

MEMORANDUM

TO: Jay Harrington, County Manager

FROM: Kathy Nelson, Human Resources Director

DATE: August 9, 2022

RE: Request to Hire a Planner II at Step 5 with the Opportunity to Advance to Step 6 upon Successful Completion of a 6-Month Performance Evaluation

Kristy Winsor is requesting to hire Sally Ross at Step 5 with the opportunity to advance to step 6 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 planning, geography, environmental science, public administration, or a related field.
- Three years of professional land use planning and development experience.
- Certification by the American Institute of Certified Planners is desirable.

Ms. Ross's education, licenses, and certifications include:

- Bachelor of Arts, Literature
- Master's Degree, Environmental Law and Policy

Ms. Ross's work experience includes:

- Administrator, Oak Creek Fire and Protection District, Oak Creek, CO, September 2021 – Present
- Restoration and Resiliency Program Director, Colorado Cattlemens' Agricultural Land Trust, December 2020 – September 2021
- The Nature Conservancy, Laramie, WY, April 2016 – December 2020
 - Laramie Foothills Program Director
 - Northern Colorado Project Director
- Natural Resources Manager, Sierra Nevada Brewing Company, January 2013 – April 2016
- Seasonal Wildland Firefighter and Backcountry Wilderness Ranger, 2003 – 2011
 - Backcountry Wilderness Ranger, Frank Church River of No Return and Bob Marshall Wilderness Areas
 - Wildland Firefighter, Ashley National Forest

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 2, 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 2 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. Ross meets all of the education and work experience required to be hired at Step 5 and advance to Step 6. She has a Bachelor of Arts, and a Master's degree, and over 16 years of relevant work experience, 13 years above what is required.

I recommend approval of hiring Ms. Ross at Step 5 with the opportunity to advance to Step 6 and recommend approval to place this on the County Commissioners agenda for their consideration and approval.

County Manager Comments: Approved by Jay Harrington, 8-5-2022
