



MEMORANDUM

TO: Tom Sullivan, County Manager
FROM: Kathy Nelson, Human Resources Director
DATE: May 20, 2019
RE: Request Approval of a New Public Health Director Position and Pay Scale

Deputy County Manager, Dan Weinheimer is requesting to add a Public Health Director position.

This position will be responsible for the leadership, management, and administration of County public health programming. This position actively engages in all segments of the community to focus on the protection and promotion of the health and well-being of all people and the environment of Routt County. The position will report to the Deputy County Manager.

Attached is the draft job description and the proposed pay scale for your approval.

I have reviewed the job description against Employers Council salary survey data and am recommending a midpoint of \$51.42 hour.

I recommend approval of the proposed Public Health job description and pay scale and request approval to place this request on the Commissioners agenda for their consideration for approval.

County Manager Comments: I have assisted Dan Weinheimer with the development of this position which is needed as the Routt County Commissioners acting as the Routt County Board of Health (RCBH) have acted to directly appoint the Public Health Director (Director). To follow this direction requires the Director to ultimately answer to the RCBH as a Routt County employee that will answering directly to the deputy county manager. I have previously approved the job description that is based on templates provided by the Colorado Department of Public Health and Development. I have also reviewed the salary information gathered from the Employers Council and recommend BCC approval of the pay scale.