



Human Resources

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057

Telephone: 507-357-8517 • Fax: 507-357-8607

Cindy Westerhouse – Human Resources Director

HUMAN RESOURCES AGENDA ITEMS February 16, 2021

Liza Donabauer's, DDA HR, presentation of the Profile, Job Description, Salary, and Timeline documents pertaining to the recruitment of the County Administrator position.

Recommendation to approve the DDA HR's Profile, Job Description, Salary, and Timeline documents to recruit for the County Administrator position.

Liza Donabauer, DDA HR, to discuss the Environmental, Planning and Zoning Administrator proposal.

Recommendation to hire DDA HR to conduct an external job search to fill the Environmental, Planning and Zoning Administrator position.

Recommendation to post for a full time Environmental, Planning and Zoning Administrator in the Environmental, Planning and Zoning Department, Grade 14, Step 4 at \$34.44 per hour.

Recommendation to recruit for a temporary, full time Accounting/License Clerk for the License Bureau in Auditor-Treasurer's Office, Grade 7, Step 4 at \$22.89 per hour.

Recommendation to accept the retirement request from Cindy Shaughnessy, full time Public Health Director in Public Health, effective May 28, 2021. Cindy has been an employee with Le Sueur County since September 1980, and has over 40 years of service.

Recommendation to promote Vanessa Holicky, full time Public Health Nurse, Grade 11, Step 11, \$38.67 per hour to a full time Lead Worker I in Public Health, Grade 12, Step 11, \$41.01 per hour, effective February 15, 2021.

Recommendation to promote Abigail McCabe, full time Public Health Nurse, Grade 11, Step 9, \$34.42 per hour to a full time Lead Worker I in Public Health, Grade 12, Step 8, \$35.25 per hour, effective February 15, 2021.



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Recommendation to accept the resignation request from Herbert Moon, full time Deputy Sheriff in the Sheriff's Office, effective February 26, 2021. Herb has been an employee with Le Sueur County since June 2004. Herb has over sixteen years of service with the County.

Recommendation to post and advertise for a full time Deputy Sheriff in the Sheriff's Office, Grade 10, Step 4 at \$27.26 per hour.

Recommendation to post and advertise for a full time Human Resources Assistant in Human Resources, Grade 8, Step 4 at \$24.28 per hour.

Recommendation to approve and sign the updated Le Sueur County Board of Commissioners Resolution Modifying the Local State of Emergency.

Recommendation to approve and sign the revised Le Sueur County COVID-19 Preparedness Plan.

Recommendation to approve the February 22, 2021 Courthouse Reopening Public Service Announcement.