

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: September 6, 2022		ITEM TIME:	
FROM:		Kathy Nelson, Human Resources Director	
TODAY'S DATE:		August 30, 2022	
AGENDA TITLE:		Request Approval to Hire the Human Resources (HR) Coordinator 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 HR Coordinator above Step 1			
II. RECOMMENDED ACTION:			
Recommend approval to hire the HR Coordinator above Step 1			
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):			
PROPOSED REVENUE: None			
PROPOSED EXPENDITURE: The annual compensation at Step 4 working 1560 hours annually or 30 hours/week is \$41,199. This position is budgeted.			
FUNDING SOURCE: Human Resources			
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):			
None Known.			
V. BACKGROUND INFORMATION:			
<p>This is a request to hire Erin Dewhirst at Step 4 of the HR Coordinator pay scale.</p> <p>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. In addition, Ms. Dewhirst worked at YVRA as an Office Technician, where she 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.</p> <p>The County Manager has reviewed this request and recommended it be placed on the agenda for your consideration for approval.</p>			
VI. LEGAL ISSUES:			
None known.			
VII. CONFLICTS OR ENVIRONMENTAL ISSUES:			
None known.			

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VIII. SUMMARY AND OTHER OPTIONS:

The Board can approve or deny the step increase.