

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

ITEM DATE: July 5, 2022	ITEM TIME:
FROM:	Kathy Nelson, HR Director
TODAY'S DATE:	June 28, 2022
AGENDA TITLE:	Request Approval of the Airport Security Coordinator Pay Scale.
CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> X ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	
I. DESCRIBE THE REQUEST OR ISSUE:	
Consideration to Approve the Airport Security Coordinator Pay Scale.	
II. RECOMMENDED ACTION:	
Recommend Approval of the Airport Security Coordinator Pay Scale.	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE: NA	
PROPOSED EXPENDITURE: This position is budgeted. The proposed base annual salary at step 1 of the Pay Scale is \$60,245.	
FUNDING SOURCE:	
YVRA	
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
NA	
V. BACKGROUND INFORMATION:	
<p>This is a request to approve the Airport Security Coordinator Pay Scale.</p> <p>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 requests the existing Security Coordinator job description and pay 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.</p> <p>In determining the salary for this role, Mr. Booth researched similar airport security manager roles and is requesting that the ASC is benchmarked against the current YVRA Operations Safety and Security (OSS) Lieutenant.</p> <p>I have reviewed Mr. Booth's recommended job description and pay scale and suggest approval of the pay scale. The County Manager has reviewed this request and has recommended it be placed on the agenda for your consideration and approval.</p>	
VI. LEGAL ISSUES:	
None known.	

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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.