



MEMORANDUM

TO: Tom Sullivan, County Manager

FROM: Kathy Nelson, Human Resources Director

DATE: May 15, 2019

RE: Request to Hire the New Human Resources (HR) Generalist II at Step 9 of the Pay Scale

This is a request to hire Darcy Owens -Trask at Step 9 of the HR Generalist II Pay Scale.

Education, certification and license requirements for this position include:

- Bachelor's degree in human resources, business, or related field.
- Four years of progressively responsible human resources experience.
- A combination of education, training and experience which provides the knowledge, skills and abilities required for the job.
- Specialized training in employment law, recruitment and selection, employee relations, and training and development preferred.
- Public sector experience preferred.
- Professional in Human Resources (PHR) or other HR Certification.

Ms. Owens-Trask's education, certification and licenses include:

- 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).

Her work experience includes:

- Labor & Employment Specialist/Business & Community Liaison, State of Colorado, Denver, CO 2012 – 2018.
- Program Manager, Governor's Office of Economic Development and International Trade, Craig, CO 2011 – 2014.
- Adjunct/Community Education Instructor, Colorado Mountain College, Steamboat Springs, CO 2000 – 2018.
- Department Director, Steamboat Springs School District, Steamboat Springs, CO 2004 – 2006.
- HR Administrative Manager/Operations Administrative Assistant, The Industrial Company, Steamboat Springs, CO 2000 – 2004.
- HR Representative, Memorial Hospital, Colorado Springs, CO 1996 – 1998.

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. Owens-Trask meets all of the educational requirements to be hired at Step 9. She has a B.S. and an A.A.S. plus 22 years of relevant work experience; 18 years above the minimum requirement. In addition, she has her SPHR and CWDP both certifications are desired credentials and add significant value to the work she will be carrying out at the County. The SPHR is the senior-most human resources certification for those who have demonstrated a strategic mastery of the HR body of knowledge. The CWDP is designed to assist workforce development professionals in carrying out services related to job seekers, participant counseling, academic and skills training and career assistance.

I recommend Darcy Trask-Owens is hired at Step 9 of the HR Generalist II Pay Scale and this request is placed on the Board of County Commissioners agenda for their consideration.

County Manager Comments: Please see my comments in the
attached memo. JS

MEMORANDUM

May 15, 2019

To: BCC

CC: HR

From: Tom Sullivan *Tom*

Subject: County Manager Comments to the memorandum from Kathy Nelson, HR Director, request for appointment of Darcy Owens-Trask, as HR Generalist II at step 9 of the position pay scale.

Please see my analysis below of the request per the Statement of Policy for Hiring above Step 1, from which I approve the appointment at Step 3 of the Generalist II pay scale, and recommend BCC approval to start at Step 9 of the pay scale.

Analysis: Education:

- The minimum requirement is BA Degree in human resources, business or related field, plus certification in Professional Human Resources (PHR), with specialized training in employment law, recruitment and employee selection, employee relations and training and development preferred.
- 1) Ms. Owens-Trask states a BS in Philosophy with a minor in Organizational Management. She also has an associate of Applied Science in Hospitality Management and has certifications as Workforce Development Professional (CWDP) and Senior Professional in Human Resources (SPHR) which meets the educational requirements.

Analysis Experience:

- A minimum requirement of 4 years progressively responsible experience is required human resources experience.
- 1) Ms. Owens-Trask has the following directly related experience from 1996 through 2018 some as an adjunct instructor while holding other positions for a total of 22 years as follows:
 - a. 6 years direct experience as a Labor & Employment Specialist/Business & Community Liaison for State of Colorado;
 - b. 18 years as a Human Resources Adjunct/Community Education Instructor at CMC;
 - c. 2 years as HR Department Director at the Steamboat Springs School District; 4 years as HR Administrative Manager/Operations Administrative Assistant at The Industrial Company, and
 - d. 2 years as HR Representative, Memorial Hospital, Colorado Springs

Combined Education and Experience:

- Ms. Owens-Trask meets the minimum educational criteria for the criteria but exceeds the experience criteria by 18 years, and for every 2 years above he minimum qualifies her for 9 steps above step 1 or step 10, and counting 3 years for each additional step qualifies her for 6 steps or step 7.

County Manager Approval: I agree with Ms. Nelson's request and recommend BCC approval to start Ms. Trask at step 9 of the Generalist 2 Pay Scale.