



# Goodhue County

## Minnesota

GOODHUE COUNTY PERSONNEL COMMITTEE

CONFERENCE ROOM 301-1  
GOVERNMENT CENTER, RED WING

JULY 18, 2023  
7:00 A.M.

1. Job Classification Appeals.

Documents:

[CLASSIFICATION APPEALS 2023.PDF](#)



**TO: GOODHUE COUNTY COMMISSIONERS**

**FROM: TESSIA MELVIN, DDA MANAGEMENT CONSULTANT**

**SUBJECT: CLASSIFICATION APPEALS**

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## **BACKGROUND**

David Drown Associates was hired by the Goodhue County to maintain ongoing maintenance on its classification and compensation systems. As part of this work, DDA did the following work in 2023:

- Met with the County Board to agree on benchmark communities.
- Met with County Board to determine pay philosophy.
- Reviewed and updated job descriptions of former Grades 87-91 and HHS positions.
- Reviewed job description appeals of Grades 87-91 and HHS positions.
- Recalibrated current pay grid and provided cost implementation.
- Reviewed classification appeals from all employees as they entered the pay grid.
  - Classification Appeals are based on if something is missing from the job, or the job warrants another review due to internal equity.
  - Classification Appeals should not be based on desired compensation or placing themselves in grade due to their suggested job comparison.
  - Department heads and supervisors are to review and sign.

Job Classifications are based on the Hay System. The Hay System is a job performance evaluation method that is used by several Counties and is also used by the State Match System of Pay Equity. All jobs are evaluated not only by the interpretation of the factor descriptions, but within the context of other jobs in the organization. There are four factors that the Hay System uses to determine job classifications. These classifications help the County determine which grade should be assigned to a job description.

1. **Know How** is defined as the sum total of every kind of knowledge and skill acquired and needed for the acceptable job performance. There are three dimensions of know how:

- a. Practical procedures, specialized techniques and knowledge within occupational fields, commercial functions, and professional and scientific disciplines.
- b. Planning, organizing, coordinating, integrating, staffing, directing and or controlling the activities and resources associated with the function of the unit, position, section, etc.
- c. Face to face skills needed for various relationships with other people.

2. **Problem Solving** is the amount and nature of the thinking required in the job in the form of analyzing, reasoning, evaluating, creating, using judgment, forming hypotheses, drawing inferences, arriving at conclusions. There are two dimensions of problem solving:

- a. The environment in which the thinking takes place.
- b. The challenge of the thinking to be done; the novelty and complexity of the thinking required.

Problem solving is always expressed as a percentage of know how since it directly relates to how one uses the knowledge which he or she must have in the job to solve the problems which are encountered as part of that job.

3. **Accountability** is the answerability for action and its consequences (measured effect on the job). There are three dimensions in accountability:

- a. Freedom to Act which is the extent of personal, procedural or systematic guidance and control on the job.
- b. Job Impact on End Results which is the degree to which the job affects or brings about the results expected of the unit or function being considered.
- c. Magnitude" is the size of the function or unit measured in the most appropriate fashion.

4. **Working Conditions** are used to assess the environment in which the job is performed. Four dimensions make up working conditions:

- a. Physical Effort: jobs, which may require levels of physical activity, which may produce physical, stress or fatigue.
- b. Physical Environment: jobs which may include exposure to unavoidable physical and environmental factors which increase the risk of accident, ill health or discomfort to the employee.
- c. Sensory Attention jobs which may require concentrated levels of sensory attention (i.e., seeing, hearing, smelling, tasting, touching) during the work process.
- d. Mental Stress refers to the exposure to factors inherent I the work process or environment, which increase the risk of such things such as tension or anxiety.

All of the above factors are evaluated in each job evaluation and the cumulative total is the total point factor for the position, or the comp worth determined by pay equity. The County's pay grid is determined by point ranges per grade. A pay grid should be calibrated by updated job descriptions, based on external market competitiveness and internal equity.

## 2023 APPEALS

We received the following appeals. I reviewed with the County Administrator and HR Managers my recommendations for the following:

Job Title	Submitter	Dept	DDA Recommendation
County Attorney	Steve O'Keefe	County Attorney	No change. This is an elected position, so the County Board may use proposed grade as a guide.
Adult Case Administrator	Kate Hanley	Court Services	Move from Grade 108 to 109 based on job description duties and responsibilities.
Probation Officer	All	Court Services	No change warranted.
Court Services Director	Rhonda V	Court Services	Move from Grade 116 to 117 due to job description duties and responsibilities. Not all department heads are equal in their responsibilities, know how, budget, and accountability.
Accountant I	Brian Anderson	Finance	No change warranted.
Accountant II	Brian Anderson	Finance	No change warranted.
Finance Director	Brian Anderson	Finance	No change warranted.
Information Systems Specialist/HHS Systems Application Specialist	Deb Marty	HHS	Move from Grade 108 to Grade 109 based on increased job duties and accountability.

Accounting Supervisor	Kayla Matter	HHS	No change warranted. Nothing changed in the job description. While there were multiple versions of grades, based on the several options prepared for the board, it was stated that no classifications were finalized until Board approved one of many pay grids.
Child Support Enforcement Aide	Molly Mathees, Rebecca Swenning	HHS	This is not an appeal of classification, but more of a career growth question. This needs to be discussed with employee, supervisor and department head.
Office Support Specialist Sr Health Ed	Carol Thom	HHS	This is not an appeal of classification, but more of a career growth question. This needs to be discussed with employee, supervisor and department head.
Building Inspector	Dan Vierling	LUM	Move this from Grade 111 to Grade 112 due to impact on end results. This does not impact or create compression with supervisor, so no other changes warranted.
Accounting Technician	Maggie Voth, Kari Winter	HHS	This is not an appeal of classification, but more of a career growth question. This needs to be discussed with employee, supervisor and department head.
Building Official	Doug Morem	LUM	No change warranted.
Deputy Surveyor	Jeff Ekblad, Ethan Seaberg	LUM	No change warranted.
GIS System Specialist	Bryan Byholm, Leanne Knott	LUM	No change warranted.
LUM Director	Lisa Hanni	LUM	No change warranted.
Sanitarian	Benjamin Hoyt	LUM	Move from Grade 110 to 111 based on impact on end results and responsibilities.
Septic/Well Inspector	Pam Holst	LUM	No change warranted.
Building Code Specialist	Kathy Bauer	LUM	No change warranted.
Permit Supervisor	Molly Strauss	LUM	No change warranted.
Planning Zoning Administrator	Sam Pierret	LUM	No change warranted.
Recycling Center Operator	All operators	Public Works	Move from Grade 107 to Grade 108 due to impact on end results, sharing of duties and responsibilities with Equipment Operators.
Solid Waste Tech	William Root	Public Works	No change warranted.
Administrative Support Specialist PW	Shanna McClelland	Public Works	No change warranted.
ADC Support Specialist	Gwen Frazier	Sheriff - ADC	No change warranted.
ADC Program Director	Justin Heiden	Sheriff – ADC	No change warranted.
Computer Forensic Examiner	Tris Mathews	Sheriff	No change warranted. This maybe a position to review for a career ladder, as much of the training occurs once hired.
Deputy Sergeant – EM Director	Earl Merchlewitz	Sheriff - EM	No change warranted.
Public Safety Telecommunicator	All	Sheriff - Dispatch	Move from Grade 107 to Grade 108 based on accountability and know how. This change will not cause compression with supervisor.

Records Specialist	Noel Bierbrauer, Rachal Aslakson	Sheriff	No change warranted.
Sergeant, Sr Records Specialist	Kim Magnuson	Sheriff	Move this position from 107 to Grade 108 due to accountability and supervision.
Sheriff	Marty Kelly	Sheriff	No change. This is an elected position, so the County Board may use proposed grade as a guide.
Chief Deputy	Marty Kelly	Sheriff	No change warranted.

The County Board has final approval on job classifications.