

## **Board of Commissioners**

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*“In cooperation with our citizens, we improve the quality of life for individuals, families and communities by fostering a healthy economy and environment.”*

*“Looking Forward with Purpose”*

**COUNTY BOARD – PROPOSED ADDENDUM  
TUESDAY, OCTOBER 6, 2020, 9:00 A.M.**

**Zoom Information: <https://us02web.zoom.us/j/85403102803>**

**Call in Number: 1-312-626-6799**

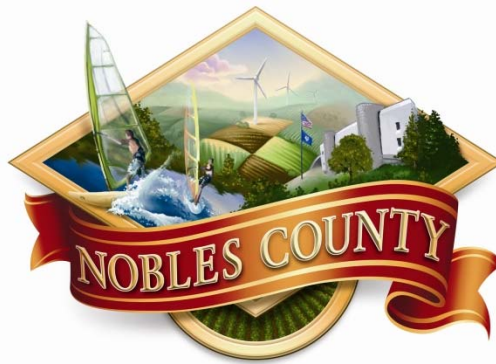
**Meeting ID: 854 0310 2803**

**(No password needed, just hit #)**

## **6.0 Department Presentations**

### **6.3 Community Services**

#### **C. Requisition for Personnel *(Action)***



*“In cooperation with our citizens, we improve the quality of life for individuals, families and communities by fostering a healthy economy and environment.”*

**COMMISSIONER BRIEFING**  
*Request to Fill Staff Vacancy  
Community Services  
Stacie Golombiecki  
Time needed – 5 minutes*

**Issue:**

*We again have a vacancy for an account technician in our fiscal unit due to the resignation of a recent hire.*

**Discussion:**

*The primary responsibility of this vacant position is ensuring receipt of all revenues due the agency from services a variety of other staff have provided. Since we only have two account technicians and one position has just begun employment on September 28<sup>th</sup>, 2020, it is very important we get the position filled and the person trained as quickly as possible to ensure we are able to continue claim all earned revenues.*

**Options:**

- 1. Approve the request to fill this vacancy.*
- 2. Deny the request to fill the vacancy.*
- 3. Take no action on the request.*

**Recommendation:**

*I am recommending that the Board approve this request to fill this staff vacancy.*

**Attachment:**

*Requisition for Personnel*

**NOBLES COUNTY**  
**REQUISITION FOR PERSONNEL**

I. IDENTIFYING INFORMATION

Job Title: Account Technician

Pay Level: 7

Department: Community Services

Number of positions to be filled: 1

Desired starting date for the position(s): ASAP once approved

Check one in each category:

<input checked="" type="checkbox"/> Non-Exempt (Hourly) <input type="checkbox"/> Exempt (Salaried)
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal
<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent

II. Attach Job Description Attached

III. Type of Request

New position  
 Replacement

Replacing Brenda Koel  
Name

Stacie Golombek  
Department Head

10/05/2020  
Date

County Board of Commissioners approved on this date: \_\_\_\_\_