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## MEMORANDUM

**TO:** Tom Sullivan, County Manager

**FROM:** Kathy Nelson, Human Resources Director

**DATE:** March 14, 2019

**RE:** Request to Hire the New Accounting Manager at Step 5 with the Opportunity to Advance to Step 6 Upon Successful Completion of a 6 Month Performance Evaluation

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Dan Strnad is requesting to hire Chris Cooper at Step 5 of the Accounting Manager pay scale with the opportunity to advance to Step 6 upon successful completion of a 6 month performance evaluation.

**Education, certification and license requirements for this position include:**

- A four year degree in accounting
- Five years of financial accounting experience
- Governmental accounting experience, audit experience, and supervisory experience preferred
- Or a combination of education, training, and experience which provides the knowledge, skills and abilities required for the job.
- A Certified Public Accountant license is preferred.

**Ms. Cooper's education and certifications include:**

- Bachelor of Science, Public Accounting

**Her work experience includes:**

- Accounting Manager, Northwest Colorado Health, Craig, CO August 2016 – Present
- Finance/Budget Director, Rio Blanco County, Meeker, CO March 2010 – December 2016
- Accountant, Precision Excavating, Hayden, CO March 2009 – March 2010
- Controller, The Memorial Hospital, Craig, CO August 2007 – March 2009
- Budget Manager, Steamboat Grand Resort Hotel , Steamboat Springs, CO October 2005 – July 2007
- Accounts Payable/Payroll, MJ Miller Excavating April 2005 – October 2005
- Accounting Functions, Appliance & Kitchen Center November 2004 – April 2005
- Controller & Operations Coordinator, Classic Custom Builders & Spencer Masterpiece homes January 1996 – October 2004
- Accountant & Financial Project Consultant, Cyprus Coal Corporation September 1990 – December 1995

- Financial Analysis/Planning Supervisor & Operations Manager/Launch Leader, Georgetown Collection  
June 1992 – July 1995
- In order to be considered to be hired above Step 1 a candidate must have a) equivalent experience of two to three years above the minimum requirement to be hired at Step 2, or equivalent experience of three to six years above the minimum requirement to be hired at Step 3; b) additional education above the minimum requirement to hire at Step 2 or Step 3; c) already obtained special training and certificates that are normally required to be obtained within a period of time after employment.

Ms. Cooper meets the educational and work experience requirements to be hired at a Step 5 and advance to Step 6. She has a B.A. and over 25 years of relevant work experience; 20 more years than required for position. In addition, she has 7 years of government experience.

I agree with and support Dan Strnad's request to hire Ms. Cooper at Step 5 of the Accounting Manager pay scale with the opportunity to advance to Step 6 upon successful completion of a 6 month performance evaluation. I recommend approval to place a consideration of the step increases on the Commissioners agenda for approval.

*I agree with Kathy's recommendation that Ms. Cooper qualifies to be hired at Step 5, the County Maximum, and approve placing question on the next available BCC Action Agent. Ms. Cooper's experience and level of Education qualifies her to receive an increase to step 6 with a successful 6-month performance Review. I recommend BCC approval to hire her at Step 5 and authorize an increase to Step 6 at 6 months. RB 3-20-19*



Request for Authorization to hire MS. Chris Cooper at Step 5 and after six months and a satisfactory evaluation to Step 6 in the Temporary Accounting Manager pay range.

Start Date 4.15.19

Ms. Cooper graduated college with a degree in accounting in 1990 and has been in an accounting position since that time. Most recently Ms. Cooper is currently employed with Northwest Colorado Health (NWCH) in Steamboat Springs, CO as an Accounting Manager for approximately 2 years. Routt County outsources home health and public health services to NWCH. The accounting and grant work performed on these two programs is very similar to the County's Department of Human Services. Prior to NWCH Ms. Cooper was the Finance Director for Rio Blanco County, CO for approximately 7 years. As Finance Director Ms. Cooper was responsible for the accounting, financial reporting and budgeting work for Rio Blanco County. Projects of significant interest are a \$17 million justice center, an \$8 million courthouse remodel, and a \$14 million improvement to the broadband network. Prior to Rio Blanco County Ms. Cooper was the Controller at Craig Memorial Hospital for approximately 2 years. During Ms. Cooper's time with the Memorial Hospital she was able to upgrade the audit opinion from a qualified opinion to an unqualified opinion during a time period when Memorial Hospital was seeking a property tax increase to fund the construction of a new facility and HUD backing of associated loans.

The Accounting Manager's job description requires as a minimum of 5 years of financial accounting experience. The 11 years of experience above the minimum meets the 3 to 6 years of additional experience required to meet the requirement of Step 4.

The Accounting Manager job description has as preferred governmental accounting and supervisory experience. Ms. Cooper has 2 years of supervisory and accounting experience with NWCH. The NWCH accounting experience is County government experience since the County outsources various public health programs to NWCH. Ms. Cooper has 7 years of Colorado county governmental accounting and supervision with Rio Blanco County and two years of accounting and governmental experience with the Memorial Hospital.

The above experience, education and skill sets meet the requirements of hiring at Step 5 and an addition step to step 6 provided a satisfactory evaluation is achieved after the first six months of employment with the County.

A 2019 supplemental budget will not be needed for the step 5 and 6 pay increase because the position was budgeted for a full year and the start date is 4.15.19. See calculation on the following page.

POSITION	SALARY	MEDICAL	FICA	LIFE BENEFITS	DISABILITY BENEFITS	TOTAL
Chris Cooper	60,074	21,010	4,596	45	222	85,947
Budget	76,098	11,195	5,821	45	289	93,448
Favorable (Unfavorable) variance						<u>7,501</u>

16 Pay Periods from 4.1.19 to 12.31.19	Annual Compensation	Total Pay Periods	Cost per Pay Period	Pay Periods	Total
12 Pay Periods at step 5	89,420	24	3,726	12	44,710
4 Pay Periods at Step 6	92,186	24	3,841	4	15,364
Total compensation for 2019					<u>60,074</u>

Please see the Accounting Manager job description and Ms. Cooper's resume for supporting documentation.

  
Dan Strnad, Finance Director

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Kathy Nelson, Human Resources Director

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Tom Sullivan, County Manager

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Board of County Commissioners