



MEMORANDUM

TO: Jay Harrington, County Manager

FROM: Kathy Nelson, Human Resources Director

DATE: June 28, 2022

RE: Request to Reclassify the Yampa Valley Regional Airport (YVRA) Security Coordinator Description and Pay Scale to a Supervisory Role

Airport Director, Kevin Booth, is requesting to reclassify the Airport Security Coordinator (ASC) to a supervisory role. He has been given budget approval to hire an Assistant Airport Security Coordinator (AASC) and wants the existing Security Coordinator job description and pay to reflect those additional responsibilities. This position currently leads, coordinates, and performs security guard duties per Transportation Security Administration (TSA) regulations for the Yampa Valley Regional Airport (YVRA) and maintains a safe and secure airport environment.

Specific adjustments to the job description include the addition of supervisory responsibilities and shifting the minimum educational requirements from a high school diploma or equivalent to a bachelor's degree.

In reclassifying this role, the pay scale will need to be adjusted as well. Mr. Booth has researched similar airport security manager roles and is requesting that the ASC is benchmarked against the current YVRA Operations Safety and Security (OSS) Lieutenant.

I have reviewed the job description and salary information provided, and I do not have any edits.

I recommend approval of the job description and pay scale and request approval to place this request on the Commissioner's agenda for their consideration for approval

County Manager Comments: Approved Jay Harrington 6/28/2022
