



# Goodhue County

MINNESOTA

GOODHUE COUNTY PERSONNEL COMMITTEE

CONFERENCE ROOM 301-1  
GOVERNMENT CENTER, RED WING

JANUARY 12, 2024

8:30 A.M.

1. ADC 67 Day Temporary Employee

Documents:

[67-DAY POSITION REQUEST.DOCX](#)

2. Request To Promote Two Detention Deputies To Newly Created Sergeant Positions.

Documents:

[CREATION OF TWO SERGEANT POSITIONS.PDF](#)



**Marty Kelly**  
Goodhue County Sheriff

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430 West 6<sup>th</sup> Street  
Red Wing, MN 55066  
Office (651) 267.2600  
Dispatch (651) 385.3155

**TO: Goodhue County Commissioners**

**FROM: Sheriff Marty Kelly**

**DATE: 01-03-2024**

**SUBJECT: ADC 67 Day Temporary Employee**

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Dear Commissioners,

The Adult Detention Center has one 67-day temporary employee. Utilizing temporary workers reduces the overtime burden to current staff and reduces overtime costs to our budget. This position is staffed by a former employee and who works shifts as needed to provide overtime relief. Employing former employees in a temporary position decreases training time and equipment needed. Temporary positions are not benefit-eligible and do not earn overtime. *(Temporary positions could become eligible for pension plan contributions and/or earned sick and safe time [ESST] depending upon hours worked.)*

I am requesting permission to engage another 67-day temporary employee to help provide overtime relief. I propose rehiring Cole Lingbeck to fill this position. Cole Lingbeck was a Detention Deputy with the Goodhue County ADC for 1 ½ years who recently resigned in good standing to further his education. At separation, Cole's hourly rate of pay was \$27.73 (grade 108, step 2). I am requesting Board approval to rehire Cole Lingbeck as a temporary Detention Deputy at \$27.73 per hour (grade 108, step 2).

**OFFICE OF THE GOODHUE COUNTY SHERIFF**

ADULT DETENTION  
CENTER  
651.267.2804

CIVIL DIVISION  
651.267.2601

RECORDS DIVISION  
651-267-2600

EMERGENCY  
MANAGEMENT  
651.267.2639

EMERGENCY  
COMMUNICATIONS  
651.385.3155

*An Equal Opportunity Employer*



**Marty Kelly**  
Goodhue County Sheriff

430 West 6<sup>th</sup> Street  
Red Wing, MN 55066  
Office (651) 267.2600  
Dispatch (651) 385.3155

TO: Goodhue County Board of Commissioners  
FROM: Sheriff Marty Kelly  
Date: January 8, 2024  
RE: Request to Create ADC Court Sergeant and ADC Compliance Sergeant

#### SUMMARY

The Goodhue County Sheriff's Office is requesting approval to eliminate the current vacated position of Training/Compliance and Power Shift Sergeant and promote two current Detention Deputies to fill the newly created positions of ADC Court Sergeant and ADC Compliance Sergeant.

#### BACKGROUND

On December 28, 2023, Sgt. Mark Bolster was promoted to the position of Adult Detention Center Captain. Captain Bolster's promotion left a vacancy in the ADC for the position of Sergeant Training/Compliance and Power Shift Sergeant.

When a position becomes vacant in the Sheriff's Office, we ask our staff to evaluate positions that come open. Through this evaluation process, we identified the previous position of Training/Compliance and Power Shift Sergeant as having too many responsibilities. The added responsibilities to that position made it difficult for the Sergeant to focus attention on any one subject at a time. We are proposing to split the duties of this position to two Sergeant positions, one Court Sergeant and one Compliance Sergeant, and promoting two current Detention Deputies to fill these positions.

The current vacant position of Sergeant Training/Compliance and Power Shift was graded at a 112 on the Goodhue County pay grade in 2023.

The Sheriff's Office created two new job descriptions for Court Sergeant and Compliance Sergeant. These new job descriptions have been evaluated by DDA and were both graded at a Grade 111 on the new Goodhue County pay grade scale.

This request is not to add any additional staff to the ADC, but to promote two current Detention Deputies to the newly created Sergeant positions.

The estimated change in budget from these promotions will be no more than \$11,166, based on current contractual language, but could be less depending on who applies for the positions. Due to historical staffing shortages in the ADC, the Sheriff's Office is confident this increase will not cause an overage in the salary and benefits line items.

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RECOMMENDATION

Approve the request to eliminate the current vacated position of Training/Compliance and Power Shift Sergeant and promote two current Detention Deputies to fill the newly created positions of ADC Court Sergeant and ADC Compliance Sergeant.



**DDA**

Human Resources, Inc.  
*a David Drown Associates Company*

**TO: GOODHUE COUNTY COMMISSIONERS**

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

**CC: TOM DAY, HUMAN RESOURCES MANAGER**

**SUBJECT: ADC SERGEANTS**

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--This is a current position that was reviewed as a Training and Compliance Sergeant at a Grade 112. The Sheriff's Office has reviewed this position, and found it too many responsibilities and duties for one position and has proposed the following:

- ADC Court Sergeant
- ADC Training Sergeant

--Based on its decision making and problem solving, both positions should be moved to a Grade 111.

January 4, 2024