



MEMORANDUM

TO: Jay Harrington, County Manager
FROM: Kathy Nelson, Human Resources Director
DATE: July 28, 2022
RE: Request Approval to Update the Records Assistant Pay Scale

Sheriff Wiggins is requesting to update the Sheriff's Department's Records Assistant pay scale and benchmark the position against the Employer's Council (EC) Senior Records Clerk versus the current EC Police Records Clerk.

In a recent review of our Records Assistant job description against Employer's Council (EC) Public Employer's data, it was identified that the EC Police Senior Records Clerk typically requires 3 years of prior experience and EC Police Records Clerk only requires 1 year. Since Routt County's Records Assistant requires 3 years, I am recommending that the Records Assistant pay scale is updated and benchmarked against the EC Senior Records Clerk, aged by 4.7%, and goes into effect August 1, 2022.

County Manager Comments: Approved Jay Harrington 7-28-2022
