

**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

<b>ITEM DATE:</b> May 28, 2019		<b>ITEM TIME:</b>
<b>FROM:</b>		Kathy Nelson, Human Resources Director
<b>TODAY'S DATE:</b>		May 16, 2019
<b>AGENDA TITLE:</b>		Request Approval to Hire the HR Generalist II at Step 9 of the Pay Scale
<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 HR Generalist II at step 9 of the pay scale.		
<b>II. RECOMMENDED ACTION:</b>		
Recommend approval to hire the HR Generalist II At Step 9 of the pay scale.		
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>		
<b>PROPOSED REVENUE:</b> None		
<b>PROPOSED EXPENDITURE:</b> At Step 9, the 2019 HR Generalist II annual base compensation is \$69,551.94. This position has been budgeted.		
<b>FUNDING SOURCE:</b> Human Resources		
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>		
None Known.		

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### V. BACKGROUND INFORMATION:

The County Manager has approved hiring the new HR Generalist at Step 3 of the HR Generalist II pay scale. However, the candidate's experience and credentials greatly exceed the minimum requirements of the position. My recommendation is this person is hired at Step 9 of the Pay Scale. The candidate has:

- A Bachelor of Science in Philosophy and a minor in Organizational Management.
- Associate of Applied Science in Hospitality Management.
- Certified Workforce Development Professional (CWDP).
- Certified Senior Professional in Human Resources (SPHR).

Minimum educational requirements of the position include a bachelor's degree in a related field. The candidates 2 additional certifications and AAS degree qualify her for 3 additional steps.

In addition, she has over 22 years of relevant experience and the minimum requirement is four years. This exceeds the minimum by 18 years. Based on our policy each 2-3 years of additional years of experience qualifies her for a step making her eligible for a minimum of 6 additional steps.

The County Manager has reviewed this request and recommended it be placed on the agenda for your consideration for approval.

### VI. LEGAL ISSUES:

None known.

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

### VIII. SUMMARY AND OTHER OPTIONS:

The Board can approve or deny the step increase.