



MEMORANDUM

TO: Jay Harrington, County Manager

FROM: Kathy Nelson, Human Resources Director

DATE: July 12, 2022

RE: Request to Hire the Accounting Manager at Step 3 with the Opportunity to Advance to Step 4 upon Successful Completion of a 6 Month Performance Evaluation

Dan Strnad is requesting to hire Gina Goodman-Norton at Step 3 of the Accounting Manager Pay Scale with the opportunity to advance to Step 4 upon successful completion of a 6 month performance evaluation.

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

- Possession of a bachelor's degree from an accredited college or university with major coursework in accounting, finance, economics or a related field.
- Four years of progressively responsible professional accounting and/or auditing experience, including at least two years in a governmental or other public sector setting.
- Licensure as a Certified Public Accountant is desirable.

Ms. Goodman-Norton's education, licenses, and certifications include:

- Associate of Arts in Business Administration
- Bachelor of Arts in Accounting
- Leadership Steamboat Graduate

Ms. Goodman-Norton's work experience includes:

- General Ledger/Payroll Finance Technician, Routt County, Steamboat Springs, CO, March 2015 - Present
- Office Manager/Bookkeeper, Yampa Valley Engineering, Inc., Steamboat Springs, CO, September 2009 – April 2015
- Membership Director, Steamboat Springs Chamber Resort, Steamboat Springs, CO, February 2004 – June 2007
- Store Manager, Christy Sports, LLC, Steamboat Springs, CO, November 1987 – January 2004

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 3, or equivalent experience of three to six years above the minimum requirement to be hired at Step 3; b) additional education above the minimum requirement to hire at Step 3 or Step 3; c) already obtained special training and certificates that are normally required to be obtained within a period of time after employment.

Ms. Goodman-Norton meets all of the education and work experience required to be hired at Step 3 and advance to Step 4. She has an A.A. in Business Administration, a B.A. in Accounting; over 7 years of progressively responsible professional accounting and auditing experience in the government sector, 3 plus years above the minimum required.

I recommend approval to hire Ms. Goodman-Norton at Step 3 of the Accounting Manager Pay Scale with the opportunity to advance to Step 4 upon successful completion of her 6 month performance evaluation and request approval to place this on the Board of County Commissioners Agenda for consideration and approval.

County Manager Comments: Approved Jay Harrington 7-14-2022