



# 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

**AUGUST 24, 2021  
8:00 AM**

### 1. Virtual Meeting Notice

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 August 24, 2021 at 8:00 am. 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/914055317> or calling [1 877 309 2073](18773092073) any time during the meeting." Access Code: **914-055-317**

### 2. Personnel Committee Structure.

Documents:

[8.25.21 BOARD MEETING - PC DISCUSSION.PDF](#)  
[1 - JOB TITLES REQUIRED FOR PC - 2021.XLSX](#)

### 3. County Veterans Service Officer Replacement

Documents:

[CVSO REPLACEMENT.PDF](#)



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

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

This committee may address and study issues relating to staffing levels, departmental structure studies, labor lawsuit settlements, non-budgeted new positions, non-traditional hiring approvals, succession planning, conflicted investigations/allegations, and personnel policies. Recommendations from this committee may be forwarded to the County Board for final approval or may just provide staff feedback.

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

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

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

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

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

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

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

Department	Job Title	To the Board?	Notes	Fingerprint	References	VOE's	Criminal	Driver's License	Education/ Licensure	National Sex Offender Registry	Credit Check	Public Document Search	Alcohol & Drug Screen	Physical Eval	Psychological Eval
ADC	ADC Captain	no			Background Investigator	yes	yes	yes	EDUCATION PREFERRED	yes	yes	yes	yes	no	yes
ADC	Lieutenant	no		YES	Background Investigator	yes	yes	yes	no	yes	yes	yes	yes	no	yes
ADC	Training Compliance/Power Sgt	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	no	yes
ADC	ADC Sgt-Shift Commander	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	no	yes
ADC	Program Coordinator	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	no	yes
ADC	Detention Deputy - Power	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	no	yes
ADC	Detention Deputy - Activities	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	no	yes
ADC	Detention Deputy - Intake	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	no	yes
ADC	Detention Deputy	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	no	yes
ADC	Detention Deputy - Support	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	no	yes
Administration	County Administrator	yes		YES	Background Investigator	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
Administration	Executive Admin Asst II	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
Administration	Executive Admin Asst I	no		YES	Hiring Manager	yes	yes	yes	no	yes	yes	yes	no	no	no
County Attorney	County Attorney	yes													
County Attorney	Asst County Attorney II	no		YES	Hiring Manager	yes	yes		EDUCATION	yes	yes	yes	no	no	no
County Attorney	Asst County Attorney I	no		YES	Hiring Manager	yes	yes		EDUCATION	yes	yes	yes	no	no	no
County Attorney	Victim/Paralegal	no		YES	Hiring Manager	yes	yes	no	EDUCATION	yes		yes	no	no	no
County Attorney	Admin Asst/Legal Sect	no		YES	Hiring Manager	yes	yes	no		yes		yes	no	no	no
County Attorney	Legal Sect/Case Aide	no		YES	Hiring Manager	yes	yes	no		yes		yes	no	no	no
County Attorney	Legal Secretary	no		YES	Hiring Manager	yes	yes	no		yes		yes	no	no	no
County Attorney	Legal Secr/Receptionist	no		YES	Hiring Manager	yes	yes	no		yes		yes	no	no	no
Court Services	Court Services Director	yes		YES	Background Investigator	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
Court Services	Probation Officers	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
Court Services	Admin Office Mgr	no		YES	Hiring Manager	yes	yes	yes	EDUCATION PREFERRED	yes	no	yes	no	no	no
Court Services	Adult Case Administrator	no		YES	Hiring Manager	yes	yes	no	EDUCATION PREFERRED	yes	no	yes	no	no	no
Court Services	Juvenile Case Administrator	no		YES	Hiring Manager	yes	yes	no	EDUCATION PREFERRED	yes	no	yes	no	no	no
Emergency Services	Emergency Mgt Director	no		YES	Background Investigator	yes	yes	yes	EDUCATION	yes	yes	yes	yes	no	no
Emergency Services	Emergency Mgt Clerk	no		YES	Background Investigator	yes	yes	yes	no	yes	yes	yes	yes	no	no
Facilities Maintenance	Facilities Maint Director	yes		YES	Background Investigator	yes	yes	yes	LICENSURE	yes	yes	yes	no	no	no
Facilities Maintenance	Facilities Maint Supervisor	no		YES	Hiring Manager	yes	yes	yes	LICENSURE	yes	yes	yes	no	no	no
Facilities Maintenance	Facilities Maint Technician	no		YES	Hiring Manager	yes	yes	yes	LICENSURE	yes	yes	yes	no	no	no
Finance & Taxpayer Service	Finance Director	yes		YES	Background Investigator	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
Finance & Taxpayer Service	Assessor	no		NO	Hiring Manager	yes	yes	yes	LICENSURE + EDUCATION PREFERRED	yes	yes	yes	no	no	no
Finance & Taxpayer Service	Finance Controller	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
Finance & Taxpayer Service	Sr Appraiser	no		NO	Hiring Manager	yes	yes	yes	LICENSURE + EDUCATION PREFERRED	yes	no	yes	no	no	no
Finance & Taxpayer Service	Appraiser III	no		NO	Hiring Manager	yes	yes	yes	LICENSURE + EDUCATION PREFERRED	yes	no	yes	no	no	no
Finance & Taxpayer Service	Deputy Assessor	no		NO	Hiring Manager	yes	yes	yes	LICENSURE + EDUCATION PREFERRED	yes	no	yes	no	no	no
Finance & Taxpayer Service	Accountant II	no		NO	Hiring Manager	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
Finance & Taxpayer Service	Appraiser II	no		NO	Hiring Manager	yes	yes	yes	LICENSURE + EDUCATION PREFERRED	yes	no	yes	no	no	no
Finance & Taxpayer Service	Appraiser I	no		NO	Hiring Manager	yes	yes	yes	EDUCATION	yes	no	yes	no	no	no
Finance & Taxpayer Service	Accountant I	no		NO	Hiring Manager	yes	yes	yes	EDUCATION PREFERRED	yes	yes	yes	no	no	no
Finance & Taxpayer Service	Assessing Specialist	no		NO	Hiring Manager	yes	yes	no	no	yes	no	yes	no	no	no
Finance & Taxpayer Service	Appraiser Trainee	no		NO	Hiring Manager	yes	yes	yes	no	yes	no	yes	no	no	no
Finance & Taxpayer Service	Accounting Tech	no		NO	Hiring Manager	yes	yes	no	no	yes	yes	yes	no	no	no
Finance & Taxpayer Service	Property Transfer Specialist	no		NO	Hiring Manager	yes	yes	no	no	yes	no	yes	no	no	no
Finance & Taxpayer Service	Valuation Class Verification Specialist	no		NO	Hiring Manager	yes	yes	no	no	yes	no	yes	no	no	no
Health and Human Services	HHS Director	yes		YES	Background Investigator	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
Health and Human Services	HHS Deputy Director	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
Health and Human Services	Social Service Supervisor	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes		yes	no	no	no
Health and Human Services	PHN/Community Health Super	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes		yes	no	no	no
Health and Human Services	Financial Asst Supervisor II	no		YES	Hiring Manager	yes	yes	yes		yes		yes	no	no	no
Health and Human Services	Care Coordinator	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes		yes	no	no	no
Health and Human Services	Social Worker	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes		yes	no	no	no
Health and Human Services	Public Health Nurse	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes		yes	no	no	no
Health and Human Services	Planner	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes		yes	no	no	no
Health and Human Services	Public Health Educator	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes		yes	no	no	no
Health and Human Services	Financial Asst Supervisor I	no		YES	Hiring Manager	yes	yes	yes		yes		yes	no	no	no
Health and Human Services	Fiscal Officer	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
Health and Human Services	Registered Nurse	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes		yes	no	no	no
Health and Human Services	IT Specialist, Sr	no		YES	Hiring Manager	yes	yes		vacant, no plans to fill	yes		yes	no	no	no
Health and Human Services	Lead Eligibility Worker	no		YES	Hiring Manager	yes	yes			yes		yes	no	no	no
Health and Human Services	Community Support Tech	no		YES	Hiring Manager	yes	yes			yes		yes	no	no	no
Health and Human Services	Child Support Officer	no		YES	Hiring Manager	yes	yes			yes		yes	no	no	no
Health and Human Services	Eligibility Worker	no		YES	Hiring Manager	yes	yes			yes		yes	no	no	no
Health and Human Services	HHS Admin Aide	no		YES	Hiring Manager	yes	yes			yes		yes	no	no	no
Health and Human Services	Support Enforcement Aide	no		YES	Hiring Manager	yes	yes			yes		yes	no	no	no
Health and Human Services	HHS Support Lead	no		YES	Hiring Manager	yes	yes			yes		yes	no	no	no
Health and Human Services	Case Aide	no		YES	Hiring Manager	yes	yes	yes		yes		yes	no	no	no
Health and Human Services	Accounting Technician	no		YES	Hiring Manager	yes	yes	yes		yes	yes	yes	no	no	no
Health and Human Services	Office Support Specialist	no		YES	Hiring Manager	yes	yes			yes		yes	no	no	no
Health and Human Services	Office Support Specialist, Sr	no		YES	Hiring Manager	yes	yes			yes		yes	no	no	no
Human Resources	HR Director	yes		YES	Background Investigator	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
Human Resources	HR Generalist	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
Human Resources	HR Payroll Analyst	no		YES	Hiring Manager	yes	yes	yes		yes	yes	yes	no	no	no
Human Resources	HR Assistant	no		YES	Hiring Manager	yes	yes	yes		yes	yes	yes	no	no	no
IT	IT Director	yes		YES	Background Investigator	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
IT	Network Engineer	no		YES	Hiring Manager	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no
IT	IT Tech Support Specialist	no		YES	Hiring Manager	yes	yes	yes	EDUCATION PREFERRED	yes	yes	yes	no	no	no
IT	Communication Specialist	no		YES	Hiring Manager	yes	yes	yes	EDUCATION PREFERRED	yes	yes	yes	no	no	no
IT	Law Enforcement Specialist	no		YES	Hiring Manager	yes	yes	yes	EDUCATION PREFERRED	yes	yes	yes	no	no	no
IT	System Support Specialist	no		YES	Hiring Manager	yes	yes	yes	EDUCATION PREFERRED	yes	yes	yes	no	no	no
Land Use Management	LUM Director	yes		YES	Background Investigator	yes	yes	yes	EDUCATION	yes	yes	yes	no	no	no

Department	Job Title	To the Board?	Notes	Fingerprint	References	VOE's	Criminal	Driver's License	Education/ Licensure	National Sex Offender Registry	Credit Check	Public Document Search	Alcohol & Drug Screen	Physical Eval	Psychological Eval
Land Use Management	Deputy County Surveyor	no		NO	Hiring Manager	yes	yes	yes	EDUCATION + LICENSURE	yes	no	yes	no	no	no
Land Use Management	Deputy County Surveyor - Dodge	no		NO	Hiring Manager	yes	yes	yes	EDUCATION + LICENSURE	yes	no	yes	no	no	no
Land Use Management	Plan/Zoning Administrator	no		NO	Hiring Manager	yes	yes	yes	EDUCATION	yes	no	yes	no	no	no
Land Use Management	Zoning Assistant	no		NO	Hiring Manager	yes	yes	yes	EDUCATION	yes	no	yes	no	no	no
Land Use Management	Zoning Asst/Permit Tech	no		NO	Hiring Manager	yes	yes	yes	EDUCATION	yes	no	yes	no	no	no
Land Use Management	Building Official	no		NO	Hiring Manager	yes	yes	yes	LICENSURE	yes	no	yes	no	no	no
Land Use Management	Building Inspector	no		NO	Hiring Manager	yes	yes	yes	no	yes	no	yes	no	no	no
Land Use Management	Permit Coord/Supervisor	no		NO	Hiring Manager	yes	yes	yes	no	yes	no	yes	no	no	no
Land Use Management	GIS Systems Specialist	no		NO	Hiring Manager	yes	yes	yes	EDUCATION	yes	no	yes	no	no	no
Land Use Management	GIS Specialist	no		NO	Hiring Manager	yes	yes	yes	EDUCATION	yes	no	yes	no	no	no
Land Use Management	Deputy County Recorder	no		NO	Hiring Manager	yes	yes	yes	no	yes	no	yes	no	no	no
Land Use Management	Sr Recording Clerk	no		NO	Hiring Manager	yes	yes	no	no	yes	no	yes	no	no	no
Land Use Management	Land Records Coordinator	no		NO	Hiring Manager	yes	yes	no	no	yes	no	yes	no	no	no
Land Use Management	Sanitarian	no		NO	Hiring Manager	yes	yes	yes	EDUCATION + LICENSURE	yes	no	yes	no	no	no
Land Use Management	Septic/Well Inspector	no		NO	Hiring Manager	yes	yes	yes	LICENSURE	yes	no	yes	no	no	no
Land Use Management	Administrative Assistant	no		NO	Hiring Manager	yes	yes	no	no	yes	no	yes	no	no	no
Public Works	PW Director	yes		YES	Background Investigator	yes	yes	yes	EDUCATION + LICENSURE	yes	yes	yes	no	yes	yes
Public Works	Deputy Director-Asst Engineer	no		YES	Hiring Manager	yes	yes	yes	EDUCATION + LICENSURE	yes	yes	yes	no	yes	yes
Public Works	Highway Superintendent	no		NO	Hiring Manager	yes	yes	yes	no	yes	no	yes	yes	yes	yes
Public Works	Highway Foreman	no		NO	Hiring Manager	yes	yes	yes	no	yes	no	yes	yes	yes	yes
Public Works	ROW Agent Program Mgr	no		NO	Hiring Manager	yes	yes	yes	EDUCATION PREFERRED	yes	no	yes	no	yes	yes
Public Works	Office Mgr/Accountant	no		YES	Hiring Manager	yes	yes	yes	no	yes	yes	yes	no	yes	yes
Public Works	Admin Asst - Accountant	no		NO	Hiring Manager	yes	yes	yes	no	yes	yes	yes	no	yes	yes
Public Works	Sr Engineering Tech	no	Job Title Change 12/7/17	NO	Hiring Manager	yes	yes	yes	EDUCATION PREFERRED	yes	no	yes	no	yes	yes
Public Works	Engineering Tech I	no		NO	Hiring Manager	yes	yes	yes	EDUCATION PREFERRED	yes	no	yes	no	yes	yes
Public Works	Mechanic	no		NO	Hiring Manager	yes	yes	yes	no	yes	no	yes	yes	yes	yes
Public Works	Solid Waste Tech	no		NO	Hiring Manager	yes	yes	yes	no	yes	no	yes	yes	yes	yes
Public Works	Highway Maint Worker	no		NO	Hiring Manager	yes	yes	yes	no	yes	no	yes	yes	yes	yes
Public Works	Sign Technician	no		NO	Hiring Manager	yes	yes	yes	no	yes	no	yes	yes	yes	yes
Public Works	Recycle Ops Coordinator	no		NO	Hiring Manager	yes	yes	yes	no	yes	no	yes	yes	yes	yes
Public Works	Recycle - Equip Operator	no		NO	Hiring Manager	yes	yes	yes	no	yes	no	yes	yes	yes	yes
Sheriff	Sheriff	yes													
Sheriff	Chief Deputy	no	New Job Title 12/7/17	YES	Background Investigator	yes	yes	yes	EDUCATION + LICENSURE	yes	yes	yes	yes	yes	yes
Sheriff	Major	no	New Job Title 12/7/17	YES	Background Investigator	yes	yes	yes	EDUCATION + LICENSURE	yes	yes	yes	yes	yes	yes
Sheriff	Investigator Captain	no		YES	Background Investigator	yes	yes	yes	EDUCATION + LICENSURE	yes	yes	yes	yes	yes	yes
Sheriff	Investigator	no		YES	Background Investigator	yes	yes	yes	EDUCATION + LICENSURE	yes	yes	yes	yes	yes	yes
Sheriff	Civil Sergeant	no		YES	Background Investigator	yes	yes	yes	EDUCATION + LICENSURE	yes	yes	yes	yes	yes	yes
Sheriff	Computer Forensics	no		YES	Background Investigator	yes	yes	no	EDUCATION PREFERRED	yes	yes	yes	yes	no	no
Sheriff	Deputy I - Radio	no		YES	Background Investigator	yes	yes	yes	EDUCATION + LICENSURE	yes	yes	yes	yes	yes	yes
Sheriff	Dispatch Sergeant	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	hearing test	no
Sheriff	Deputy I - Patrol	no		YES	Background Investigator	yes	yes	yes	EDUCATION + LICENSURE	yes	yes	yes	yes	yes	yes
Sheriff	Deputy I - Recreational	no		YES	Background Investigator	yes	yes	yes	EDUCATION + LICENSURE	yes	yes	yes	yes	yes	yes
Sheriff	Deputy I - School	no		YES	Background Investigator	yes	yes	yes	EDUCATION + LICENSURE	yes	yes	yes	yes	yes	yes
Sheriff	Administrative Assistant	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	no	no
Sheriff	Sr Records Specialist Super	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	no	no
Sheriff	Records Specialist	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	no	no
Sheriff	Patrol Sergeant	no		YES	Background Investigator	yes	yes	yes	EDUCATION + LICENSURE	yes	yes	yes	yes	yes	yes
Sheriff	Dispatcher	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	hearing test	no
Sheriff	Civil Specialist	no		YES	Background Investigator	yes	yes	no	no	yes	yes	yes	yes	no	no
Veterans/Extension	Vet Service Director	yes		YES	Background Investigator	yes	yes	yes	EDUCATION PREFERRED	yes	yes	yes	no	no	no
Veterans/Extension	Vet Service Admin Asst	no		NO	Hiring Manager	yes	yes	no	no	yes	no	yes	no	no	no
Veterans/Extension	Extension Admin Asst	no		NO	Hiring Manager	yes	yes	yes	no	yes	no	yes	no	no	no



**Scott O. Arneson**  
County Administrator  
Goodhue County

509 W. Fifth St.  
Red Wing, MN 55066  
Office (651) 385.3001

To: Goodhue County Board of Commissioners

Re: Replacement of Veteran's Service Officer

Date: August 19, 2021

As you know, the current Goodhue County Veteran's Service Officer, resigned effective July 23, 2021. This position currently also acts as the County's Legislative Liaison, and serves as the department head for the County Extension Office. Compensation for this position is grade 88 on the county pay scale, however, this position is under review by the pay study consultant. Since this position was last reviewed managing the counties insurance program has been reassigned to the Finance Department and the county mailroom has been reassigned to the County Recorder's office, thus, we are anticipating the grade of this position may lower. The previous pay range for this position was \$81,806-\$127,691, plus benefits. The current job description is attached.

With this vacancy comes the opportunity to review how we do business as a county. The board may wish to discuss if the County's Legislative responsibilities and/or the County Extension Office and where they best fit in our organization. The current proposed ARPA budget, approved at the August 17, 2021, board meeting, included funding for a Communications position. Should the county continue to move in that direction, the Legislative responsibilities might be a good fit, within that position. Depending on the candidate pool, reorganization of duties may be an option.

Staff recommends the board approve moving forward with the posting of the position and hiring of a replacement for the County Veteran's Service Officer as soon as the regrading of the position is complete. The County Board may wish to do an internal search first prior to an internal/external search. Should this result in an internal vacancy we request to move forward with that replacement.

If you desire additional information or have questions prior to the meeting please contact Melissa, Lisa or Scott.

Thank you for your consideration.

## **GOODHUE COUNTY BOARD OF COMMISSIONERS**

LINDA FLANDERS  
1<sup>st</sup> District  
1121 W 4<sup>th</sup> St.  
Red Wing, MN 55066

BRAD ANDERSON  
2<sup>nd</sup> District  
10679 375<sup>TH</sup> St. Way  
Cannon Falls, MN 55009

TODD GRESETH  
3<sup>rd</sup> District  
46804 Hwy 57 Blvd  
Wanamingo, MN 55992

JASON MAJERUS  
4<sup>th</sup> District  
39111 Co. 2 Blvd  
Goodhue, MN 55027

PAUL DROTOS  
5<sup>th</sup> District  
1825 Twin Bluff Rd  
Red Wing, MN 55066

*An Equal Opportunity Employer*



## REQUEST TO HIRE FORM

### DEPARTMENT & POSITION INFORMATION

Department: Veteran's Service Date: 8/20/21  
Submitter Name: Scott O. Arneson  
Position Title: County Veteran's Service Officer Position Reports To: Scott O. Arneson

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

Type of Hire:  Replacement (backfill) Replacing Who? Nathan Pelz  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?

State Statute requires every county to have a Veteran's Service Officer

### 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: \$81,806 / \$127,691

Anticipated Benefit Cost: \$ 10,638-23-123

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

Total Cost\*: \$ 104,900-117,385

Total Budgeted: \$ 140,472

\*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.

State statute requires every county to have this position. Job responsibilities may change based on applicant pool.

Job Posting Type:  Internal only  Internal & External

#### Advertising Requested:

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

Other Advertising Requested: The county board may want to post internally first.

*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