY OF RED WING FOR IT NETWORK SECURITY SERVICES

WHEREAS, the City of Red Wing (hereinafter "Red Wing") is in need of the services of a Network Security employee and Goodhue County (hereinafter "Goodhue") is willing to provide these services to meet this need. This agreement is intended to memorialize the terms by which the Network Security staff time will be shared and the associated costs will be assessed;

NOW THEREFORE, the parties agree as follows:

1. Agreement Between the Parties.

- a. Goodhue will provide Network Security services to Red Wing in the following manner:
 - i. Goodhue shall hire and maintain a Network Security position for the purpose of this agreement. The employee shall for all purposes be considered a Goodhue County employee, shall be governed by Goodhue County's Personnel Policy, and shall earn vacation and sick leave as per Goodhue County's Personnel Policy. The salary and benefits (federal or state taxes, federal Social Security, unemployment insurance, worker's compensation, and Public Employees' Retirement Association contributions incurred on behalf of the employee) shall be provided by Goodhue with Red Wing reimbursing Goodhue for the cost of services provided to Red Wing as outlined in Appendix A attached hereto; Goodhue shall consult with Red Wing in the hiring process and the annual review process of the Network Security employee.
 - ii. Red Wing agrees to purchase 20%, or the equivalent of one day per work week, of a Network Security employee's time to work on Red Wing Network Security projects.
- b. Red Wing shall use the Network Security employee for Network Security purposes and for any related duty for which they may be qualified and as defined in the employee's job description. Red Wing may not use the Network Security employee to perform any other services without the express written consent of Goodhue. While the Network Security employee is providing services for Red Wing, Red Wing shall take all reasonable and appropriate steps to protect their health and safety. Red Wing shall comply with federal, state and local occupational safety and health standards, regulations and rules promulgated pursuant to the Occupational Health and Safety Act which are applicable to the work to be performed by the Network Security employee;

- c. Red Wing will provide reasonable accommodations, including but not limited to, office space, furniture, computer, office supplies, telephone, and equipment for the Network Security employee at their site;
- d. Red Wing agrees to pay 20% of any future unemployment costs deemed payable by Goodhue as a result of the Network Security employee's employment under this agreement;
- e. Red Wing agrees to pay 20% of any accrued Paid Time Off payable to the Network Security employee, as defined in the Goodhue County Personnel Policy, at the time of the employee's separation of employment from the county;
- f. Red Wing shall designate a representative as the point of contact for communication and coordination between Red Wing IT and Goodhue IT and provide the name and contact information to the Goodhue Information Technology Director. This representative will be responsible for coordinating management and administration of the Network Security employee.

2. Reimbursement of Other Expenses.

- a. Red Wing shall reimburse Goodhue as per Appendix A.

3. Data Release and Retention.

- a. Private or Confidential Data. During the term of this agreement, no private or confidential data shall be revealed, except as authorized by Red Wing consistent with the requirements of the Minnesota Government Data Practices Act. Both Goodhue and Red Wing shall keep pertinent business records pursuant to this Agreement. Such records shall be maintained for at least 6 years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period. All accounting records shall be kept in accordance with generally accepted accounting practices. Both parties shall have the right to audit and review all such documents and records at any time during regular business hours or upon reasonable notice. These records are subject to examination, duplication, transcription and audit by County and either the Legislative or State Auditor of the State of Minnesota pursuant to Minnesota Statute § 16C.05, subd 5. Such records are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract;
- b. Public access to data. Goodhue will coordinate with Red Wing on public access and requests for data that have been copied, obtained, created, or collected in the course of fulfilling this contract.

4. Indemnification and Assistance in Litigation.

- a. Red Wing shall assume any and all liability for the activities of the Network Security employee while said employee is performing services on behalf of Red Wing under this agreement. Goodhue shall assume any and all liability for the activities of the Network Security employee in all other circumstances. The parties hereto shall save and hold harmless the other party and its officers, agents, employees, and members, from all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its agents, servants or employees, in the execution, performance or failure to adequately perform its obligations pursuant to this Agreement.
- b. The Network Security employee shall upon reasonable notice, furnish information and proper assistance to Goodhue and Red Wing as they may reasonably require with any litigation in which it is, or may become, a party either during or after employment.
- c. Nothing herein shall be construed as a waiver of any immunities or municipal tort liability limits contained in Minnesota Statutes Chapter 466 or other applicable law.

5. Liability and Property Damage Insurance.

- a. In order to ensure that each party will be able to provide indemnification as required by the above provision, each party will maintain general liability and automobile liability with coverage limits not less than those prescribed under Minn. Stat. 466.04; and Workers' Compensation Insurance coverage or self-insurance in accordance with the Minnesota statutory requirements. Said policies shall be kept in effect during the entire term of this Agreement.
- b. The policy cannot be canceled without 30 days written notice to Goodhue and Red Wing shall supply Goodhue with a certificate of insurance yearly listing the coverage and other requirement set out above.

6. Grievances. Any grievance by the Network Security employee that arises out of this agreement, or the breach of it, shall be handled in accordance with the terms of Goodhue's Personnel Policy Manual.

7. Termination of Agreement. Either party may terminate this Agreement, with or without cause, by providing written notice to the other party no less than six (6) months prior to desired termination date.

8. Force Majeure. Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a

party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

9. **Limited Effect of Waiver by Goodhue.** Should either party hereto waive breach of this agreement by the other party, that waiver will not operate or be construed to waive a further breach by the breaching party.
10. **Severability.** If, for any reason, any provision of this agreement is found to be invalid or unenforceable, all other provisions of this agreement shall remain in effect.
11. **Oral Modifications Not Binding.** This instrument is the entire agreement between Red Wing and Goodhue. Oral changes have no effect. It may be altered only by written agreement of the parties. This is not intended to pertain to operational decisions necessary to perform the work.
12. **Assignment.** Neither party may assign, delegate or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other, which consent shall not be unreasonably withheld.
13. **Agreement Expiration.** This agreement will remain in full effect for a period of three (3) years beginning on the hire date of the Network Security employee. Thereafter, this agreement will automatically renew for successive three (3) year terms, unless terminated as outlined in item 7 listed above.

Approved by Goodhue County Board

this ____ day of _____, 20__

GOODHUE COUNTY

Chair

Paul Drotos

Attest: Administrator

Scott O. Arneson

Approved by Red Wing City Council

this ____ day of _____, 20__

CITY OF RED WING

Mayor

City Administrator

Approved as to form and execution:

Goodhue County Attorney

City Clerk

DRAFT

**AGREEMENT BETWEEN GOODHUE COUNTY AND
THE CITY OF RED WING FOR IT NETWORK SECURITY SERVICES**

Appendix A

1. **Personnel Costs:** Red Wing agrees to pay 20% of the annual personnel costs consisting of the employee's salary and benefits.
2. **Operational Costs:** Red Wing agrees to pay an additional \$5,000 annually with an annual increase of up to, but not to exceed, 5% to assist in the operational costs of the departmental budget to cover items including, but not limited to, training, office supplies, and administrative overhead.
3. **Payment schedule:** Goodhue will invoice Red Wing for payment of Items 1 and 2 in two installments on June 1 and November 1 of each year, with payment due within 30 days of receipt of invoice.



Telephone (651) 267-4950
FAX (651) 267-4972


STEPHEN F. O'KEEFE

Goodhue County Attorney
ASSISTANT COUNTY ATTORNEYS

CAROL K. LEE
ERIN L. KUESTER
CHRISTOPHER J. SCHRADER
WILLIAM L. CHRISTIANSON
ELIZABETH M.S. BREZA
DAVID J. GROVE
ANGELA R. STEIN
JESSICA M. PERKINS

MEMORANDUM

TO: Goodhue County Personnel Committee
Goodhue County Administrator
Goodhue County Human Resources Director

FROM: Stephen F. O'Keefe, Goodhue County Attorney 

RE: Request to Add Full Time Assistant County Attorney I Position

DATE: July 15, 2020

I write to request authorization to add a full time Assistant County Attorney I position, effective January 1, 2021. Currently the office has six (6) full time and two (2) part time Assistant County Attorneys. However, our most senior Assistant Attorney, Ms. Carol Lee, is expected to retire at the end of 2020 when she reaches her phased retirement plan. This request is made to address the void created by Ms. Lee's retirement as well as to address the significantly increased workload our office handles. Since Ms. Lee is part time, this staffing request would result in an overall increase in attorney FTE from the current staffing levels of .5. The budget impact using 2020 figures is shown at the end of this memo.

The Goodhue County Attorney's Office has not had a change in Attorney staffing levels since 2002. However, in the past 18 years, the number and complexity of cases the office handles has changed significantly. For example, during this time period there was a 37% increase in felony and gross misdemeanor level prosecutions (536 to 732 cases a year), a 182% increase in controlled substance crime prosecutions (79 to 223 cases a year) (over 300 cases each year in 2016, 2017, and 2018), and a 165% increase in child protection petitions (48 to 127 cases a year). There is also an increased demand for attorney time and attention to issues and cases from other county departments, including the Land Use, Highway, and Health and Human Services. All three of these departments support this request.

Not only has the volume of cases and demand for attorney services increased, but the types of cases has significantly gotten more complex and more litigious. As a result, the Assistant County Attorneys are required to spend more time researching legal issues and prepping for court in addition to making the court appearances. The high volume and complexity of cases makes it difficult for this department to keep up with all of the demands.

Simply stated, we do not have the current staffing levels to adequately meet the current and increased demands placed on the office of the County Attorney.

The addition of this position will coincide with the expected retirement of Ms. Carol Lee, the most senior attorney in the office. Ms. Lee handles complex legal matters such as tax appeals, condemnation, and child protection cases. Over her many years working in this office, Ms. Lee has provided legal advice and representation for the Highway, Land Use, and HHS Departments. The loss of her experience and expertise in these areas will be significant and I will be forced to rely on the senior attorneys in this office to fill the void created by her retirement. Adding a full time Assistant County Attorney I will help create the necessary capacity to do that.

Thank you for your consideration.

	Assistant Attorney I Step 1
Rate	\$35.25
Gross	\$73,320
PERA/FICA/Medicare/Life	\$11,170.38
Wages + Benefits less Health	\$84,490.38

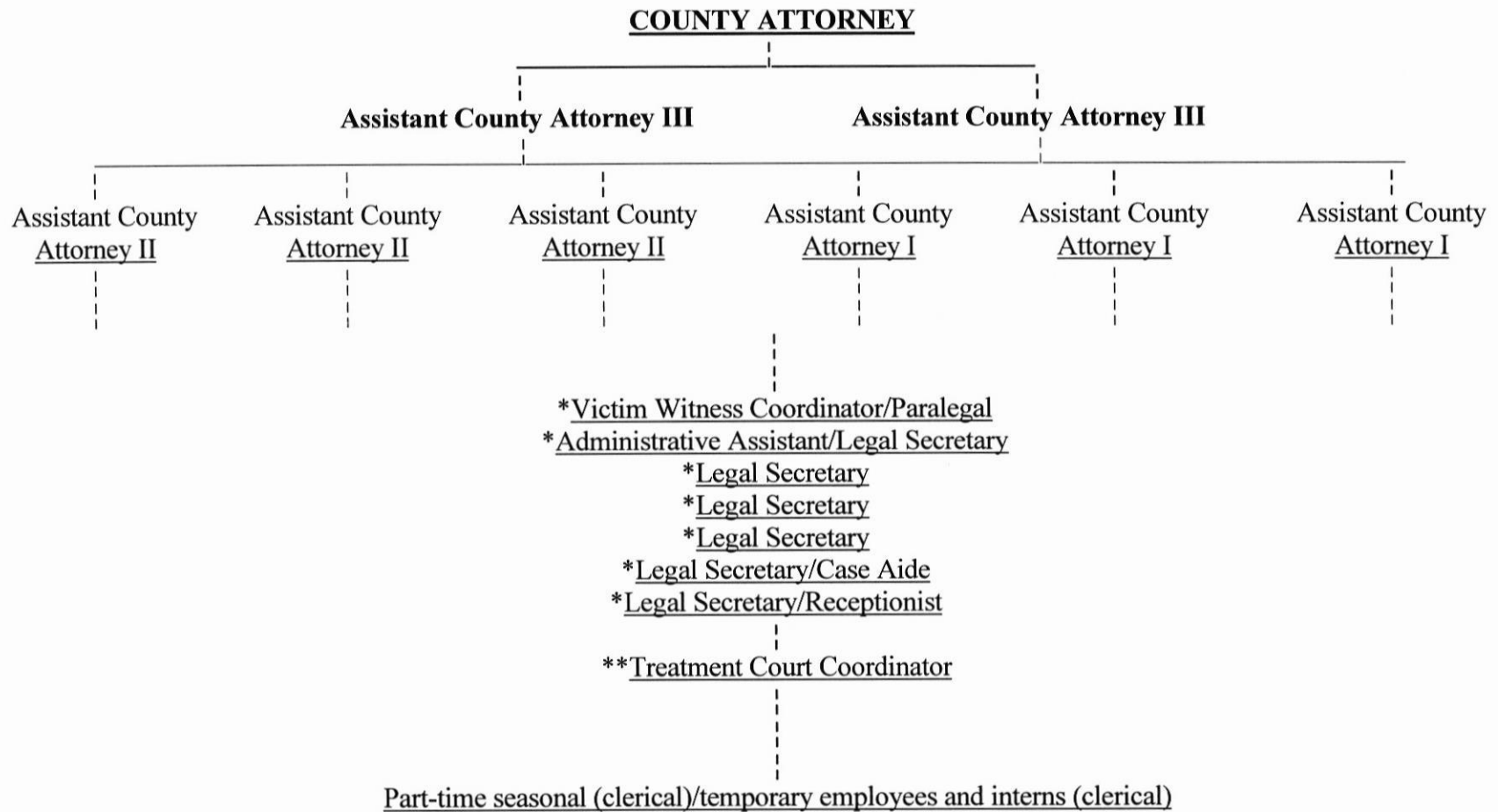
Health Plan 1: \$9,654/Single and \$21,228/Family

HSA: \$1,400/Single and \$2,800/Family

	Assistant County Attorney II (part-time)
Gross	\$60,902.40
FICA/Medicare/Life	\$4,726.23
Wages + Benefits less PERA and Health	\$65,628.63

Net budget impact:

Additional \$18,861.75 in Wages plus Benefits (less health insurance).



*Employee has primary responsibility for all aspects of clerical performance. Documents are prepared according to rules, statutes, and established office procedures. Questions of office procedure or legal sufficiency are reviewed with the attorneys.

**This is a grant funded position under supervision of County Attorney and District Court.



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: Goodhue County Attorney's Office Date: July 15, 2020

Submitter Name: Stephen F. O'Keefe, Goodhue County Attorney

Position Title: Assistant County Attorney I Position Reports To: Goodhue County Attorney

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?

While it is difficult to make a comparison based on county population alone, 2019-2020 attorney staffing levels as reported by the MCAA indicate we are comparable or consistent with other counties our size

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: 87 / 1

Anticipated Benefit Cost: \$ 11,170.38

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

Total Cost*: \$ 84,490.38

Total Budgeted: \$ 65,628.63

*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.

See attached memo

Job Posting Type: Internal only Internal & External

Advertising Requested:

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

Other Advertising Requested: MCAA, MSBA, Law Schools - William Hamline, University of Minnesota, St. Thomas

Send completed form & job description to Human Resources Director.

REQUEST TO HIRE FORM
APPROVALS PAGE

Department: Goodhue County Attorney's Office

Date: July 15, 2020

Submitter Name: Stephen F. O'Keefe, Goodhue County Attorney

Position Title: Assistant County Attorney I

Position Reports To: Goodhue County Attorney

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

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: Steve O'Keefe, County Attorney
FROM: Lisa M. Hanni, LUM Director / County Surveyor / County Recorder
DATE: July 15, 2020
RE: Filling the Assistant County Attorney position

Our Land offices have used the services of the County Attorney's office throughout my tenure at Goodhue County. The first week I started work I met with the Attorney's office because of the Boundary Commission project. That was 22 years ago and our need for your office's advice and guidance has continued and expanded.

We work with your office on issues such as:

- Every Ordinance Enforcement issue
- Court cases
- Large land use issue policies (wind, solar, sand)
- Legalities of office procedures
- Surveying and boundary issues
- GIS data accessibility and User Group Contracts
- Employee contracts (Dodge, Red Wing, Cannon Falls)
- Data acquisition contracts
- Recording policies
- Data Practices requests
- Land Committee meetings

I thought that all counties worked closely with their County Attorney's on these issues until I went to regional meetings and found that other counties get minimal support from their County Attorneys.

The support that we have had from your office has saved the tax payers many thousands of dollars because you worked with us at the beginning of problems instead of waiting for us to get sued to meet with us. We have successfully won lawsuits filed against the County because we worked under the guidance of your office throughout the process.

Our land issues are not going away, and they are becoming more complicated. We strongly support having a full time Attorney to help us through the legal aspects of our current and upcoming challenges. Having the County Attorney's office support the enforcement actions is key for the public to see that our ordinances and polices will be enforced.



Greg Isakson, P.E.
Public Works Director/County Engineer
Goodhue County Public Works Department
www.co.goodhue.mn.us

2140 Pioneer Road
Red Wing, MN 55066
Office (651) 385.3025
greg.isakson@co.goodhue.mn.us

July 17th, 2020

Stephen O'Keefe
Goodhue County Attorney
454 West 6th Street
Red Wing, MN 55066

RE: Additional Legal Support for Public Works

Dear Mr. O'Keefe:

Public Works deals with numerous contractual issues, ordinance creation and revision, right of way acquisitions, threats of suit, and numerous other unexpected incidental legal issues that occur on a regular basis.

Public Works and the County Attorney's office have had a close relationship for many years and we greatly appreciate having legal staff available when needed.

With the additional funds available from the Local Optional Sales Tax for road construction projects, a renewed interest in park improvements and the potential adoption, and implementation of a Solid Waste Designation Ordinance, I assume there will be a greater need for legal assistance from your office in the future.

When a Department such as Public Works needs a lawyer, we need someone we have a working relationship with and we need that assistance in a timely manner.

Therefore, Public Works fully supports your request to hire a full time attorney.

Sincerely,

Greg Isakson

Greg Isakson, P.E.
Goodhue County Public Works Director /County Engineer

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: County Board
Melissa Cushing, HR Director
FROM: Lisa M. Hanni, Director / County Surveyor / County Recorder
DATE: July 14, 2020
RE: Zoning Assistant - Administrative Assistant

Background:

When our former Planner/Zoning Administrator left employment, I requested to replace his position and backfill any position if there was a successful internal candidate. I was directed to delay my backfill request until the Planner position was filled. Ryan Bechel, former Zoning Assistant, did fill the Planner position.

We have requested to replace Ryan's position 3 times starting on May 19, 2020. Our initial request was to replace the technical position (Zoning Assistant) with a lesser paying position (Administrative Assistant). Unfortunately, we had our replacement request on at the same time the Veterans Office was asking for an Administrative Assistant replacement, and the Personnel Committee did not want to separate the two requests.

Last year when the Veterans office had no staff, I asked one of my Administrative Assistants to help me with the Vets office and answer phones. Keep in mind, there was no one in that office. That situation evolved for her into performing all the Administrative Assistant duties of that office for over one year. The County Board decided not to fill the now-vacant Administrative Assistant position, and instead hire an Assistant VSO. That means that my Administrative Assistant that was helping fill a critical vacancy would come back to her prior duties in my Survey/GIS office.

After the second time my request was tabled, there still appeared to be confusion about the two separate requests (Vets and Zoning) at the Personnel Committee, so I withdrew my request to fill the ZA position with the lesser paid AA position, and go back to the previous County Board decision to fill certain pre-approved positions through HR and Administration. The ZA position is one of those positions. The only reason my request was before the Board in the first place was because it was not the same as the ZA position, even though it was a lower ranked position.

I have two existing positions that have already been ranked through the Hay Group, Inc., - the Zoning Assistant (Range 82) and the Administrative Assistant (Range 79). I understand that the Personnel Committee wants a third job description created that fits somewhere in between these two positions. Before staff spends time trying to extract duties out of the existing positions and spends the money getting the new position ranked, we need more clarification on what the Board is trying to accomplish with this third job description.

Our Land offices are built on paperwork – records, documentation, analysis of data, maps, photos, etc. Our history and past actions mean something, and are the basis for our decisions and, fortunately have helped us prevail in lawsuits. The position we are asking to replace is

critical to maintaining our records and allowing us to serve the current needs of the landowners with reliable information.

Below are two charts showing the existing ranked positions of the AA and the ZA, and the associated job descriptions.

This chart shows the potential hiring ranges and costs for the Administrative Assistant:

Admin. Assistant <i>Grade 79</i>	Single Health Step 1	Family Health Step 1	Single Health Step 2	Family Health Step 2
Rate	\$17.41	\$17.41	\$18.30	\$18.30
Gross	\$36,212.80	\$36,212.80	\$38,064.00	\$38,064.00
PERA/FICA/Medicare/Life	\$5,548.64	\$5,548.64	\$5,829.10	\$5,829.10
Health Coverage / HSA	<u>\$10,638</u>	<u>\$23,122.80</u>	<u>\$10,638</u>	<u>\$23,122.80</u>
	\$52,399.44	\$64,884.24	\$54,531.10	\$67,015.90

This chart shows the potential hiring ranges and costs for the Zoning Assistant:

Zoning Assistant <i>Grade 82</i>	Single Health Step 1	Family Health Step 1	Single Health Step 2	Family Health Step 2
Rate	\$23.44	\$23.44	\$24.60	\$24.60
Gross	\$48,755.20	\$48,755.20	\$51,168.00	\$51,168.00
PERA/FICA/Medicare/Life	\$7,448.81	\$7,448.81	\$7,814.35	\$7,814.35
Health Coverage / HSA	<u>\$10,638</u>	<u>\$23,122.80</u>	<u>\$10,638</u>	<u>\$23,122.80</u>
	\$66,842.01	\$79,326.81	\$69,620.35	\$82,105.15

Options:

- 1) Replace the Zoning Assistant position
 - Estimated savings from previously budgeted employee: \$7342-\$9755 in annual wages;
- 2) Replace the Zoning Assistant position with an Administrative Assistant
 - Estimated savings between ZA and AA: \$12,542 -\$14,955 in annual wages;
- 3) Create a new position that is a mix of both Zoning Assistant and Administrative Assistant
 - Time to create a new description and have it evaluated, fee to Hay Group, Inc., mostly likely ranked between 79 and 81.

GOODHUE COUNTY POSITION DESCRIPTION

Position Title: Administrative Assistant
 Department: Land Use Management
 Work Hours: 8:00 a.m. to 4:30 p.m.
 Supervisor(s): Planner, Land Use Management Director

Date: 2013
 Location: Government Center

PRIMARY OBJECTIVES OF POSITION:

The primary responsibilities of this position are to provide administrative and receptionist support to the Land departments, and informational support for County inquiries. This position provides departmental support in the preparation of materials, in scheduling meetings, and all other areas as assigned. This position serves as the administrative assistant to the Land Use Management Director.

JOB TASK AREAS OF RESPONSIBILITY:

% Time	TASKS
70%	Serves as receptionist and support for the Land departments <ul style="list-style-type: none"> • Assist customers with inquires as the main receptionist to the Land departments and the County information line • Collect, process, and deliver permit or other department product fees to the auditor/treasurer’s office on a daily basis • Responsible for gathering, printing, and posting materials made available to the public in the department • Responsible for the department’s outgoing mail • Assist department personnel with filing • Assist in the preparation of materials, or handouts, for public meetings • Type department correspondence • Responsible for data entry in department databases • Prepares invoices, letters, and other office correspondence • Aids the Assessor’s office with yearly building permit information • Aids the Recorder’s office with Passport processing
30%	<ul style="list-style-type: none"> • Administrative Assistant to LUM Director • Prepares meeting minutes or notes as directed • Responsible for ordering office supplies • Acts as personal assistant • Responsible for scheduling meetings • Other secretarial duties as assigned

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

BUDGET RESPONSIBILITIES:

This position has no direct responsibility in the preparation of the departmental budget, however, this position works with the LUM Director with invoicing expenditures and revenues of the department budgets

RESPONSIBILITY FOR RELATIONSHIPS:

Internal

- Daily contact with department personnel in the performance of daily tasks
- Frequent contact with the Auditor/Treasurer department regarding bills
- Occasional contact with the Administration Department regarding department communications
- Occasional contact with other county departments in the performance of daily tasks

External

- Frequent contact with citizens requesting information and general assistance
- Occasional contact with media for placement of ads and informational inquires

SUPERVISORY AUTHORITY:

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

Position Titles:
 None

EXTENT OF SUPERVISION PROVIDED:

This position is under the supervision of the Land Use Management Director.

MINIMUM REQUIREMENTS:

This position requires a high school diploma or equivalent, with post high school training in secretarial, accounting, or administrative fields highly desired.

KNOWLEDGE AND SKILL REQUIREMENTS:

The following are the required knowledge and skills:

- Knowledge and proficiency of MicroSoft office products, LaserFiche, and the internet
- The ability to proficiently operate current office equipment
- Proficiency in English to communicate effectively in written and verbal correspondence

- The ability to work and cooperate with all types of people and personalities
- The ability to manage multiple projects at the same time
- Proficiency in taking minutes
- The ability to diplomatically communicate with people in controversial situations

WORK ENVIRONMENT:

The work of this position is performed in a comfortable office setting. There is occasional travel to other County buildings and for attendance at training programs and conferences.

PHYSICAL REQUIREMENTS:

This position requires the physical dexterity to use a personal computer, including frequent wrist and finger manipulation. There is frequent movement around government buildings. This position has prolonged periods of both standing and sitting.

Goodhue County Working Conditions Questionnaire

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

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

Section B

The physical effort requirements of this job are

# of pounds lifted	
10	pounds lifted waist high
0	pounds lifted shoulder high
0	pounds lifted above the head
5	pounds are carried alone
10	pounds are carried with someone else
2	distance weight must be carried (feet)
	pounds are pushed
	pounds are pulled
	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
X	Manipulate small objects

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
		smell
		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	X	Creating methodologies
	mathematics	X	Conducting research
	weighing and/or measuring	X	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):

5	hours a day spent working under time pressure
1	hours a day spent working rapidly
100	% of time spent indoors
	% of time spent outdoors
	% of time spent in an automotive vehicle
100	% of time spent at a desk, bench or window
	% of time spent in an office or control room

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

X	The noise level is normal
	The noise level is loud, requiring ear protection
X	The surface of the working environment is level
	The surface of the working environment is slipping
	The surface of the working environment is uneven
	The surface of the working environment is slippery

Part V: Additional Comments

GOODHUE COUNTY POSITION DESCRIPTION

Position Title:	Zoning Assistant	Date:	2013
Department:	Land Use Management	Location:	Government Center
Work Hours:	8 a.m. to 4:30 p.m.	Phone:	651-385-3102
Supervisor(s):	Zoning Administrator		

PRIMARY OBJECTIVES OF POSITION:

This position is to assist the Planner/Zoning Administrator and Land Use Management Director in managing the activities of the Zoning division of the Land Use Management Department. A primary objective of the position is directing the interpretation, enforcement and updating of the Zoning Ordinance and Subdivision Controls Ordinance. This position requires considerable interaction with Land Use Management staff members, other departments, advisory boards and commissions and the general public and may act in behalf of the Zoning Administrator as assigned.

JOB TASK AREAS OF RESPONSIBILITY:

% OF TIME	TASKS
60%	<p><u>LAND USE ORDINANCES / PERMITS:</u></p> <ul style="list-style-type: none"> • Initial review of all zoning permits applications for compliance with County Zoning and Subdivision Ordinances. • Review site plans and related documents for compliance. • Assists in the interpretation and enforcement of Zoning Ordinance and Subdivision Controls Ordinance. • Prepares amendments to Zoning Ordinance and Subdivision Controls Ordinance. • Determines land use availability for property and indicates alternatives to property owner. • Determine correct zoning designation. Determine if property and/or land use requires a conditional use permit, variance or appeal. • Logs complaints / inquiries from property owners and the public for the zoning division. • In absence of the Zoning Administrator signs deeds pertaining to division of land within the townships for compliance with the zoning regulations of the Subdivision Controls ordinance. • In absence of the Zoning Administrator signs zoning and land use permits. • Field site inspection for compliance and/or enforcement as assigned. • Attends education workshops and conferences concerning Land Use issues • Utilizes the County's GIS software to analyze, create, and maintain land use datasets, along with map creation for meetings
30%	<p><u>PLANNING COMMISSION AND BOARD OF ADJUSTMENT:</u></p> <ul style="list-style-type: none"> • Prepare public hearing notices. • Prepare all agendas and packets for the Planning Commission and Board of Adjustment. • Takes the minutes for the Planning Advisory Commission and Board of Adjustment meetings. • Prepare and mail notification to property owners and affected township / city. • Assist Land Use Management Director, Planner, and Zoning Administrator in planning, organizing, coordinating and directing activities of Planning Commission

	<p>and Board of Adjustment.</p> <ul style="list-style-type: none"> • Attends all meetings. • Prepares Planning Commission's decisions and packets to be forwarded to the Board of Commissioners for final decision. • Records all documents.
10%	<p><u>AGRICULTURE INSPECTOR:</u></p> <ul style="list-style-type: none"> • Educate property owners, township and municipal officials, and county road maintenance personnel pertaining to eradicating noxious weeds. • Identify noxious weeds and enforce weed laws in the County as established by the MN Department of Agriculture. • Field check properties for noxious weeds and send notice of violation as needed. • Sample seed stocks for compliance with MN Department of Agriculture standards. • Monitor/Administers the testing for the Pesticide Applicators license. • Prepares annual report for noxious weeds, seed, pesticide, and fertilizers. • Other duties as assigned.

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

BUDGET RESPONSIBILITIES:

This position has no direct responsibility in the preparation of the departmental budget.

RESPONSIBILITY FOR RELATIONSHIPS:

Internal

- Frequent contact with Assessors office regarding parcel information.
- Frequent contact with Auditor / Treasurer's office regarding parcel information, land divisions, deposit fees from land use permits, variances, appeals, etc and payment vouchers.
- Frequent contact with the Administration Department regarding scheduling of agenda items for County Board meetings.
- Frequent contact with County Recorder's office regarding legal descriptions and recording documents.
- Frequent contact with Environmental Health Department pertaining to on-site septic systems and ordinance violations.
- Frequent contact with Soil & Water regarding feedlot issues, wetland, and other land use projects.
- Occasional contact with the County Public Works Department regarding driveway access, road right-of-ways, and other pertinent issues.
- Occasional contact with the County Attorney's office to review non-compliant cases regarding ordinance enforcement.
- Occasional contact with the County Board of Commissioners pertaining to land use questions.

External

- Frequent contact with township officials regarding permits and changes in policy or procedures and occasional contact with municipal officials.
- Frequent contact with tax payers, attorneys, realtors and developers regarding land use policies and procedures and land divisions.
- Frequent contact with Planning Advisory Commission and Board of Adjustment members.
- Frequent contact with Minnesota Department of Agricultural.

SUPERVISORY AUTHORITY:

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

None

EXTENT OF SUPERVISION PROVIDED:

This position is performed with wide latitude for independent judgment and action based on knowledge of State and County regulations, yet works in coordination and as the assistant to the Zoning Administrator.

MINIMUM REQUIREMENTS:

This position requires a four year degree in a related land management discipline.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Knowledge of land use concepts, principles and practices.
- Ability to read and interpret maps showing contours, drainage and topographic features.
- Knowledge of public relations and ability to handle delicate situations with township and city officials as well as the general public.
- Ability to communicate effectively both in written and oral communications.
- Knowledge of public notice requirements and public hearing procedures.
- Ability to interpret Ordinances, State Statutes, and applicable laws.
- Knowledge of and ability to use computer hardware and software in the performance of tasks.
- Ability to work effectively with co-workers and with the public in times of stress, under pressure, and in a fast-paced, busy setting.
- Ability to treat the public in an ethical manner, showing neither favoritism nor discriminatory treatment.
- Ability to work effectively with all types of people and personalities.
- Ability to carry out the duties of the job in a proficient and professional manner.
- Ability to work independently without close supervision.
- Ability to prioritize, to organize work on multiple projects, and to meet deadlines.
- Ability to work in a team environment.
- Ability to read blue prints.
- Valid Driver’s License.

PROBLEM SOLVING:

Typical Problems

- Interpreting ordinances for the public and board members.
- Applying land use ordinances to unique situations for the public.
- Handling the public and requests for permits, conditional use and variance applications during peak volume months.
- Meeting deadlines for public notices and agendas for Planning Advisory Commission, Board of Adjustment and Board of Commissioners.
- Dealing with irate citizens when enforcing Zoning Ordinance.

Unusual Problems

- During heavy volume months being able to answer all questions in a timely manner.
- Unusual questions come up that need to be answered and may require consultation with the Zoning Administrator or other officials and they cannot be reached.
- Handling difficult citizens both inside and outside the office.
- Assist in persuading land violators to correct problems without initiating court action.
- Explain to citizens that they continue to have a reasonable use of their land even though they are limited to a particular land use.
- Discussing decisions made by County Board, Planning Advisory Commission and Board of Adjustment.

WORK ENVIRONMENT:

Generally, work is performed in a comfortable office environment. Site visits are performed throughout the County that may include walking in wooded areas, steep inclines, brush covered hills and ravines; sometimes during inclement weather. Occasional driving to site visits on slippery, muddy, or ice covered roads. Seed sample work is usually conducted in a damp, cold, poorly lit warehouse.

PHYSICAL REQUIREMENTS:

This position requires the physical dexterity to use a personal computer including frequent wrist and finger manipulation. There is frequent use of the telephone while interacting with citizens, staff, commission / board members. There is frequent walking around within the government buildings and out of doors. This position has prolonged periods of both standing and sitting. During seed sampling in warehouse situations there are up to 100 pound seed sacks that may need to be lifted or moved. Good physical condition is required for this position.

Goodhue County Working Conditions Questionnaire

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

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
	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
10	pounds lifted waist high
10	pounds lifted shoulder high
10	pounds lifted above the head
10	pounds are carried alone
	pounds are carried with someone else
10	distance weight must be carried (feet)
	pounds are pushed
	pounds are pulled
	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
x	Manipulate small objects

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
		smell
		touch
x		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

x	reading	x	Analyzing data
x	writing	x	Searching for solutions
x	basic arithmetic	x	Creating methodologies
x	mathematics	x	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):

6	hours a day spent working under time pressure
3	hours a day spent working rapidly
90	% of time spent indoors
10	% of time spent outdoors
	% of time spent in an automotive vehicle
	% of time spent at a desk, bench or window
80	% of time spent in an office or control room

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

x	The noise level is normal
	The noise level is loud, requiring ear protection
x	The surface of the working environment is level
x	The surface of the working environment is sloping
x	The surface of the working environment is uneven
x	The surface of the working environment is slippery

Part V: Additional Comments

The outside work involves site visits which may include junk areas.



Greg Isakson, P.E.
Public Works Director/County Engineer
Goodhue County Public Works Department
www.co.goodhue.mn.us

2140 Pioneer Road
Red Wing, MN 55066
Office (651) 385.3025
greg.isakson@co.goodhue.mn.us

TO: Personnel Committee
Melissa Cushing, HR Director

FROM: Greg Isakson, Public Works Director

RE: 21 July 20 County Personnel Committee
Highway Maintenance Worker Position – backfill retirement vacancy

Date: 17 July 20

Summary

It is requested that the County Board authorize the replacement of a Highway Maintenance Worker.

Background

An existing Highway Maintenance Worker has submitted his notice of retirement, effective 18 Sep 20.

The determining factor for the size of the highway maintenance crew is the snow and ice removal level of service. The number of equipment operators defines the number of routes, which impacts the length of the plow routes and the time it takes to service the system as a whole.

The highway maintenance workers perform highway maintenance functions throughout the year which include crack filling and washing corrosive salt from expensive bridges in the spring, mowing highway shoulders to improve visibility of animals before they dart across the road, clearing intersection site corners so vehicles can see each other, repairing bituminous surface failures, repairing drainage failures in the road ditches, regrading the County's gravel roads, and dozens of other maintenance activities to preserve the large investment made in constructing the County's highway and bridge system. They also maintain the county parks and the county public works equipment.

This is a request to replace an existing employee, so there will be no additional funds required to grant this request. The new employee will be hired at a lower starting wage, providing some payroll savings.

	2021 Budget <i>(Gr. 81 / Step 12)</i>	New Hire <i>(Gr. 81 / Step 1 – 2)</i>
Hourly Wage	\$31.04	\$21.67 - \$22.74
Annual Salary	\$64,563.20	\$45,073.60 - \$47,299
PERA, SS, Medicare, Life	\$9,843.72	\$6,891.05 - \$7,228.23
Health Insurance <i>(assuming Single Plan 1)</i>		\$11,054.00
TOTAL	\$86,422.00	\$63,018.65 – \$65,581.43

The replacement of this employee will allow the County to continue the current level of service in providing a safe highway system and maintaining the County's assets.

Alternatives

- Authorize hiring a Highway Maintenance Worker to replace the current employee.

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

- Authorize the hiring of two Highway Maintenance Workers to improve the level of maintenance service provided on the County's Public Works assets mentioned above. This would provide a replacement for the third Highway Maintenance Worker in the Kenyon shop that was not replaced in 2010.
- Take no action, which would require a drop in the existing level of service; an increase the time to fight ice and snow on the highway system; a need to reduce highway maintenance work and allow the backlog of highway maintenance work to continue to grow.

Recommendations

It is the recommendation of staff that the County Board authorize the hiring of a Highway Maintenance Worker to continue the current level of service maintaining the County's roads and bridges, equipment, and parks.



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?

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.

Job Posting Type: Internal only Internal & External

Advertising Requested:

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