

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: 5/28/2019		ITEM TIME:	
FROM:		Kathy Nelson, Human Resources Director	
TODAY'S DATE:		May 16, 2019	
AGENDA TITLE:		Consideration To Advance An OSS/ARFF Firefighter To Step 9 After Completion Of A Successful Six-Month Performance Evaluation.	
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:			
Request approval to advance an OSS/ARFF Firefighter to Step 9 after completion of a successful six-month performance evaluation.			
II. RECOMMENDED ACTION:			
Recommend approval to advance an OSS/ARFF Firefighter to Step 9 after completion of a successful six-month performance evaluation.			
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):			
PROPOSED REVENUE: None			
PROPOSED EXPENDITURE: Increase in 2019 base compensation from Step 3 \$52,081.74 to Step 9 \$62,365.26.			
FUNDING SOURCE: YVRA			
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):			
None Known.			

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V. BACKGROUND INFORMATION:

August 2018, Kevin Booth received approval from the County Manager to hire a new OSS/ARFF Firefighter at Step 3 of the Pay Scale. While this candidate's credentials made him eligible to start above Step 3, Mr. Booth wanted the opportunity to observe his performance on the job before making a request to advance him to a higher step. Over the past six plus months, Mr. Booth has observed this employee's performance and he has demonstrated that his experience, skills and performance exceed Step 3 of the Pay Scale. Mr. Booth is now requesting to advance him to Step 9 of the OSS/ARFF Firefighter pay scale.

This employee meets all of the educational and work experience requirements to advance to Step 9. He has a B.S., a M.A. and attended the Navy Damage Control "A" school. Based on our policy, these 3 degrees make him eligible for Step 4 and his 27 plus years of relevant experience (24 years more than is required) along with his multiple certifications and trainings exceed the minimum requirements making him eligible to advance him to Step 9.

I agree with Kevin Booth's request to advance this employee to Step 9 since he has been able to demonstrate his ability to perform as a highly skilled and experienced YVRA OSS/ARFF Firefighter within his first six months of employment. If approved this would be effective May 16, 2019.

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.