

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: June 7, 2022	ITEM TIME:
FROM:	Kathy Nelson, HR Director
TODAY'S DATE:	May 24, 2022
AGENDA TITLE:	Request Approval of the Public Health Emergency Preparedness and Response Coordinator Pay Scale.
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 of the Public Health Emergency Preparedness and Response Coordinator Pay Scale.	
II. RECOMMENDED ACTION:	
Recommend Motion to Approve the Public Health Emergency Preparedness and Response Coordinator Pay Scale.	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE: NA	
PROPOSED EXPENDITURE: The proposed annual salary at step 1 of the Pay Scale is \$71,406.40.	
FUNDING SOURCE:	
Public Health	
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
NA	

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V. BACKGROUND INFORMATION:

Roberta Smith, Director of Public Health, is adding an Emergency Preparedness and Response Coordinator position to her department. The job description has been approved by the County Manager, and we are proposing the attached pay scale for your consideration and approval.

This position collaborates with Public Health, Emergency Management, Environmental Health staff, and other community stakeholders in researching, developing, communicating, coordinating, and executing emergency preparedness and response efforts and strategies. This will be a full-time benefitted position and will report directly to the Director of Public Health with cross-collaboration with the Routt County Emergency Management Department.

I have evaluated the job description against Employers Council salary information and benchmarked it against an Emergency Services Coordinator position using 2021 Colorado Public Employers salary data, and aged the data by 4.7%.

The County Manager has reviewed this request and approved placing this request on the agenda for your consideration and approval.

VI. LEGAL ISSUES:

None known.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

VIII. SUMMARY AND OTHER OPTIONS:

The Board can approve the proposed pay scale, approve an alternate pay scale or deny approval.