

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: September 10, 2019		ITEM TIME:	
FROM:		Kathy Nelson, Human Resources Director	
TODAY'S DATE:		9/4/2019	
AGENDA TITLE:		Approval to Hire the New HR Generalist/Benefits Administrator at Step 5 with the Opportunity to Advance to Step 6 Upon 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:			
Consideration to approve hiring the new HR Generalist/Benefits Administrator at Step 5 of the Pay Scale with the opportunity to advance to step 6 upon completion of a successful six month performance evaluation.			
II. RECOMMENDED ACTION:			
Recommend approval to hire the new HR Generalist/Benefits Administrator at Step 5 of the Pay Scale with the opportunity to advance to step 6 upon completion of a successful six month performance evaluation.			
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:			
This is a request to hire Stephanie Pearce at Step 5 of the HR Generalist/Benefits Administrator pay scale with the opportunity to advance to Step 6 upon completion of a successful six month performance evaluation.			
Ms. Pearce meets all of the education and work experience requirements to advance to Step 6. She has an Associate of Arts in Accounting and a Professional Human Resources (PHR) certification making her eligible for Step 3. In addition, she has over 11 years of relevant experience; 6 years above the minimum requirement allowing her to advance 3 more steps to Step 6.			
The County Manager has reviewed this request and recommended it be placed on the agenda for your consideration for approval.			

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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.