



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

APRIL 16, 2024
7:30 A.M.

1. 7:30 A.M. Public Works - Solid Waste

Documents:

[PUBLIC WORKS - SOLID WASTE OFFICIAL.PDF](#)

2. GCHHS New – Ongoing Public Health Foundational Responsibilities Request

Documents:

[GCHHS NEW - ONGOING PUBLIC HEALTH FOUNDATIONAL RESPONSIBILITIES REQUEST - 4-10-2024.PDF](#)

3. 7:30 A.M. LUM Succession

Documents:

[GISMANAGER.PDF](#)
[COUNTYSURVEYORRECORDER \(002\).PDF](#)
[LUM ORGCHART2024.PDF](#)
[LUMDIRECTOR.PDF](#)
[LUMPLAN \(002\).PDF](#)

4. Public Works Parks And Trails

This issue was addressed at 4/2/2024 Personnel Committee

Documents:

[PUBLIC WORKS PARKS TRAILS.PDF](#)



Jess L. Greenwood, P.E.
Public Works Director – County Engineer

2140 Pioneer Road
Red Wing, MN 55066
Office: (651) 385.3025

TO: Personnel Committee
Mary Priebe, HR Manager

FROM: Jess L. Greenwood, P.E. - Director / County Engineer

RE: 16 Apr 2024 Personnel Committee Meeting
Authorize Solid Waste Official Job Modification

Date: 10 April 2024

Summary

Requesting authorization to implement a succession plan that would combine the Solid Waste Official and Recycling Center Coordinator positions and hire for the position as soon as possible.

Background

The position of the Solid Waste Official became vacant due to a resignation. Furthermore, it is anticipated that other vacancies may occur in 2024, mainly due to retirements. In an effort to plan for succession and maintain adequate staffing levels at the Recycling Center, staff has discussed a potential concept within the solid waste division. The concept would modify the Solid Waste Official's job description to combine all management and supervisory duties from the Recycling Center Coordinator, including managing the Recycling Center. The combined position would be an administrative level position, responsible for supervising employees. Another full-time recycling center operator would need to be added being the job descriptions for both the Solid Waste Official and Recycling Center Coordinator include working on the floor of the Recycling Center with the operators. Please refer to the attachments that show the current and proposed organizational charts.

The current Recycling Center Coordinator has been a part of discussions and believes that combining these positions offers a good long-term solution. The proposed succession plan would allow the current Recycling Center Coordinator ample time to train and work with his replacement before retiring. It would also afford enough time for a new hire to become familiar with the Solid Waste Official's job responsibilities that would be apart of this position. The Deputy Director has been the acting Solid Waste Official since the position was resigned last August. The replacement process for the Solid Waste Official has not resulted in interested qualified candidates to fill the position.

With volumes of recyclables increasing at our locations, the amount of work and time to process this material has also increased. In addition, there is a greater need at the Recycling Center to address more administrative needs, such as equipment repairs and replacements, building maintenance, and coordination with agencies, business partners, and other organizations. Public Works would typically be able to hire 2 or 3 summer students to assist with the processing work from May to August and again over

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

the college Christmas break. Only one summer student was hired in 2023 due to a lack of candidates. This proposed succession plan would address the need to handle the additional materials and the increased administrative responsibilities, while maintaining similar staffing levels.

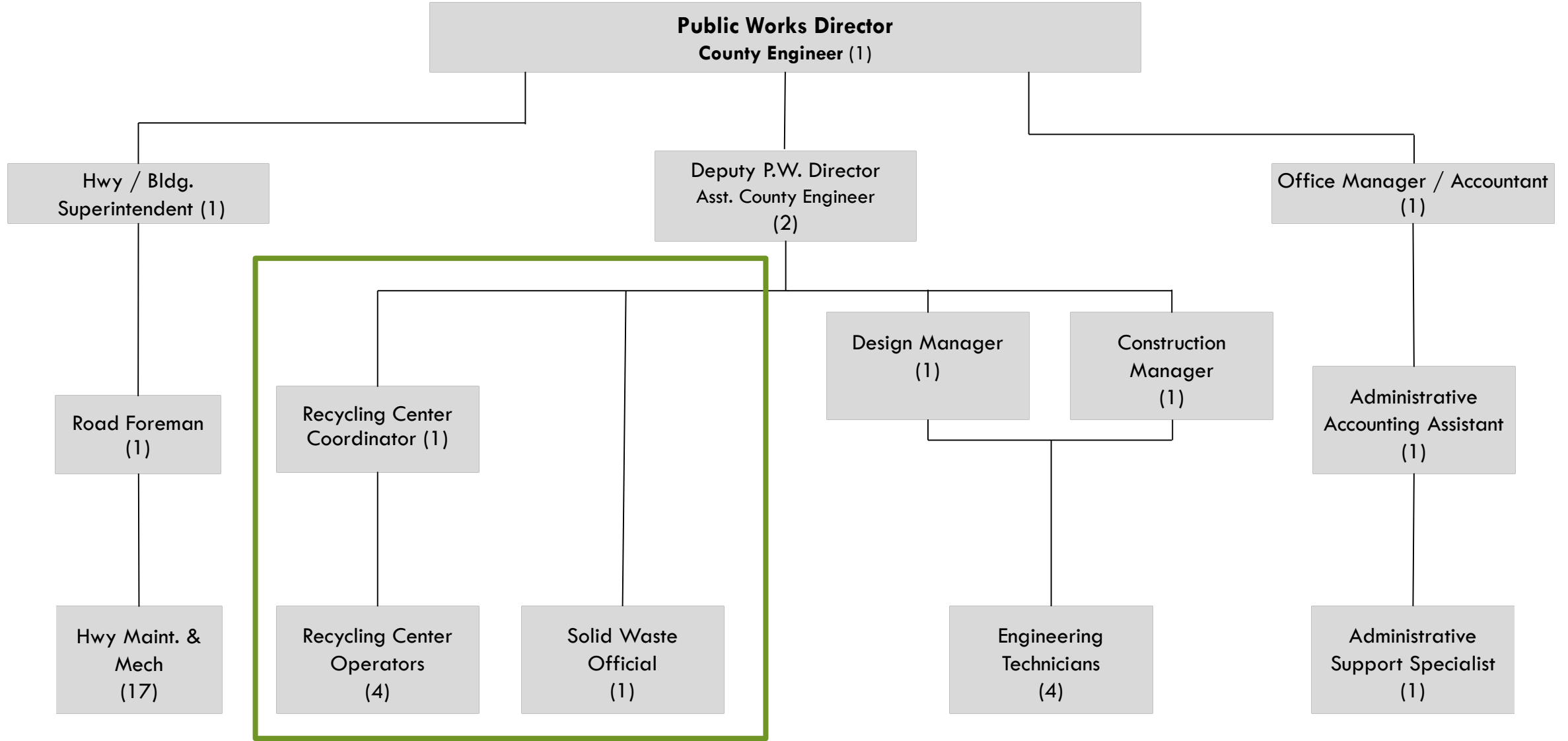
Options:

- Authorize staff to combine the Solid Waste Official and Recycling Center Coordinator positions, hire for this position as a part of succession planning, and hire another Recycling Center Operator at the time that the current Recycling Center Coordinator retires from his position.
- Make no changes and keep the positions as they are.

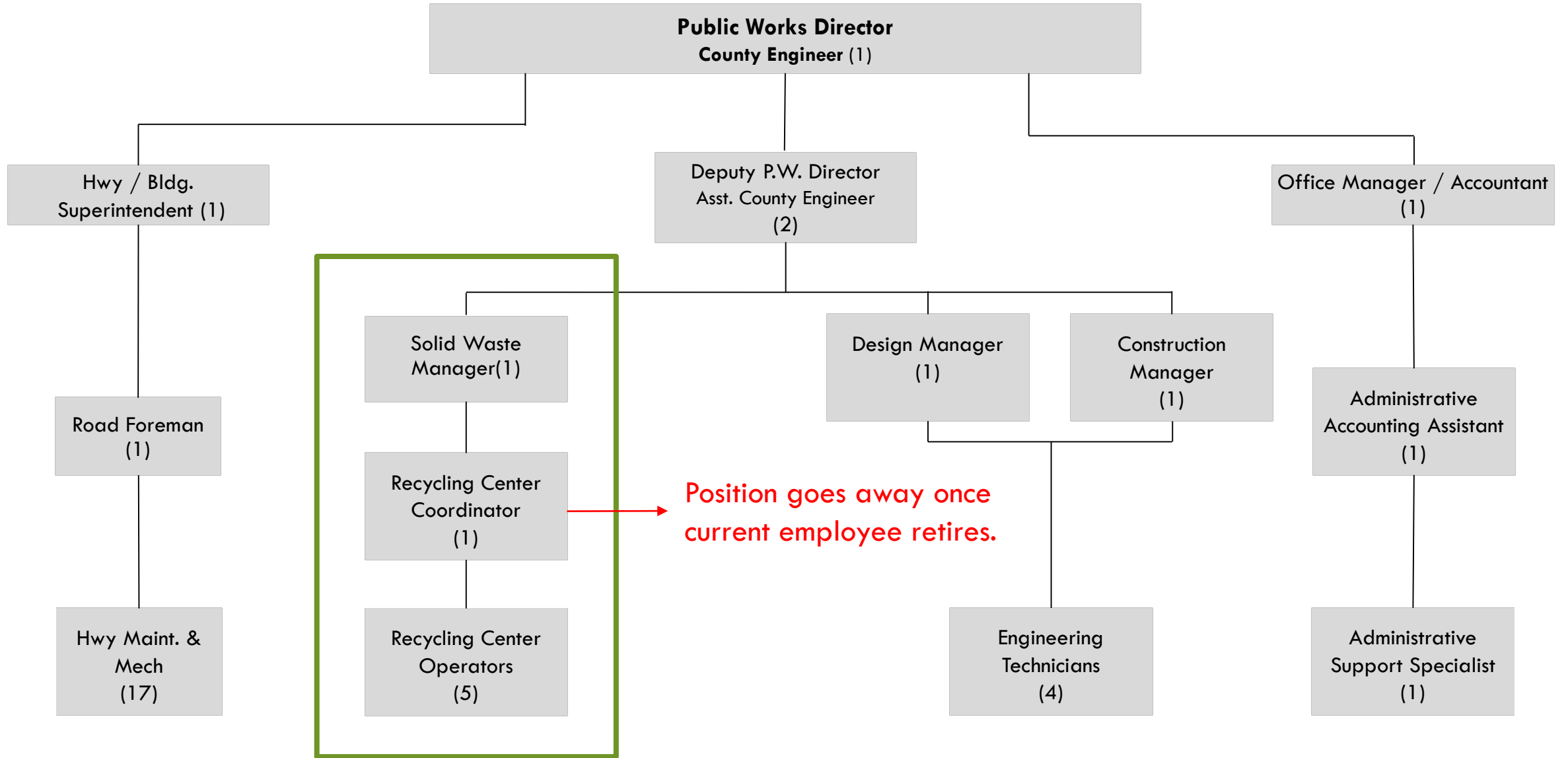
Recommendation:

It is the recommendation of staff that the County Board authorize staff to combine the Solid Waste Official and Recycling Center Coordinator positions, hire for this position as a part of succession planning, and hire another Recycling Center Operator at the time that the current Recycling Center Coordinator retires from his position.

Public Works Organizational Chart (2023)



Proposed Public Works Organizational Chart (Solid Waste)





Goodhue County
Health and Human Services

426 West Avenue
(651) 385-3200 • Fax (651) 267-4882

April 10, 2024

TO: Goodhue County Personnel Committee

FROM: Nina Arneson, HHS Director
Kris Johnson, HHS Deputy Director

RE: **GCHHS New – Ongoing Public Health Foundational Responsibilities - 2 NEW Permanent Position Requests -**

- **Public Health Educator - Communication Specialist (1.0 FTE)**
- **Community Health Worker (.4 FTE)**

Goodhue County Health and Human Services has received new, ongoing state funding to better address [foundational public health responsibilities](#) in Goodhue County.

The Foundational Public Health Responsibility (FPHR) fund allocated \$188,716 per year and the Response Sustainability grant (RSG) allocated \$103,872 per year.

Through our public health accreditation work, our agency is very familiar with the national standards, including areas in which we do well, and areas we need to continue to improve. With this background, and having our staff and an HHS Board member provide feedback about areas of focus, it is clear that the following new strategic investments will help our agency build and improve our capacity to meet our mission: ***To Promote, Strengthen and Protect the Health of Individuals, Families and Communities.***

BACKGROUND:

The COVID-19 pandemic has accelerated a push for the state of Minnesota, and the US as a whole, to build and strengthen the capacity of the Public Health System. In December 2022, the joint leadership team, including members of [State Community Health Services Advisory Committee](#) (SCHSAC), [Local Public Health Association](#) (LPHA), and [Minnesota Department of Health](#) (MDH) wrote a report called - [Transforming Minnesota's Public Health System for the 21st Century](#) identifying the goals of [Public Health Transformation](#).

These efforts have undergone many iterations, and the framework has been updated since the 2022 report to match the national Foundational Public Health Services framework.

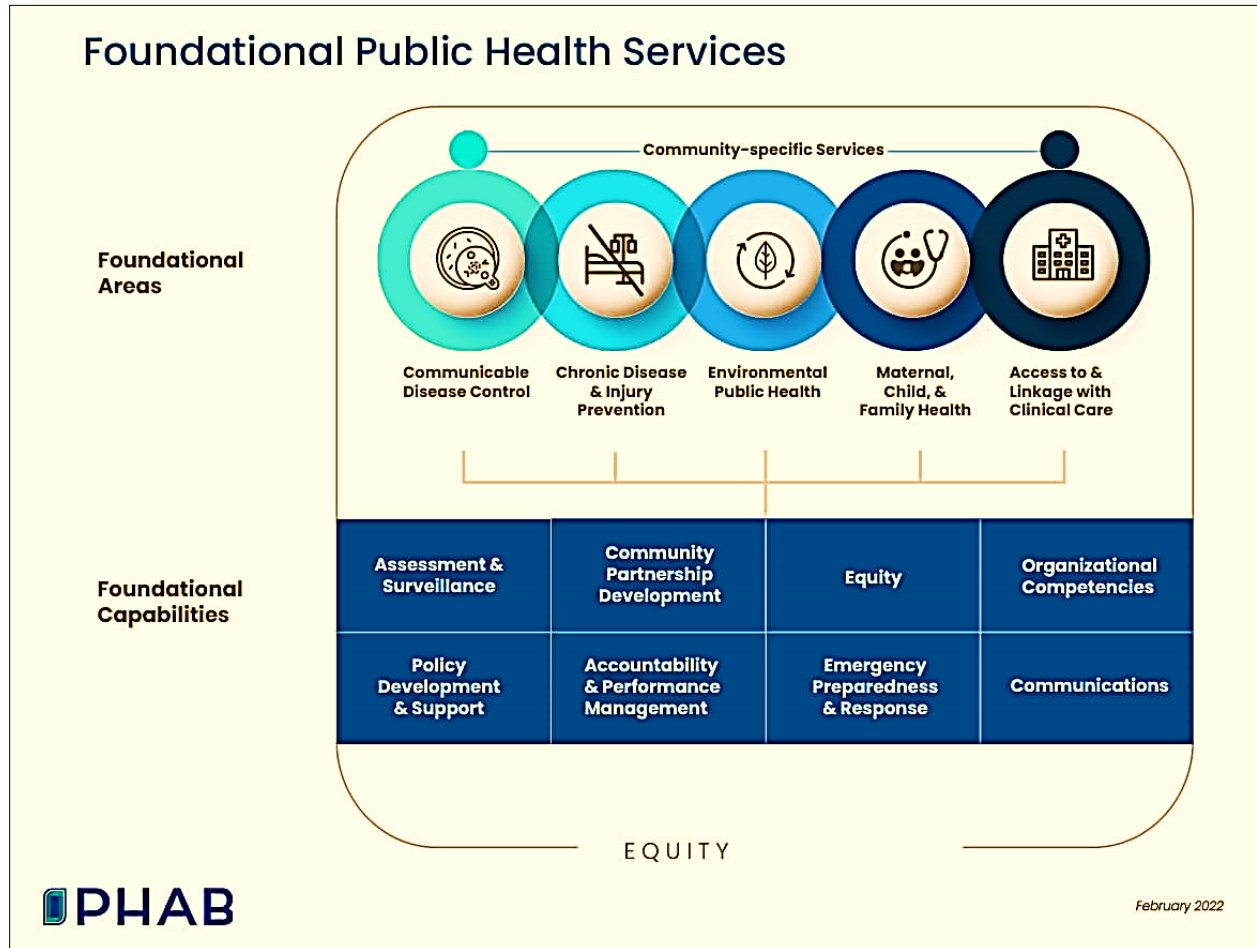
Promote, Strengthen and Protect the Health
of Individuals, Families and Communities!

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To support Community Health Boards in implementing this transformation on the local level, in 2023 the Minnesota State Legislature allocated [Foundational Public Health Responsibility](#) (FPHR) funds. Goodhue County's ongoing annual allocation is **\$188,716**.

Furthermore, in 2023 the Minnesota State Legislature allocated additional funds to support Emergency Preparedness and Response, known as the Response Sustainability Grant (RSG). Goodhue County's ongoing allocation is **\$103,872**. Both of these funds carry expectations that will be monitored through budgets, work plans, reporting requirements and MDH grant monitoring.



On March 1, 2024, GCHHS convened professionals that included GCHHS Public Health Educators, Public Nurses, leadership including Susan Johnson, appointed by the GCHHS Board, and Goodhue County Environmental Health Sanitarian Benjamin Hoyt. The purpose of this meeting was to review the Foundational Public Health Responsibilities, and examine the current capacity of GCHHS to meet these foundational responsibilities. The group reviewed the strengths, weaknesses, opportunities and threats in each foundational area and foundational capability and came up with a set of recommendations for how to utilize the increased funds. (Note that funding has already been approved and committed by the HHS Board, and committed to the Public Planner-Data Analyst position, and this person was hired in February, 2024).

1. Increase focus on **Environmental Health**, especially in the areas of communication and community outreach.
2. Continue to build capacity for **Maternal, Child and Family Health**, especially in the Hispanic community and in at-risk communities.

3. Continue to invest in **workforce** - salaries, retention, training, manageable workloads.
4. Build **community trust** in public health.
5. Expand **communication and outreach**, especially to marginalized communities.

Utilizing this feedback, our knowledge with national standards, local needs, and the directive to continue to transform public health system in Minnesota along with GCHHS leadership agreed that the most effective way to address many of these identified needs was to hire a Public Health Educator - Communication Specialist and a Community Health Worker.

The Communication Specialist will be focused on Emergency Preparedness/Response duties, Environmental Health communication and community awareness, and various other HHS communication needs and projects including collaboration on the Goodhue County communications plan. This position will be funded by some FPHR funds and some RSG funds.

The Community Health Worker (CHW) is a .4 FTE position that will focus on building connections with the Hispanic Community, and build GCHHS capacity for Emergency Preparedness Response and Recovery.

According to the American Public Health Association, a Community Health Worker (CHW) is a frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served. This trusting relationship enables the CHW to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competency of service delivery. A CHW also builds individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support and advocacy.

<https://www.health.state.mn.us/facilities/ruralhealth/emerging/chw/index.html>

The CHW position will be funded with the RSG grant. There may be some very limited capacity to bill Medical Assistance for these services.

Foundational Public Health Responsibility (FPHR) Fund—Calendar Year

	2024	2025
Planner: Data Specialist	\$47,472 (.5 paid thru I-fund grant)	\$101,589
PHE (.6 FTE): Communications Specialist	\$28,472	\$30,477
Other staff time	\$64,805	\$12,494
Equip/Supplies	\$5,800	\$2,000
Contract: CARE Clinic	\$10,000	\$10,000
Contract: Cultural Liaison	\$15,000	\$15,000
Indirect Costs	\$17,156	\$17,156
	\$188,716	\$188,716

Response Sustainability Grant (RSG)—Fiscal Year

	2024-25	2025-26
PHE (.4 FTE): Communications Specialist	\$37,977	\$40,636
Community Health Worker	\$29,527	\$31,594
Other staff time	\$26,925	\$22,199
Indirect costs	\$9,443	\$9,443

	\$103,872	\$103,872
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RECOMMENDATION:

The HHS Department recommends approving the following:

1. Move forward immediately utilizing the MN Merit System to hire **1.0 FTE Public Health Educator-Communication Specialist**, and **.4 FTE Community Health Worker**, and back fill as needed.
2. Hire after GCHHS Board's review and approval.

TO: Goodhue County Personnel Committee
FROM: Lisa M. Hanni, LUM Director / County Surveyor / County Recorder
DATE: April 2024 Personnel Meeting
RE: GIS Manger Position

Summary:

With the increasing complexity of maintaining our system, staying current with frequent software updates, and demands for more GIS services from our staff and partners, we feel we need to provide a career ladder and separate some of the management duties.

Background:

Goodhue County's Geographic Information Systems services have expanded significantly in the past few years. We manage Goodhue County, Dodge County, and 7 partnerships as part of our program.

We currently have 2 staff that are GIS System Analysts, and 1 staff as a GIS Specialist. Two of the staff spend the majority of their time providing services (maps, web applications, etc.) to our staff and partners, while the other staff person spends the majority of time managing the system logistics by maintaining the databases, cloud data services, software updates, and forecasting future updates.

By creating a more tiered department, we feel we can stay competitive with other governmental and private organizations by providing a career ladder in this demanding field. This is especially important as we are starting to see retirements and job movement in this career within the state.

We are not requesting to add another FTE at this time but to create the career ladder and post the GIS Manager internally. GIS will remain as part of the Surveying department due to it's close relationship and synergy of the department tasks and partnerships.

The job description was reviewed and ranked at range 115.

Recommendation:

We recommend posting this position internally.

GOODHUE COUNTY POSITION DESCRIPTION

Position Title: **GIS Manager**
 Department: Survey/GIS
 Work Hours: 8:00 a.m. to 4:30 p.m.
 Supervisor: County Surveyor

Date: **2024**
 Location: Government Center
 Phone: 651-385-3188

PRIMARY OBJECTIVES OF POSITION:

Plan, coordinate and supervise all activities related to the analysis, design, development, implementation and maintenance of the GIS and associated professional services, databases and software applications for most effective and efficient use by County departments, outside agencies and the community. This position requires advanced knowledge and experience of database design, and works closely with professional consultants to keep the system secure, and accessible to both internal and external clients.

JOB TASK AREAS OF RESPONSIBILITY:

% Time	TASKS
30%	Enterprise GIS Systems Database and Management <ul style="list-style-type: none"> • Manage the county’s overall enterprise GIS system architecture that includes desktop, web, and mobile users. • Manage the procurement of all GIS systems – ArcGIS Server, SDE database server, and ArcGIS desktop, scheduling installations, upgrades and maintain them in accordance with established IT policies and procedures. • Function as a technical liaison and coordinator for the end user departments when dealing with GIS vendors • Monitors, maintains and oversees the county's GIS applications, system design, data, evaluation, costs analysis, risk assessment and budget accountability • Manage the implementation and upgrading of all county enterprise GIS databases using ESRI’s ArcSDE software and Microsoft SQL Server software. • Manage backup, archiving, and retrieval of GIS enterprise geodatabases • Manage access, security, and user accounts for enterprise GIS geodatabases and other resources. • Supervise and delegate work flow documentation and quality control procedures for all GIS data.
30%	GIS Program Management <ul style="list-style-type: none"> • Manage budgets for GIS software, hardware and training • Manage software and license contracts with external providers • Work with other county departments to further GIS use and growth • Manage contracts with partner agencies • Direct and provide specific training of applications to GIS users. • Present County GIS databases and applications to officials and staff

20%	<p>Internal GIS Project and Employee Management</p> <ul style="list-style-type: none"> • Direct the management and design of the County’s online GIS, Cloud locations and user access and editing. • Direct the management and development tools and applications for public and internal use • Delegate incoming GIS projects and applications at the county, regional, and state levels. • Coordinate GIS data maintenance/updates for the County Sheriff Dispatch mapping system and the mobile terminals for all County Deputies. • GIS project management.
20%	<p>Forecasting and Implementing Data management strategies and services</p> <ul style="list-style-type: none"> • Identifies opportunities to improve efficiency and improve services through GIS technologies. • Directs the upgrades and software changes with vendors and consultants • Determines optimal proficiencies of applications and for the system as a whole

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:

Works with the County Surveyor with determining the budgetary needs of the GIS budget and coordination of data collection and maintenance.

RESPONSIBILITY FOR RELATIONSHIPS:

Internal

Maintain a professional, positive, helpful, working relationship with the individuals in each department that have GIS responsibilities. Be available for any GIS questions concerning the County databases or applications.

External

Maintain a professional working relationship with federal, state, other local agencies, utilities, and the public concerning the County’s GIS datasets and products. Work towards regional GIS collaboration.

SUPERVISORY AUTHORITY

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

SUPERVISORY AUTHORITY:

Position titles:

GIS System Specialist

GIS Specialist

GIS Intern

EXTENT OF SUPERVISION PROVIDED:

The duties and responsibilities of this position are performed under the supervision of the County Surveyor. This position acts as a lead person with minimal supervision when dealing with the iteration process of developing user applications.

MINIMUM REQUIREMENTS:

Bachelor's degree with major study in Geographic Information Systems, Land Surveying, Geography, Computer Science or closely related field and 5 years of progressively responsible experience in GIS;

Preferred Qualifications:

- Master's degree with major study in Geographic Information Systems
- GISP certification through the GIS Certification Institute.
- Ten years of experience in geographic information systems and computer operating systems, including leading technical projects and/or teams.

KNOWLEDGE AND SKILL REQUIREMENTS:

The following are the required knowledge and skills:

- Mastery of enterprise GIS system architecture and best practices.
- Mastery of the ESRI SDE geodatabase architecture use and best practices for an enterprise system.
- Understanding of and the ability to use the following software programs to create or customize databases and web applications:
 - ESRI ArcSDE for Microsoft SQL Server

- ESRI ArcGIS Server
- Microsoft Azure or other cloud applications
- Microsoft SQL Server
- A thorough knowledge of the principles, methods, and techniques of thematic cartography.
- A thorough knowledge of coordinate systems and map projections.
- Thorough knowledge of word processing, spreadsheet, and database software.
- Thorough knowledge of GIS database design.
- Effectively write GIS software and database code.
- Effectively trouble shoot code and system errors.
- Preparation of official documentation of datasets and applications.
- The ability to perform multiple tasks without sacrificing quality of work.
- Effectively delegate tasks to GIS staff and users.
- Manage tasks, people, and time frames effectively and fairly.
- Manage GIS staff and train other County staff to use GIS applications or projects
- Communicate professionally in statewide GIS committees as a representative of Goodhue County.
- The ability to communicate effectively with all types of people and personalities.
- Facilitate group discussions with users to determine improvements and additions to GIS tools.
- Manage multiple projects at the same time.

PROBLEM SOLVING:

Typical

Effectively communicate the need and benefit of GIS to people; determine the application needs of other departments; arrive at data compatibility with the departments and outside agencies and gather and convert the data available or needed for the GIS. Effectively maintain training in order to stay current with network and database architecture, in addition to application programming in order to prepare the County's datasets for long-term performance and security. Maintain positive working relationships with users through the iterative process of creating secure data storage and application needs.

Trouble shoot and fix data, systems, access, software glitches quickly due to the high demand for the information.

Unusual

Create a GIS web application or map on an emergency basis without delaying the progress on the prioritized items.

WORK ENVIRONMENT:

Work is performed in a comfortable indoor office environment. Though the work may require travel to the various county buildings, there is no long exposure to heat, cold, or hazardous chemicals. The work will require viewing a computer screen for five to seven hours daily. Some travel is required in state for attendance at training programs and conferences.

PHYSICAL REQUIREMENTS:

This position requires that the individual be able to lift a load of up to ten pounds. Frequent wrist and finger manipulation due to high concentration of computer work with a keyboard and a mouse.

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

7	hours a day sitting
	hours a day standing
1	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
	x	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
x	mathematics	x	Conducting research
	weighing and/or measuring	x	Managing resources
x	visualizing conclusions	x	Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

4	hours a day spent working under time pressure
4	hours a day spent working rapidly
95	% of time spent indoors
	% of time spent outdoors
5	% of time spent in an automotive vehicle
95	% 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)
	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 sloping
	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: COUNTY SURVEYOR/RECORDER	Date: 2024
Department: County Surveyor/Recorder	Location: Government Center
Work Hours: 8:00 a.m. to 4:30 p.m. (flexible)	Phone: 651-385-3188
Supervisor: County Administrator	

PRIMARY OBJECTIVES OF POSITION:

County Surveyor:

The primary objectives of this position are to provide the professional Land Surveying management and administrative skills to plan, budget, and direct the County's Public Land Survey System (PLS) program, which is the basis for all land descriptions in the County; to supervise and perform Statutory duties and Ordinances pertaining to the office for both Goodhue and Dodge Counties; prepare legal documents for the acquisition, or vacation of County property; administer and direct the mapping, photography, and surveying of the County's property and projects; to plan and prepare short and long term goals and objectives of the Survey office, and to make final decisions as a licensed professional on numerous issues on a daily basis.

Geographic Information Systems (GIS) Administration:

The County Surveyor is responsible to provide professional management and administrative skills to plan, budget, and direct the GIS program for both Goodhue and Dodge counties; to provide the best possible accuracy and determinations of all the land parcels for the GIS; to plan and develop short and long term goals and objectives for the GIS, including determining the collection and maintenance of geographical datasets such as aerial photography, parcels, and historical information.

County Recorder:

The primary objectives of this position are to provide professional land record management and administrative skills to plan, budget, and direct the recording of all statutory legal documents and vital records submitted to the office; to plan, budget, and direct the necessary software recording, retrieval, and permanent storage of all recorded and historical documents; to plan and prepare short and long term goals and objectives for the office according to statutory requirements and budget, and to make final decisions as the Recorder/Registrar on numerous issues on a daily basis.

JOB TASK AREAS OF RESPONSIBILITY:

% Time	TASKS
25%	<p>Provides professional licensed land surveyor duties as the County Surveyor</p> <ul style="list-style-type: none"> • Maintains the PLS corner locations by perpetuating and restoring monuments through field investigation, record research, case law review and interpretation, by using professional judgement and experience. • Administers the maintenance and storage of the PLS corner information and surveying documents by developing, programming, and populating computer databases, reports, and maps using computer products such as ESRI, AutoCad, ArcaSearch. • Determine and acquire the necessary surveying equipment (GPS) and computing software to administer the department's plan for the

	<p>collection of the PLS corners and other monuments defining land boundaries;</p> <ul style="list-style-type: none"> • Direct and supervise the field and office surveying duties, documentation, deed and map research, computations, and analysis for the professional determination of boundaries for all survey work including Certificates of Location, Certificates of Survey, topographic surveys, highway right of way plats and bridge surveys, aerial photography and Lidar collections, and parcel mapping for the entire county. • Supervise the mathematical accuracy, legal review, statutory requirements and approvals, and sign documents as a professional land surveyor (County Surveyor) of all Minnesota Statute 505, 508, 508A, 515B, RLS plats, County right of way plats, township bridge descriptions and surveys presented to the county for recording, or prepared as part of County projects. • Oversees the frequent communication requests and responses for all land surveying activities and inquiries • Signs all legal surveying documents according to the ethics and responsibilities as outlined by the professional land surveyor license • Negotiate Professional County Land Surveyor Services with Dodge County including being appointed as the Dodge County Surveyor, and supervising the shared Deputy Land Surveyor employee
25%	<p>Appointed as the County Recorder to administer the duties and provide overall management of the County Recorder's office</p> <ul style="list-style-type: none"> • Directs, organizes, and coordinates administrative and professional recording and document accessibility procedures in accordance with statutory authority as the County Recorder/Registrar of Titles • Oversees the processing, collection, and distribution of Vital Statistics and the confidentiality and access requirements of the documents • Responsible for registration of lands and the certification of titles in accordance with Torrens laws as provided by MN Statutes as the County Registrar • Oversees the examination, recording, and preservation of all real estate records, plat maps, and all other recorded documents • Determine and acquire the necessary daily recording and preservation software and hardware for the office • Oversees the assurance of timely recording of documents
10%	<p>Provide Administrative direction, management, and oversight of the GIS</p> <ul style="list-style-type: none"> • Actively involved in the direction, development, and implementation of the County's GIS, including appropriate software and storage options to provide the most reliable and feasible access and maintenance of the data • Oversee the daily parcel data maintenance and transformation to the County's GIS as a base for all GIS products • Develop timely updates to the datasets • Negotiate the GIS agreement with the City of Red Wing for a shared employee

	<ul style="list-style-type: none"> • Actively involved in the coordination and development of GIS services to other county departments, Users Group participants, and the public • Actively involved in the negotiations and agreements for providing GIS services to other governmental units (currently 12) and presenting the agreements to the County Boards for approval
20%	<p>Administers and provides overall management of the department budgets</p> <ul style="list-style-type: none"> • Develops, prepares, and administers multiple year budgets for: <ul style="list-style-type: none"> ✓ Surveying: approximately \$520,000 annually ✓ Recording: approximately \$600,000 annually ✓ Recorder Funds (Technology & Compliance): approximately \$350,000 annually ✓ GIS: approximately \$540,000 annually ✓ Passports: approximately \$45,000 annually • Determine funding from the County levy, capital plan, grants, cost-share agreements, and Recorder technology and compliance sources • Monitors and maintains budget throughout the year including verification that revenues and expenditures are assigned to the correct budget line items • Evaluates anticipated equipment lifecycles and budgets for them from the appropriate funding sources • Evaluates anticipated software products, upgrades, licenses, and storage capacity costs on an annually basis as part of the budget process • Evaluates anticipated and unanticipated expenditures and makes adjustments accordingly • Responsible to plan projects that qualify as land record compilation projects and administer the non-levy budgets of the Recorder Technology and Compliance funds • Manages the passport agency duties for Goodhue County
15%	<p>Management team, professional services, County representative</p> <ul style="list-style-type: none"> • Work with other senior management staff to provide recommendations to the County Board as it pertains to strategic planning proposals, county policy formation, coordinating county services between departments • Act as the County Agent for contracting all photogrammetric, land record, recording, and vital document storage projects for the County • Provides professional assistance and advice to the County Assessor, Attorney, Auditor/Treasurer, Engineer, Title Examiner, Land Use Management Director, and County Board as it pertains to Land Surveying, GIS, and Recording issues; provide legal descriptions and surveys for property acquisitions and explanation of legal description interpretation; works with other departments to develop and enforce County subdivision ordinances and other department policies as it pertains to surveying • Represents the County in legal actions regarding professional land surveying issues

	<ul style="list-style-type: none"> • Represents Goodhue and Dodge Counties as part of the Minnesota Association of County Surveyors, National Association of County Surveyors • Represents Goodhue County as part of the Minnesota Association of County Recorders • Negotiates county policies with other departments, and negotiates agreements for the County with vendors, consultants, other governmental agencies, and private individuals • Develops and maintains good public relations with the general public and the media • Adheres to the Federal State Department in regards to the requirements and policies for operating a Passport Agency
5%	<p>Manages overall staffing for departments</p> <ul style="list-style-type: none"> • Assess the workload, duties, and staffing necessities for the Survey, GIS, Recorder, and passport divisions of the department and advocate for the appropriate levels of employees and services to the County Board • Coordinates the staffing agreements with the City of Red Wing and Dodge County in regards to the GIS and Surveying Services • Supervises and manages the overall staffing of the Survey, GIS, and Recorder departments • Gives direction and performs annual evaluations for supervisors and administrative staff • Ensures staff acknowledge and adhere to county polices • Ensures separation of duties between staff handling vital records and staff handling passports

BUDGET RESPONSIBILITIES:

This position is responsible for developing and maintaining the entire departmental budget including Survey, GIS, Recorder, and passports, totaling over \$2 million per year.

SAFETY RESPONSIBILITIES:

Ensure safety requirements for staff. Office safety training is required for all employees; field safety training for survey staff working in remote areas and on public roads.

RESPONSIBILITY FOR RELATIONSHIPS:

Internal

- Daily contact with departmental supervisors regarding goals and project reports.
- Dailly contact with administrative staff regarding work load, bill payments, office supply ordering, and receipting of fees.
- Regular contact with other department heads and staff for coordination of services (Public Works, Land Use Management, HHS).
- Regular contact with County Commissioners and County Administrator in regards to partnership contracts, board reports, information exchange, personnel, etc.
- Regular contact with Finance Director for purchase authorization, budgeting, finance concerns and updates.
- Occasional contact with County Attorney’s office regarding legal issues.

External

- Frequent contact with surveyors, consultants, land owners, and attorneys concerning property surveys and issues.
- Frequent contact with other local, state and federal government agencies regarding surveying data acquisition, maps, and historical documents.
- Frequent contact with title companies
- Frequent contact with Dodge county staff and SWCD staff
- Frequent contact with consultants for services (aerial photography, archival consultants)
- Occasional contact: with media, legislators, and township officials
- Occasional attendance and presentations to councils, boards, committees, and supervisors
- Occasional contact with equipment and software contractors.

SUPERVISORY AUTHORITY

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

SUPERVISORY AUTHORITY:

This position is ultimately responsible for all personnel in the Surveying, GIS, Recording divisions.

The department includes:

- Deputy County Surveyor (1)
- Deputy County Surveyor Goodhue-Dodge (1)
- Deputy County Recorder (1)
- Senior Recording Clerk (2)
- Land Records Coordinator (1)
- GIS Manager (1)
- GIS systems Specialist (1)
- GIS Specialist (1)
- Administrative Assistants/Passport Agents (2)
- Interns and volunteer staff 1-2

SUPERVISION PROVIDED TO THIS POSITION:

Functions of this position are carried out with wide latitude to use personal and professional judgment and discretion in taking action based on the knowledge and skills necessary for the position. This position is under the general supervision of the County Administrator in regards to County policies, guidelines, and budget approval. Regular reports to the County Committees and Boards are required.

MINIMUM REQUIREMENTS:

Bachelor's degree with major study in Land Surveying or closely related field. This position requires the person to be a Licensed Land Surveyor with a minimum of 5 years' experience as a Minnesota licensed Land Surveyor, a minimum of 2 years in a County Surveyor's office, 2 years' experience in Geographic Information Systems (GIS), and 2 years' supervisory experience. Preferable experience would be a minimum of 3 years in a County Surveyor's office, 3 years' experience in Geographic Information Systems, and 2 years' experience working with the County Recorder's office.

KNOWLEDGE AND SKILLS REQUIREMENTS:

- Comprehensive knowledge of the principles and practices of land surveying.
- Comprehensive knowledge and skill of the methods and equipment used to perform the surveying practices (total station, data collector, GPS equipment).
- Comprehensive knowledge and skill in the technical, academic, legal, case law, and professional aspects of land surveying.
- Comprehensive knowledge and of Geographic Information Systems (GIS).
- Comprehensive knowledge of ESRI products.
- Comprehensive knowledge of recording statutes.
- Thorough knowledge of coordinate systems and map projections.
- Thorough knowledge of Sitecomp and Autocad coordinate geometry software.
- Thorough knowledge of Microsoft products.
- Skills to gather evidence (historical, verbal, recorded, unrecorded) and make decisions based upon professional judgement concerning complex surveying and title problems.
- Skills to prepare technical documents for reports, standard settings, contracts, and RFPs.
- Skills to direct, coordinate, and supervise the work of the staff engaged in the field and office activities.
- Skills and ability to develop, implement, and monitor the division budgets.
- Skills to present or report professional conclusions to the County Board, Township officers, state legislature, and professional organizations in a clear and convincing manner.
- Skills to evaluate projects and use funds (especially the Recorder Technology and Compliance Funds) for appropriate expenditures.
- Skills to manage multiple projects simultaneously while meeting deadlines.
- Skills to communicate effectively with all types of people and personalities both in writing and orally.
- Skills to interpret Ordinances, State Statutes, case law, and applicable laws.
- Skills to work effectively with staff and with the public in times of stress, under pressure, and in a fast-paced, busy setting.
- Skills to treat staff and the public in an ethical manner, showing neither favoritism nor discriminatory treatment.
- Skills to carry out the duties of the positions in a proficient and professional manner.
- Skills to interview, evaluate, review references, and perform employee evaluations.

- Skills to discipline employees by following county policies and working cooperatively with HR and consultant coaches and investigators.
- Valid Driver's License.

PROBLEM SOLVING:

Typical

- Schedule the work of the Survey, GIS, and Recorder divisions to obtain the most effective use of time and equipment.
- Negotiate with property owners in order to gain right of entry onto private property.
- Provide right of way acquisition plats and descriptions to the Public Works department under a tight time schedule.
- Coordinate and facilitate meetings with other departments and cities to promote a unified effort of GIS data collection, standards, database design, and applications.
- Evaluate evidence to determine the location of Public Land Survey corners and other property corners.
- How to maintain trained, licensed, and certified staff in all departments.
- How to provide short and long range planning with funding fluctuations dependent on the real estate market.
- How to improve production and quality of work and products.
- How to effectively provide good services and data access to a more demanding public.
- How to keep up with the fast changes of technology, ie. equipment, software, data storage.
- How to keep the recording, parcel updates, and mapping applications as current as possible.
- Make sure staffing and processes are in place for the October-December recording rush.

Unusual

- How to resolve personnel conflicts with the division and with other departments.
- Mediating Public Land Survey corner location disputes between the other licensed Land Surveyors.
- Negotiating right of entry with irate and unwilling property owners.
- How to defend decisions in court actions.

WORK ENVIRONMENT:

Work is performed predominantly indoors in a comfortable office environment. Frequent work is performed outdoors and is subject to dust, dirt, insects, temperature extremes, hazards of working on highways in dangerous vehicle traffic, unfriendly dogs, snakes, and irate land owners.

PHYSICAL REQUIREMENTS:

Tasks are normally carried out at a desk with frequent wrist and finger manipulation due to high concentration of computer work with a keyboard and a mouse. Field work requires the ability to stand for long periods of time, walk several miles in a day in rough terrain and through dense woods while carrying up to 60 pounds of survey equipment. Good physical condition is required for this position.

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

Section B

The physical effort requirements of this job are

# of pounds lifted	
60	pounds lifted waist high
60	pounds lifted shoulder high
30	pounds lifted above the head
60	pounds are carried alone
60	pounds are carried with someone else
50	distance weight must be carried (feet)
	pounds are pushed
	pounds are pulled
15	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
x	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
	x	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
x	mathematics	x	Conducting research
x	weighing and/or measuring	x	Managing resources
x	visualizing conclusions	x	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
4	hours a day spent working rapidly
40	% of time spent indoors
50	% of time spent outdoors
20	% of time spent in an automotive vehicle
40	% of time spent at a desk, bench or window
30	% of time spent in an office or control room

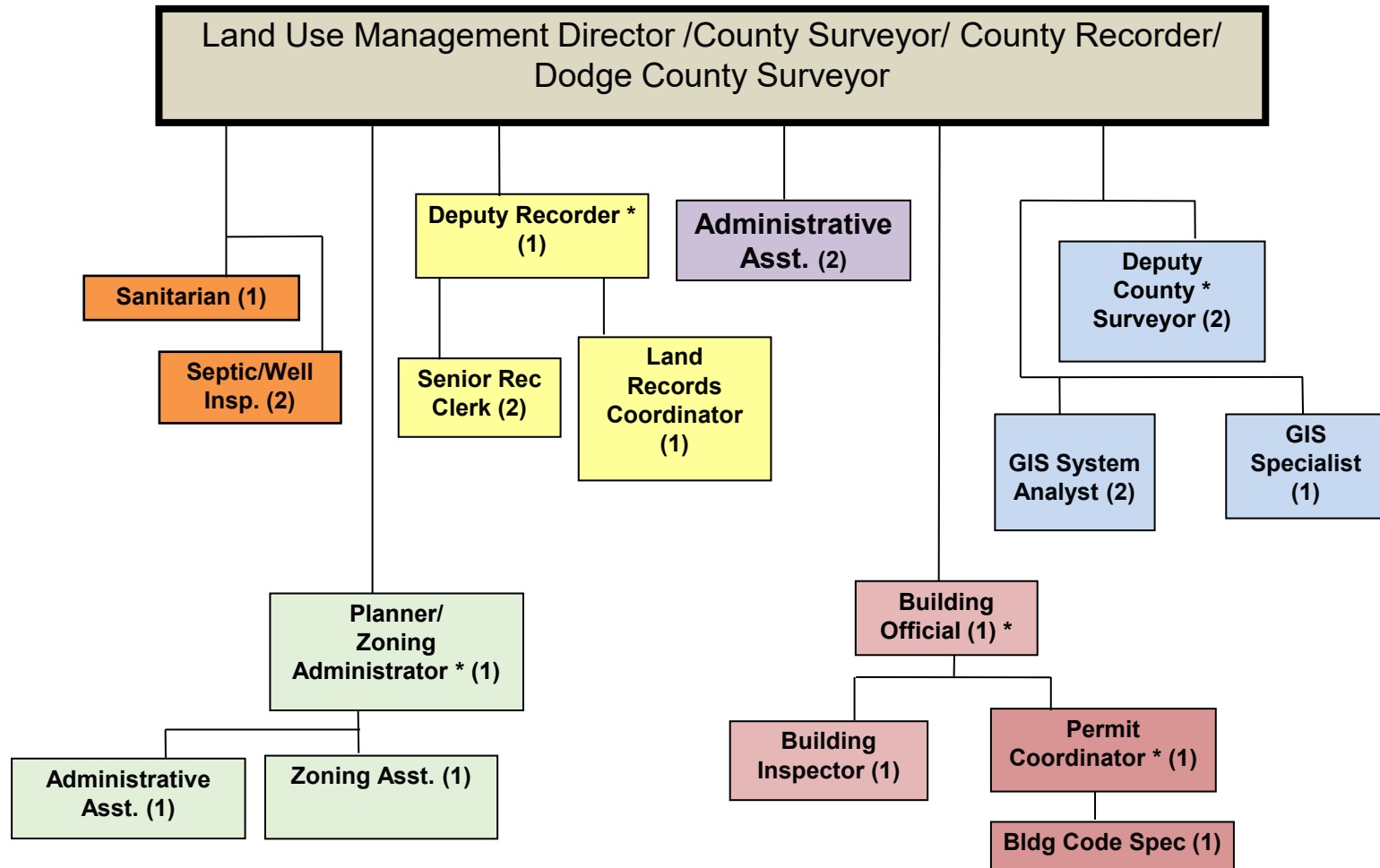
x	The condition of the air is clean (controlled)
x	The condition of the air is normal/average
x	The condition of the air is dusty/dirty
x	The condition of the air is wet/humid
x	The condition of the air is affected by fumes, smoke etc.

x	The noise level is normal
x	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 is in wooded terrain and on dangerous, busy roads and highways

Current Organizational Chart



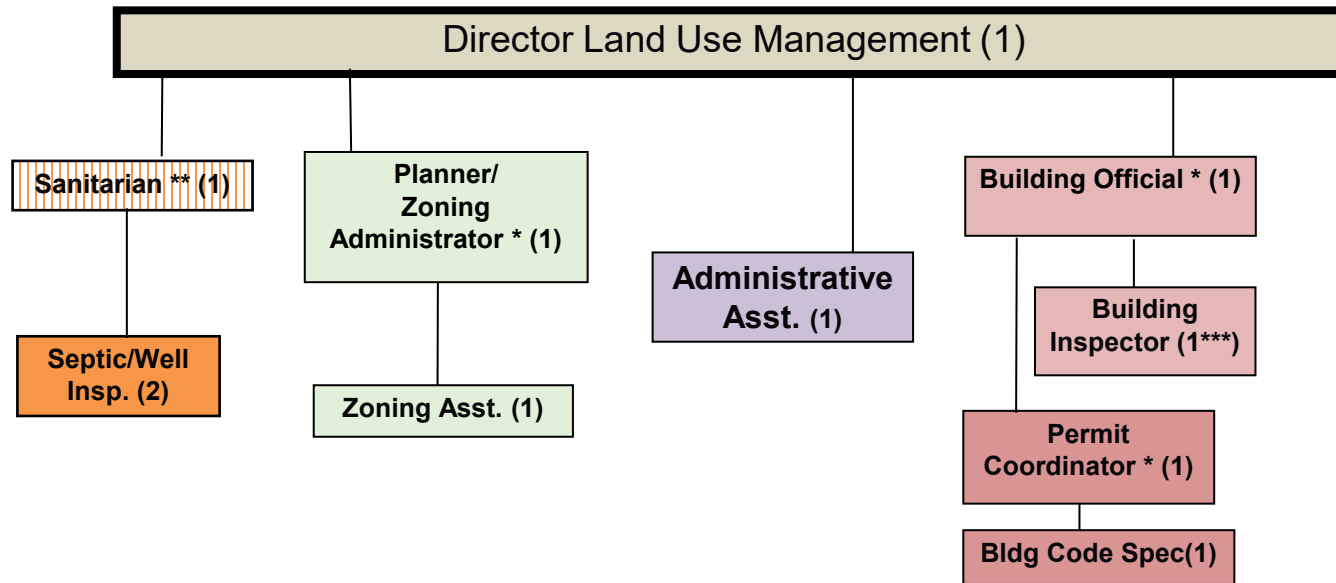
* Current Supervisor

GIS .5 FTE = current partnership with city of Red Wing (pay half salary/benefits and annual fee)

Deputy County Surveyor .5 FTE = current partnership with Dodge County (pay half salary/benefits and annual fee)

Admin Assistants manage the main County phone, department needs, and passport agency


Proposed Organizational Chart



New/updated job descriptions:

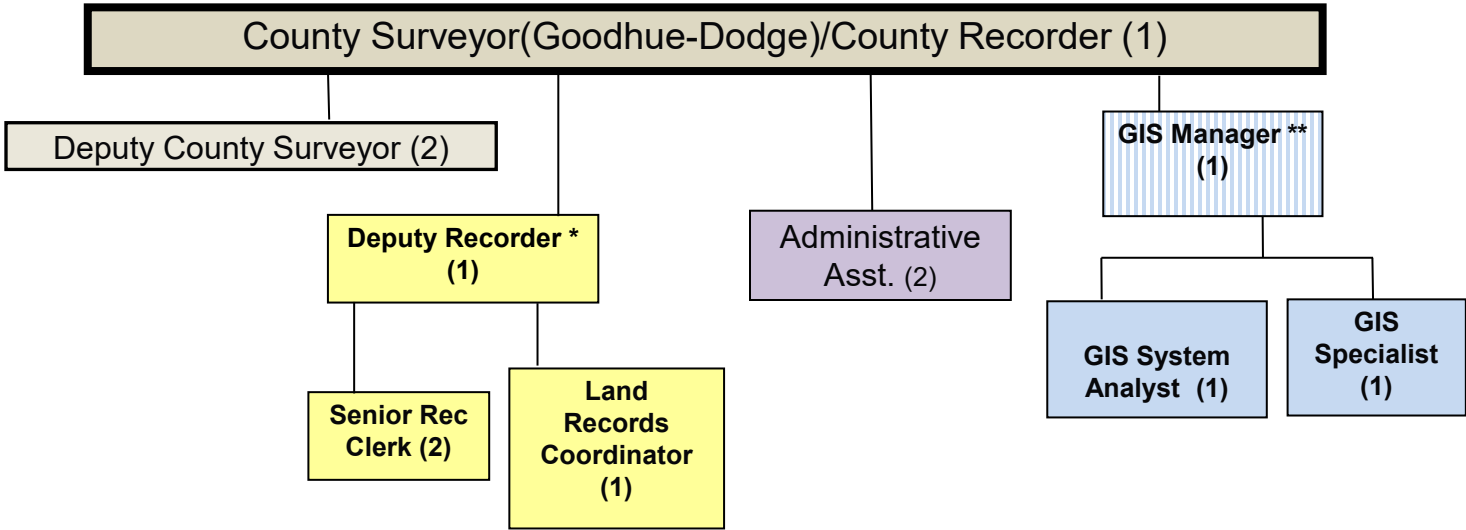
- LUM Director
- Sanitarian as new supervisor?

* Current Supervisor

**  Proposed new Supervisor

***One new Building Inspector may be necessary if we pick up more cities


Proposed Organizational Chart



New/updated job descriptions:

- County Surveyor-Recorder
- Proposed GIS Manager?

* Current Supervisor

**  Proposed new Supervisor

GIS .5 FTE = current partnership with city of Red Wing (pay half salary/benefits and annual fee)

Deputy County Surveyor .5 FTE = current partnership with Dodge County (pay half salary/benefits and annual fee)

Admin Assistants manage the main County phone, department needs, and passport agency

GOODHUE COUNTY POSITION DESCRIPTION

Position Title: Land Use Management Director

Date: 2024

Department: Land Use Management

Location: Government Center

Work Hours: varies (typically 8:00 a.m. to 4:30 p.m. with some nights and weekends)

Supervisor: County Administrator

PRIMARY OBJECTIVES OF POSITION: This position will serve as the department head for the Land Use Management Department and direct the day to day operations of the four divisions of the department: Planning, Zoning, Building Inspection, and Environmental Health.

This position will perform advanced administrative, managerial and professional services relative to the provision of planning, land use controls, building inspection services, and environmental health services, along with writing and managing grant opportunities for all the divisions. This position will exercise general and administrative supervision over subordinate professionals and administrative support staff within the entire Land Use Management Department.

JOB TASK AREAS OF RESPONSIBILITY:

% of Time	TASKS
35%	<p>Administers and provides overall management of department personnel and grants</p> <ul style="list-style-type: none"> • Directs, supervises, hires, disciplines, and coordinates the training of the personnel of the department directly or through designated supervisors to include planning and prioritization of work assignments, review of work performed, evaluate staff performance, selection, training, and disciplinary activities. • Seeks and prepares grants for all divisions of the department. Manages the administration, logistics, and budgeting for the acquired grants.
15%	<p>Budget</p> <ul style="list-style-type: none"> • Prepares annual departmental budget recommendations and monitors revenues and expenditures to ensure fiscal responsibility and control. Prepares annual capital equipment request, recognizing long-term useful life of equipment. <ul style="list-style-type: none"> ✓ Planning/Zoning: approximately \$371,000 annually ✓ Building: approximately: \$845,000 annually ✓ Environmental Health: \$479,000 annually ✓ Aquatic Invasive Species: approximately \$200,000 ✓ Riparian Buffer: approximately \$400,000
30%	<p>Administers programs</p> <ul style="list-style-type: none"> • Directs and oversees all programs of the department including planning, zoning, building inspection, and environmental health ensuring that all programs are run properly and meet all local,

	<p>state and federal regulations in a timely fashion with updates given to the County Administrator and the County Board.</p> <ul style="list-style-type: none"> • Directs, oversees, and is the lead in Ordinance Enforcement actions including but not limited to testifying in court, and site inspections. • Renders technical and professional advice and direction to all departmental personnel on work related projects • Position will have the ability to incorporate diverse projects into the overall objectives of the County to provide continuity and efficient use of resources.
15%	<p>Provides technical advice to the County Board, County Administrator and other departments on land use issues. Coordinates county wide strategic planning and land use comprehensive planning</p>
5%	<p>Serves as a member of the Goodhue County Management Team. Works with other Goodhue County Senior staff to provide recommendations to the County Board related to:</p> <ul style="list-style-type: none"> • The development of strategic planning proposals • The formation of County policy • Coordinate County services to maximize efficient delivery

BUDGET RESPONSIBILITIES:

Develops and administers the Land Use Management Department division budgets and grants totaling over \$2 million per year.

RESPONSIBILITY FOR RELATIONSHIPS:

Internal

Daily contact with departmental personnel on a variety of issues in the performance of duties. Must maintain a good working relationship with the County Board, Senior Management Team, and other department heads.

External

- Frequent contact with other local, state and federal government agencies on a variety of issues
- Frequent contact with local residents concerning information requests complaints, concerns, etc,
- Regular contact with private contractors in regard to work related projects and grants.
- Regular contact with media, legislators, and other public officials.

SUPERVISORY AUTHORITY

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

SUPERVISORY AUTHORITY:

This position is ultimately responsible for all personnel in the Planning- Zoning, Building, and Environmental Health divisions of the department.

The department includes:

- Building Official (1)
- Building Inspector (1)
- Permit Supervisor (1)
- Building Code Specialist (1)
- Planner/Zoning Administrator (1)
- Zoning Assistant (1)
- Sanitarian (1)
- Well/Septic Inspector (2)
- Administrative Assistant (1)

EXTENT OF SUPERVISION PROVIDED:

Functions of this position are carried out with wide latitude to use personal and professional judgment and discretion in taking action based on the knowledge and skills necessary for the position. This position is under the general supervision of the County Administrator in regards to County policies, guidelines, and budget approval.

MINIMUM REQUIREMENTS:

This position requires a bachelor's degree in urban and regional studies, planning, environmental studies, or closely related field, with at least at least five years of responsible experience within local government in land use related duties and 3 years of supervisory experience. Preferable education and experience would be a Graduate Degree in planning, public administration, or environmental studies; and 3 years' experience with GIS or GIS accreditation.

KNOWLEDGE AND SKILLS REQUIREMENTS:

- Considerable knowledge of the principles, practices and techniques of public administration.
- Considerable knowledge of the organization and functions of county government and other local government units of government.
- The ability to exercise initiative and resourcefulness in solving problems, developing objectives, making sound independent decisions from broad, comprehensive data.
- The ability to establish and maintain effective working relationships with other county officials, employees, civic and community groups and the general public.
- Comprehensive knowledge of the principles and practices of, zoning, planning, building inspection, and environmental health (wells, septics, public nuisances).
- Comprehensive knowledge and skill in the technical, academic, and professional phases of zoning, planning, building inspection, and environmental health (wells, septics, public nuisances).
- Skills to research, write, and administer grant applications.
- Skills to clearly write multiple types of reports including board reports, grants, technical reports, and ordinance violation reports for legal purposes.
- Thorough knowledge of Microsoft Word, Access, Excel, and PowerPoint software.
- Skills to create data and maps using GIS, and to work with GIS staff to develop more tools to assist in the collection, display, and access to land use datasets.
- The ability to direct, coordinate, and supervise the work of the staff engaged in the field and office activities.
- The ability to develop, implement, and monitor the divisions' budgets and grants.
- The ability to plan, organize and administer the operations of all divisions.
- The ability to present or report professional conclusions to the County Board, Township officers, state legislature, and professional organizations in a clear and convincing manner.
- The ability to manage multiple projects simultaneously.

WORK ENVIRONMENT:

Work is performed predominantly indoors in a comfortable office environment. Occasional work is performed outdoors and is subject to dust, dirt, insects, temperature extremes, hazards of working on highways in dangerous vehicle traffic, unfriendly dogs, snakes, and irate land owners.

PHYSICAL REQUIREMENTS:

Tasks are normally carried out at a desk with frequent wrist and finger manipulation due to high concentration of computer work with a keyboard and a mouse. Field work requires the ability to stand for long periods of time, walk several miles in a day in rough terrain and through dense woods while carrying up to 60 pounds of equipment.

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
	hours a day standing
2	hours a day walking
1	hours a day kneeling
	hours a day stooping
1	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
1	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
20	pounds lifted waist high
	pounds lifted shoulder high
	pounds lifted above the head
10	pounds are carried alone
10	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
x	weighing and/or measuring	x	Managing resources
x	visualizing conclusions	x	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
	hours a day spent working rapidly
70	% of time spent indoors
10	% of time spent outdoors
5	% of time spent in an automotive vehicle
70	% of time spent at a desk, bench or window
	% of time spent in an office or control room

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

Part V: Additional Comments:

The outside work is at junk sites or other sites as listed in the County Surveyor position. Land Use Management Director Job Description

TO: Goodhue County Board of Commissioners
Scott Arneson, County Administrator
Mary Priebe, Human Resources Manager

FROM: Lisa M. Hanni, LUM Director / County Surveyor / County Recorder

DATE: April 16, 2024 Personnel Committee Meeting

Background:

In 2002, the County was experiencing financial challenges and reorganized a number of management positions and department staff. Some of the changes were made within a few years:

- Citizens voted to appoint the Auditor/Treasurer and Recorder positions.
- The Auditor/Treasurer retired and the Assessor took on the duties of Auditor/Treasurer and was named the Finance Director.
- The County Surveyor applied for the Land Use Management Director position and the Building, Zoning, Surveying, and GIS offices were then combined.
- The Public Works Director took the Solid Waste duties from Land Use.
- A Human Resources department was created.
- Public Health administrative staff were brought into Administration and Human Resources.
- The Recorder retired in 2005 and the County Surveyor was appointed and took on those duties.
- The County Administrator resigned in 2006 and the LUM Director was appointed as the Interim County Administrator until the new Administrator started in January 2007.
- In 2015 Environmental Health was incorporated into the LUM department.

The current LUM Director continues as the Acting County Administrator when needed. Historically, this position would be filled by the Auditor/Treasurer. At the time however, the LUM Director had the credentials and was willing to take on the additional duties as many board meetings had LUM issues on the agenda. The Board will need to decide if they want to continue having an Acting County Administrator when needed.

Financial Impacts:

Currently the LUM Director salary/benefits are being split between 5 budgets: Survey, GIS, Building, Zoning, and Recorder. Depending on the option chosen, the salary/benefits could continue to be divided into numerous budgets.

There are a number of budgets that have spending restrictions on them. This information along with other budget details are being formally documented.

Option 1:

Keep the structure and job description the same and advertise internal/external for one Director.

The current job position has the requirement of being a Minnesota licensed Surveyor.

Option 2:

Keep the structure the same and advertise internal/external for one Director.

Remove the Minnesota licensed Surveyor requirement (need to write new job description and have it re-evaluated).

A County Surveyor and a County Recorder would still need to be appointed.

The County Surveyor position requires a Minnesota licensed Surveyor in order to legally sign documents and perform Surveying duties. Goodhue County also has an agreement with Dodge County to perform County Surveyor duties.

Option 3:

Study (internal, or contract external consultant) current Land Use Management services to determine if and how the organizational structure should change. Engage LUM staff and other departments in the study.

Option 4:

Study (internal, or contract external consultant) current Land Use Management services and determine if other related areas within the County should be incorporated or removed from the structure. Engage LUM staff, other departments, other stakeholders in the study.

Option 5:

Separate Land Use Management duties into two departments. Advertise internal/external.

Over the years as the department has expanded, there has been constant communication between the department head and staff as to the cohesiveness, cooperation, and budgets of the individual offices. With staff input, the offices were recently reconfigured to combine most of the spaces as laid out in this option, and it is believed to be providing more streamlined and efficient services to the public.

County Surveyor/Recorder/GIS

Keep the Survey, Recorder, and GIS as one unit. They work with each other on a daily basis with surveying, mapping, recording, and managing the land records in GIS. Their budgets work well together for those overall functions.

Initially Goodhue County began the trend of having the County Surveyor also be the County Recorder. Since then, Scott and Rice counties have used that model. This position (Surveyor/Recorder) is critical to fill in an expediated time frame as many documents need to be signed on a daily basis. We also have a service agreement with Dodge County for both County Surveyor services and GIS services. This would be a department head position requiring appointments for both duties. As stated above, the County Surveyor position requires a Minnesota licensed Surveyor in order to legally sign documents and perform Surveying duties.

The job description has been prepared.

Land Use Management

Keep the Building/Zoning/Environment Health departments together under a Land Use Management Director. As with the Survey department, the work flow, coordination, and budgets work well together. The new Director description includes grant writing and grant management responsibilities for that department. This would be department head position and the job description has been prepared.

Option 6:

Other Board options?

Additional Discussion:

By physically moving the Building, Zoning, Environmental Health offices into one location, staff feel we are providing a more efficient model to the public. All those County services work in coordination with each other so there is a consistent project flow, accountability, and communication between the staff and the public. The public, along with Township and County officials have complimented us on the streamlining of this office.

Staff feel similarly with the Survey, GIS, Recorder offices. The efficiencies of managing the land records in one department has provided the public, County departments, and County officials

with a cohesive response and accountability to not only research and answer questions but also to professionally produce tools to store and provide access to this information in a timely manner.

We have also found efficiencies by having the Administrative Staff of this department physically located in this office. They perform the daily office administrative duties, general County information services, and Passport services. Having the passport room adjacent to the department allows us to provide efficient coverage in both areas.

Option 5 would allow the management load to be distributed to two department heads each focusing on three areas of operations instead of the current one department head handling six areas. In addition to management of the staff and projects, it is expected that the managers are working managers who actively participate in the daily tasks and operations of the department. For example, the Surveyor/Recorder still has to do the internal survey work and some external survey work along with writing correction certificates in the Records office and maintaining all the archival data. The LUM Director is expected to write and manage grants and attend PAC and BOA meetings. This would hopefully lighten the load of work and distribute it to two department heads.

Option 5 would provide a more consistent, stable transition to allow the departments to reasonably manage the current level of service and look for improvements as personnel and technologies change.

Career Opportunities:

All options should have a discussion of establishing some career opportunities for employee advancement. Examples:

- The GIS Manager position proposal is to create a career ladder for that division. We currently have GIS service agreements with 13 other governmental units. The office consists of 2 staff that are GIS System Analysts, and 1 staff as a GIS Specialist. Two of the staff spend most of their time providing services (maps, web applications, etc.) to our staff and partners, while the other staff person spends the majority of time managing the system logistics by maintaining the databases, cloud data services, software updates, and forecasting future updates. By creating a more tiered department, we feel we can stay competitive with other governmental and private organizations by providing a

career ladder in this demanding field. This is especially important as we are starting to see retirements and job movement within this career in the state. The job description is part of this report.

- Also consider making the Sanitarian in Environmental Health a supervisory position to mimic the Building and Zoning structure.

In addition, there has been a consolidation of building inspection companies lately. They have few staff and a large geographical coverage area. We recently had another city ask us to provide information on our building inspection services, as they may be interested in partnering with us. If more jurisdictions request the County for building inspection services, the County will most likely need to hire another inspector.



Jess L. Greenwood, P.E.
Public Works Director – County Engineer

2140 Pioneer Road
Red Wing, MN 55066
Office: (651) 385.3025

TO: Personnel Committee
Mary Priebe, HR Manager

FROM: Jess L. Greenwood, P.E. - Director / County Engineer

RE: 02 Apr 2024 Personnel Committee Meeting
Authorize Parks & Trails Manager

Date: 27 March 2024

Summary

Public Works is requesting authorization to add a Parks & Trails Manager position in 2024.

Background

Public Works staff presented '*Public Works Structure & Staffing*' to the Goodhue County Board of Commissioners at their March 7, 2023 workshop in Goodhue, MN.

During the 2023 budgeting process a full-time position was added but was subsequently removed prior to the final budget being approved in December.

Just recently, the Administrative Support Specialist submitted their resignation, creating a vacancy in the administrative division of our office. The current structure, of this division, includes these three positions: Accountant/Office Manager (currently hiring for this position), Administrative/ Accounting Assistant (currently 55% park duties), and the Administrative Support Specialist.

During a recent Board workshop (03/05/24) one of the Board's goals that was discussed pertained to parks & trails. The Parks & Trails Manager position was discussed as a part of the goal and, that if requested, the position should be included in the 2024 budget process for a potential 2025 hiring.

With the current vacancy in administration, staff is requesting to hire for the Parks & Trails Manager position in 2024 and delay the replacement of the Administrative Support Specialist until 2025. The Parks & Trails Manager position has not been evaluated for salary but the position was assumed to be a Grade 112 Step 1 (\$69,638.40) during the budgeting process last year.

Savings from the vacancy of several positions in the Department is sufficient to offset the difference between the Parks & Trails Manager and the Administrative Support Specialist for the remainder of 2024. Here are the positions where personnel savings from vacancies are occurring:

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

Position	Budget	Vacant Period	Anticipated Savings
Engineer Tech	Budgeted for 12 months	January – March (Currently Vacant)	\$27,565
Solid Waste Official	Budgeted for 12 months	January – March (Currently Vacant)	\$20,055
Adm Sup Spec	Budgeted for 12 months	Vacant beginning April 8	\$54,092
Acct. / Off. Mgr.	Budgeted for 12 months	Vacant March 8 - Present	\$31,527
			\$133,239

Options

- Authorize staff to add a Parks & Trails Manager position that would be hired in 2024 and to delay the replacement of the Administrative Support Specialist until 2025.
- Keep the current organizational structure, attempt to fill the vacancies as outline above, and consider the Parks & Trails Manager position in the future.

Recommendation

Staff is recommending that the Board add a Parks & Trails Manager position that would be hired in 2024 and to delay the replacement of the Administrative Support Specialist until 2025. It is further recommended that this item be brought to the April 16, 2024 Board meeting. This will allow all Commissioners an opportunity to review and ask any questions that may arise.

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