

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: 4/23/2019		ITEM TIME:
FROM:		Kathy Nelson, Human Resources Director
TODAY'S DATE:		4/16/2019
AGENDA TITLE:		Approval to Hire the new HR Generalist/Benefits Administrator at Step 4 of the Pay Scale.
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 hiring the new HR Generalist/Benefits Administrator at Step 4 of the Pay Scale.		
II. RECOMMENDED ACTION:		
Recommend approval to hire the new HR Generalist/Benefits Administrator at Step 4 of the Pay Scale.		
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):		
PROPOSED REVENUE: None		
PROPOSED EXPENDITURE: This individual is filling an existing position that is already budgeted.		
FUNDING SOURCE: Human Resources		
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):		
None Known.		
V. BACKGROUND INFORMATION:		
<p>This is a request to hire Tennille Connor at a Step 4 of the HR Generalist/Benefits Administrator pay scale. Ms. Connor meets all of the education and work experience to be hired at a Step 4. She has a Bachelor of Science which is above the minimum educational requirements and would allow her to advance to Step 2. In addition, she has approximately 10 years of relevant experience; 7 years above the minimum requirements and would allow her to advance 2 more steps to Step 4.</p> <p>The County Manager has reviewed this request and recommended it be placed on the agenda for your consideration for approval.</p>		
VI. LEGAL ISSUES:		
None known.		
VII. CONFLICTS OR ENVIRONMENTAL ISSUES:		
None known.		

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VIII. SUMMARY AND OTHER OPTIONS:

The Board can approve or deny the step increase.