

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> April 2, 2019		<b>ITEM TIME:</b>	
<b>FROM:</b>		Kathy Nelson, Human Resources Director	
<b>TODAY'S DATE:</b>		March 24, 2019	
<b>AGENDA TITLE:</b>		Approval to Hire the New Temporary Accounting Manager at Step 5 of the Pay Scale with the Opportunity to Advance to Step 6 Upon Completion of a Successful Six Month Performance Evaluation.	
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>			
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>			
<input type="checkbox"/> <b>DIRECTION</b>			
<input type="checkbox"/> <b>INFORMATION</b>			
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>			
Consideration to approve hiring the new temporary Accounting Manager at Step 5 of the pay scale with the opportunity to advance to Step 6 upon completion of a successful six month performance evaluation.			
<b>II. RECOMMENDED ACTION:</b>			
Recommend approval to hire the new temporary Accounting Manager at Step 5 of the pay scale with the opportunity to advance to Step 6 upon completion of a successful six month performance evaluation.			
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>			
<b>PROPOSED REVENUE:</b> None			
<b>PROPOSED EXPENDITURE:</b> This position has been budgeted. 2019 salary has been estimated at \$60,074.00.			
<b>FUNDING SOURCE:</b> Accounting			
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>			
None Known.			
<b>V. BACKGROUND INFORMATION:</b>			
Dan Strnad is requesting to hire Ms. Cooper at Step 5 of the Accounting Manager pay scale with the an opportunity to advance to Step 6 upon a successful six month performance evaluation.			
Ms. Cooper meets all of the educational requirements to be hired at Step 5 and advance to Step 6 upon a successful six month performance evaluation. She has a B.A. and over 25 years of relevant work experience; 20 more years than required. In addition, she has 7 years of government experience.			
I recommend she is hired at Step 5 and is advanced to Step 6 upon successful completion of her six month performance evaluation. The County Manager has reviewed this request and recommended it be placed on the agenda for your consideration for approval.			
<b>VI. LEGAL ISSUES:</b>			
None known.			

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**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

None known.

**VIII. SUMMARY AND OTHER OPTIONS:**

The Board can approve or deny the step increase.