

MEMORANDUM

TO: Jay Harrington, County Manager

FROM: Kathy Nelson, Human Resources Director

DATE: July 12, 2022

RE: Request to Hire the Yampa Valley Regional Airport Payroll/Office Technician at Step 5 with the Opportunity to Advance to Step 6 upon Successful Completion of a 6 Month Performance Evaluation

Kevin Booth is requesting to hire Terri McCarty at Step 5 of the Office Technician Pay Scale with the opportunity to advance to Step 6 upon successful completion of a 6 month performance evaluation.

Education, certification, license and experience requirements for their position include:

- Completion of 30 semester (or equivalent) college units, including 15 units (or equivalent) in accounting, business administration, finance, economics, or a related field.
- Three years of progressively responsible clerical or secretarial experience, that included electronic data entry, typing, the maintenance or recordkeeping systems, and the operation of personal computers.
- Depending on the assignment, up to one year of clerical accounting/bookkeeping may be required.
- One additional year of qualifying experience may substitute for the above-required education.

Ms. McCarty's education, licenses and certifications include:

- Associates of Applied Science, Accounting
- Occupational Certificate in Accounting
- P.O.S.T. Certified, Wyoming Law Enforcement Academy
- Emergency Management Technician
- American Heart Association Basic Life Support Instructor

Ms. McCarty's work experience includes:

- Senior Administrative Assistant, Colowyo Coal Company, Meeker, CO, May 2018 – Present
- Administrative Assistant, Routt County, Department of Human Services, Steamboat Springs, CO, November 2016 – May 2018
- Accountant, Precision Excavating, Inc., Hayden, CO, May 2016 – October 2016
- Detention Officer, Campbell County Sheriff's Department, Gillette, WY, May 2008 – March 2013
- Firefighter, Campbell County Fire Department, Gillette, WY, October 1999 – March 2013

In order to be considered to be hired above Step 1 a candidate must have a) equivalent experience of two to three years above the minimum requirement to be hired at Step 2, or equivalent experience of three to six years above the minimum requirement to be hired at Step 6; b) additional education above the minimum requirement to hire at Step 2 or Step 6; c) already obtained special training and certificates that are normally required to be obtained within a period of time after employment.

Ms. McCarty meets all of the education and work experience required to be hired at Step 5 and advance to Step 6. She has an AAS in Accounting, an Occupational Certificate in Accounting, and over 6 years of relevant administrative office experience; 3 years above the minimum required.

I recommend approval of hiring Ms. McCarty at Step 5 of the Office Technician Pay Scale with the opportunity to advance to Step 6 upon successful completion of her 6 month performance evaluation.

County Manager Comments: Approved Jay Harrington, 7/12/2022
