

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: April 2, 2019	ITEM TIME:
---------------------------------	-------------------

FROM:	Kathy Nelson, Human Resources Director
TODAY'S DATE:	March 26, 2019
AGENDA TITLE:	Consideration to Approve the Deputy Treasurer Job Reclassification

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:
Consideration to approve a request to reclassify the Deputy Treasurer/Administrative Assistant III position to a Public Trustee Deputy Treasurer/Administrative Assistant IV.

II. RECOMMENDED ACTION:
Recommend approval to reclassify the Deputy Treasurer/Administrative Assistant III position to a Public Trustee Deputy Treasurer/Administrative Assistant IV.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):
PROPOSED REVENUE: None
PROPOSED EXPENDITURE: No supplemental budget will be necessary for this reclassification if Ms. Iacovetto is given authorization to reallocate her personnel budget.
FUNDING SOURCE:
Treasurer

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):
None known.

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

The County Treasurer, Lane Iacovetto, is requesting to reclassify the Deputy Treasurer/Administrative Assistant III position to a Public Trustee Deputy Treasurer/Administrative Assistant IV.

The Treasurer's Office is being restructured to better serve the citizens of Routt County and increase the functionality of our local government. This job description has been rewritten to include duties and responsibilities that are more closely aligned with the current duties and needs of the office. The type of duties performed has increased and over time there have been additions to the level of duties and responsibilities. The current tasks performed by this position will continued to increase in scope and depth as the office is transformed to provide a higher level of service.

I recommend approval to reclassify the Deputy Treasurer/Administrative Assistant III position to a Public Trustee Deputy Treasurer/Administrative Assistant IV. The Deputy County Manager has reviewed this request and approved placing this request on the agenda for your consideration and approval.

VI. LEGAL ISSUES:

None known.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

VIII. SUMMARY AND OTHER OPTIONS:

The Board can approve these changes or not approve them at this time.