



GOODHUE COUNTY MINNESOTA

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

GOODHUE COUNTY PERSONNEL COMMITTEE ADMINISTRATION CONFERENCE ROOM GOVERNMENT CENTER, RED WING

MARCH 15, 2022
8:00 A.M.

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 March 15, 2022 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://MEET.GOTO.COM/760817981](https://meet.goto.com/760817981) or calling [1 877 309 2073](tel:18773092073) any time during the meeting." Access Code: 760-817-981

2. Change To IT Network Security Analyst Position

Change the IT Network Security Analyst position from shared with City of Red Wing and Red Wing School District to a full-time Goodhue County position

Documents:

[CHANGE TO IT NETWORK SECURITY ANALYST POSITION.PDF](#)

3. Request To Advertise For Assistant County Engineer.

Documents:

[PUBLIC WORKS - ASST CO ENGINEER 03.10.2022.PDF](#)

4. Request To Hire Legal Intern.

Documents:

[LEGAL INTERN.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: March 15, 2022
RE: Change to IT Network Security Analyst Position

Summary

The Information Technology Department is requesting that the county approve modifying the job description for the IT Network Security Analyst to make it a full-time county position rather than a shared position with City of Red Wing and Red Wing Public School District as originally submitted.

Background

In July of 2020, the Personnel Committee and the County Board approved hiring an IT Network Security Analyst whose duties, salary, benefits, and related expenses would be allocated at 60%, 20%, and 20%, to Goodhue County, City of Red Wing, and Red Wing Public School District (RWPSD) respectively. The original board communication is attached as reference.

In approximately 18 months, the county has published this opening on three separate occasions, reviewed numerous applications, utilized the services of an external recruiter, and interviewed several candidates. In that time, we have made two job offers and both were rejected.

There is an internal candidate that would be interested in applying for this position, but only if redefined to be a dedicated county position. This employee is currently at grade 84, step 12. For this person to move to the Security Analyst position, they would move to grade 85, step 9 at \$86,257.60, a 2.6% increase.

Assuming an internal candidate is hired as the Security Analyst, the IT Department would backfill the vacated position with a new hire starting at grade 84, step 1 or step 2.

Expense Analysis

If an internal candidate were hired for the Security Analyst position and then backfilling an IT Systems Support Technician would result in the following:

IT Network Security Analyst (currently the IT Systems Support Specialist)	
Current Hourly Rate	\$40.42
New Hourly Rate	\$41.47
Hourly Difference	\$1.05
Current Annual *	\$116,473.39
New Annual *	\$118,988.27
Annual Difference	\$2,514.88

IT Systems Support Specialist (New Hire)	
Current Hourly Rate	\$40.42
New Hourly Rate (Step 2)	\$29.67
Hourly Difference	(\$10.75)
Current Annual *	\$116,473.39
New Annual *	\$90,725.85
Annual Difference	(\$25,747.54)
Net Difference	(\$23,232.66)
Estimated "Staffing Charges" from City and School	\$59,910.00
Budget impact for 2022	\$36,677.34

* Includes Salary, PERA, SS, Medicare, Life, and Family Medical

Alternatives

Do nothing; continue to recruit for position as defined.

In the event an internal candidate is not hired, the County would re-post the amended position externally. This would result in an estimated increase in payroll expenses for the IT Department of approximately \$59,910.00 for 2022.

Recommendation

The Goodhue County Information Technology Department requests that the current job description be amended to remove any references to a shared position with City of Red Wing and Red Wing Public School District, publish the job posting for internal candidates only, and interview the qualified employee(s).



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.

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:

% OF TIME	TASKS
80%	<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

20%	Other Support <ul style="list-style-type: none"> ➤ Maintain inventory of software and hardware ➤ Work with various hardware and software vendors to define system specifications, obtain quotes, and process orders ➤ Provide backup support for IT staff in monitoring and responding to end-user help desk requests ➤ Participate in on-call duties with other IT ➤ Place service calls and work with vendors, consultants, and contractors as necessary ➤ Research technology requests from users and departments ➤ Work with IT Department staff in the evaluation and selection of new technologies ➤ Perform other duties as assigned
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The essential functions of this position are listed above. Regular attendance at work is required in order to carry out the duties listed above.

BUDGET RESPONSIBILITIES:

This position makes recommendations and provides the IT Director with information relating to system maintenance agreements in the preparation of the annual department/division budget.

RESPONSIBILITY FOR RELATIONSHIPS:

Internal

- Daily personal contact with county staff on work related issues, including explaining security issues and programs, collecting information related to security system changes and updates, and answering questions related to network security.
- Occasional personal contact with county staff members for department planning information and other issues.

External

- Regular contact with vendors and contractors for a variety of work related issues.
- Occasional contact with the public for department related questions.

SUPERVISORY AUTHORITY:

Scope

Effectively Recommend Hire Assign Direct Reward Transfer Promote Adjust Grievances Suspend (over 3 days) Discharge Discipline-Oral Discipline-Written Evaluate Train Demote	X X	Take Action Hire Assign Direct Reward Transfer Promote Adjust Grievances Suspend (over 3 days) Discharge Discipline-Oral Discipline-Written Evaluate Train Demote	 X
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SUPERVISION PROVIDED:

This position does not supervise any other county employees.

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.

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. 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:



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

2140 Pioneer Road
Red Wing, MN 55066
Office (651) 385-3025

TO: Personnel Committee
Melissa Cushing, HR Director

FROM: Greg Isakson, Public Works Director

RE: 15 Mar 22 Personnel Committee Meeting
Authorize Advertisement for Assistant County Engineer

Date: 07 Mar 22

Summary

Request authorization to advertise for an Assistant County Engineer as part of the process of Succession Planning in Public Works.

Background

Public Works Staff presented an agenda item *'Approve and Implement Succession Planning for the Replacement of the County Engineer/Public Works Director Upon his Retirement'* at the 17 Aug 21 County Board meeting. The County Board approved the concept of Succession Planning, but there was a concern of the cost of this process.

Public Works Staff then presented an agenda item *'Cost of Succession Planning'* at the 07 Sep 21 County Board meeting. Staff submitted cost information, and the Board approved an additional FTE for an additional Licensed Engineer until the current County Engineer/Public Works Director retires.

Human Resources has been advertising for a Licensed Project Engineer (or an unlicensed engineer who is on the verge of being licensed) since the position was authorized, but these advertisements have failed to attract a suitable candidate.

On 01 Feb 22, The County Administrator then presented a report titled *'County Engineer/Public Works Director'* and the County Board authorized hiring Jess Greenwood as the next County Engineer.

Now that it has been determined that Jess Greenwood will be the next County Engineer, there needs to be a renewed emphasis on hiring his Assistant County Engineer.

Potential candidates that work in, or work with, County Highway Departments know the Assistant County Engineer's basic duties and work environment. Potential candidates may be interested in the

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

Assistant Engineer position, but may not be interested in a Project Engineer position because those duties are generally less varied and are a specific subset of the duties of the Assistant Engineer.

Options:

- Continue to advertise for a Project Engineer and hope to find a suitable candidate who will then turn out to be a suitable candidate to become the Assistant County Engineer/ Public Works Deputy Director when Mr. Greenwood is appointed as the County Engineer/Public Works Director. Potential candidates who are interested in working as an Assistant County Engineer may assume that this Project Engineer position will spend the majority of, or all of their time, purely designing projects or conversely stuck out in the field on construction projects, or perform other lesser duties than that of an Assistant County Engineer. Our advertisement for the Project Engineer mentions *'there are exciting advancement opportunities, as part of the Public Works department's succession planning, in which the Project Engineer could be promoted to Assistant County Engineer/Deputy Director of Public Works'*, but there is no guarantee that this person would ever become the Assistant County Engineer.

- Advertise specifically for an Assistant County Engineer/Public Works Deputy Director. In the world of 'County Engineering' there is an understanding of the duties and work environment of the Assistant County Engineer. Engineers working for other Counties, or for firms who work with Counties, may be interested in coming to Goodhue County specifically as an Assistant County Engineer, but not as a Project Engineer.

Recommendation:

It is recommended that Human Resources pull the posting for the Project Engineer position and post an advertisement for an Assistant County Engineer/Public Works Deputy Director.

	2022 Budgeted Grade 86, Step 6	Assistant County Engineer Grade 88, Step 2
Hourly Rate	\$41.94	\$42.26
Annual Salary	\$87,235.20	\$87,900.80
PERA	\$6,542.64	\$6,592.56
Social Security	\$5,408.58	\$5,449.85
Medicare	\$1,264.91	\$1,274.56
Life Insurance	\$62.40	\$62.40
Subtotal	\$100,513.73	\$101,280.17
Family Medical Insurance & HSA	\$19,600.24	\$19,600.24
TOTAL Wages & Benefits	\$120,113.97	\$120,880.41



Goodhue County Justice
Center
454 W. 8th Street
Red Wing, MN 55066-2475

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

STEPHEN F. O'KEEFE

Goodhue County Attorney

ASSISTANT COUNTY ATTORNEYS

ERIN L. KUESTER

CHRISTOPHER J. SCHRADER

WILLIAM L. CHRISTIANSON

ELIZABETH M.S. BREZA

DAVID J. GROVE


ANGELA R. STEIN

JESSICA M. PERKINS

JORDAN T. COOK

MEMORANDUM

TO: Goodhue County Personnel Committee

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

RE: Summer Intern

DATE: March 10, 2022

I write to request Board approval to hire a Legal Intern for the summer of 2022. This would be a temporary position, approximately 12 week duration, up to full time hours depending on availability of the successful candidate, with a pay rate of \$20.00 per hour. The total estimated cost would be approximately \$9,600 plus payroll costs (i.e. 480 working hours paid at \$20 per hour). This position is not budgeted and my plan is to pay for the position using existing forfeiture money and/or contingency funds.

There is a great need for this position as the COVID-19 restrictions on court cases are recently being lifted. Specifically, the summer intern would be very helpful in addressing the significant charging backlog and identified need for additional legal research as a result of contested hearings being able to move forward again.

The successful candidate will have completed at least their first year of law school and be eligible to practice law per the Minnesota Supreme Court Student Practice Rules. In past years we have used our summer interns to draft criminal complaints, perform legal research and writing, as well as making some court appearances in traffic matters. This is a "win win" situation, as the Summer Intern gets valuable attorney work experience and our office gets much needed help to reduce the high volume workload. I find that the summer intern program is also a great way to assess and to recruit new talent when openings occur in the office.

Thank you for considering this request.

SFO/jk



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: Attorney

Date: March 10, 2022

Submitter Name: Stephen O'Keefe, Goodhue County Attorney

Position Title: Legal Intern

Position Reports To: Stephen O'Keefe, 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?

This is consistent with previous wages paid to summer legal interns.

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: \$20/hr / _____

Anticipated Benefit Cost: \$ _____

Total Cost*: \$ 9,600 + payroll tax

*Salary & Benefits

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

Total Budgeted: \$ _____

ADDITIONAL INFORMATION

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

Job Posting Type: Internal only Internal & External

Advertising Requested:

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

Other Advertising Requested: MN Law School, MCAA

Send completed form & job description to Human Resources Director.

REQUEST TO HIRE FORM
APPROVALS PAGE

Department: Attorney

Date: March 10, 2022

Submitter Name: Stephen O'Keefe, Goodhue County Attorney

Position Title: Legal Intern

Position Reports To: Stephen O'Keefe, 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