

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: August 2, 2022	ITEM TIME:

FROM:	Kathy Nelson, Human Resources Director
TODAY'S DATE:	July 28, 2022
AGENDA TITLE:	Consideration to Approve a Pay Scale Update

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 a request to update the RCSO Records Assistant Pay Scale	

II. RECOMMENDED ACTION:	
Recommend approval to update the RCSO Records Assistant Pay Scale.	

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE: None	
PROPOSED EXPENDITURE: This pay scale is approximately 18% above the existing pay scale.	
FUNDING SOURCE:	
RCSO Department	

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
None known.	

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V. BACKGROUND INFORMATION:

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 an 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.

The County Manager has reviewed this request and approved placing this on the agenda for BCC consideration and approval.

VI. LEGAL ISSUES:

None known.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

VIII. SUMMARY AND OTHER OPTIONS:

The Board can approve this recommendation, deny it, or provide further direction.