

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

ITEM DATE: July 26, 2022		ITEM TIME:
FROM:		Kathy Nelson, Human Resources Director
TODAY'S DATE:		7-22-2022
AGENDA TITLE:		APPROVAL TO HIRE ABOVE STEP 1
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:		
Consideration to Approve Hiring an Office Technician Above Step 1.		
II. RECOMMENDED ACTION:		
Recommend Approval to Hire an Office Technician Above Step 1.		
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):		
PROPOSED REVENUE: None.		
PROPOSED EXPENDITURE: None. This individual is filling an existing position that is already budgeted.		
FUNDING SOURCE: Extension Office		
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):		
None Known.		
V. BACKGROUND INFORMATION:		
<p>Extension Director, Todd Hagenbuch, is requesting to hire Karen Lewer at Step 11 of the Office Technician pay scale.</p> <p>Ms. Lewer meets all of the education and work experience required to be hired at Step 11. She has a high school diploma and 24 years of relevant experience; 20 years above the minimum required.</p> <p>I recommend approval of hiring Ms. Lewer at Step 11 of the Office Technician Pay Scale and the County Manager has approved placing this on the agenda for your consideration and approval.</p>		
VI. LEGAL ISSUES:		
None known.		
VII. CONFLICTS OR ENVIRONMENTAL ISSUES:		
None known.		
VIII. SUMMARY AND OTHER OPTIONS:		
The Board can approve or deny this request or choose an alternative Step to begin her employment.		