



## MEMORANDUM

**TO:** Jay Harrington, County Manager  
**FROM:** Kathy Nelson, Human Resources Director  
**DATE:** August 18, 2022  
**RE:** Request to Hire the Human Resources Coordinator at Step 4

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This is a request to hire Erin Dewhirst at Step 4 of the HR Coordinator pay scale.

**Education, certification, and license requirements for this position include:**

- High school diploma or GED
- Two years of administrative duties and data entry experience
- A combination of education, training, and experience which provides the knowledge, skills, and abilities required for the job may be considered

**Ms. Dewhirst's education includes:**

- Bachelor of Science, Major: Restaurant & Resort Management & Minor: Business Administration

**Her work experience includes:**

- Payroll/HR Office Technician, Routt County Yampa Valley Regional Airport, Steamboat Springs, CO, June 2021 – May 2022
- Human Resources Coordinator, Sheraton Steamboat Resort & Villas, Steamboat Springs, CO, June 2011 – January 2014
- Front Desk Agent/Front Office Assistant, Holiday Inn, Steamboat Springs, CO, October 2010 – June 2011
- Business Management Assistant, Focused on the Forest, LLC., Gould, CO, October 2009 – October 2010
- Team Member, North Park KOA, State Forest State Park, CO, May 2010 – October 2010 & June 2009 – October 2009
- Office Assistant/Café Host, Antlers Inn/River Rock Café, Walden, CO, September 2008 – June 2009
- Front Office Internship, Fort Collins Marriott, Fort Collins, CO, May 2007 – May 2008

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. Dewhirst meets all of the education and work experience to be hired at Step 4. She has a Bachelor's degree, and over 7 years of human resources, accounting, and general administrative office experience; 5 years above the minimum required in the job description. As a YVRA Office Technician, Ms. Dewhirst worked closely with the Accounting department and the HR department in the areas of payroll, recruiting, onboarding, and employee separations. She is skilled at using Munis and our Applicant Tracking System module as well as being acquainted with our employee policies and procedures.

I recommend approval of hiring Ms. Dewhirst at Step 4 and request approval to place this on the Board of County Commissioners' agenda for their consideration and approval.

County Manager Comments: Jay Harrington Approved 8/18/2022

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