



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

ITEM DATE: 8/9/2022	ITEM TIME:
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FROM:	Kathy Nelson/ Roberta Smith
TODAY'S DATE:	August 2, 2022
AGENDA TITLE:	Consideration to Approve Hiring 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 the Public Health Emergency Preparedness and Response Coordinator at Step 9

II. RECOMMENDED ACTION (motion):

Recommend Approval to Hire the Public Health Emergency Preparedness and Response Coordinator at Step 9

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE *(if applicable):*

PROPOSED EXPENDITURE: This position is budgeted. The 2022 annual base compensation at Step 9 is estimated at \$91,582.40

FUNDING SOURCE: Public Health/Grants

SUPPLEMENTAL BUDGET NEEDED:

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

None Known

V. BACKGROUND INFORMATION:

Roberta Smith is requesting to hire Emy Keeling at Step 9 of the Public Health Emergency Preparedness and Response Coordinator Pay Scale. Ms. Keeling meets all of the educational and work experience requirements to be hired at Step 9. She has an Associate Degree in Science and a Bachelor of Science, and over 20 years of related experience, 17 years above the minimum required. In addition, she is a certified EMT-B and has already completed five of the five National Incident Management System training courses that are required during the first and second year of employment.

I recommend approval to hire the Public Health Emergency Preparedness and Response Coordinator at Step 9. The County Manager has reviewed this request and has approved placing this on the agenda for your consideration and approval.



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VI. LEGAL ISSUES:

None Known

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None Known

VIII. SUMMARY AND OTHER OPTIONS:

The Board can approve or deny the step increase or ask for additional information.