



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: 09/21/2021		ITEM TIME: 12:15 p.m.	
FROM:	HUMAN RESOURCES – STEPHANIE PEARCE, HR GENERALIST		
TODAY'S DATE:	09/15/2021		
AGENDA TITLE:	REQUEST APPROVAL OF TEMPORARY LEAD CONTACT TRACER POSITION AND PAY		
CHECK ONE THAT APPLIES TO YOUR ITEM:			
<input checked="" type="checkbox"/> ACTION ITEM			
DIRECTION			
INFORMATION			
I. DESCRIBE THE REQUEST OR ISSUE:			
CONSIDERATION TO APPROVE TEMPORARY LEAD CONTACT TRACER POSITION AND PAY			
II. RECOMMENDED ACTION (<i>motion</i>):			
RECOMMEND APPROVAL OF TEMPORARY LEAD CONTACT TRACER POSITION AND PAY			
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):			
PROPOSED REVENUE (<i>if applicable</i>): None.			
CURRENT BUDGETED AMOUNT: TBD			
PROPOSED EXPENDITURE: Hourly pay is \$28.00. Annual salary is \$58,240.			
FUNDING SOURCE: Public Health/grant funding. There is grant funding for the epidemiologist and contact tracer roles from the Epidemiologist and Laboratory Capacity (ELC) Enhancing Detection COVID Funds. The award amount is \$780,000.			
SUPPLEMENTAL BUDGET NEEDED: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
Explanation: The lead contact tracer role is a necessary addition to the Public Health department to support the COVID-19 pandemic work requirements.			
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):			
none			



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V. BACKGROUND INFORMATION:

Due to the volume of work and the specialized work necessary to support the COVID-19 pandemic, this additional role is required to lead the team of contact tracers to help in the efficiency of the Public Health Department.

This is a temporary position for up to 9 months (this may be shortened or extended depending on funding and the course of the pandemic). Under supervision of the Routt County Public Health Director and the Epidemiologist, this position is responsible for supervising a small number of contact tracers on either a project or on an on-going basis. This role will require flexibility with regard to work schedule and office location, to include hours worked in the field, and remote work and as necessary, weekend and holidays. Ability to use discretion, maintain confidentiality and ethical conduct.

The proposed salary is based on the current hourly wage of Contact Tracers in the amount of \$23.9935 with a slight bump to of\$4.01 per hour compensate for the extra responsibilities assigned to this position. Based off our salary comparison in comparable Colorado Counties in 2020, this is the high end of regular Contact Tracer positions.

The Interim County Manager has approved the Job description and pay for your consideration.

VI. LEGAL ISSUES:

NA

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

NA

VIII. SUMMARY AND OTHER OPTIONS:

The BCC can approve or deny adding the Public Health Lead Contact Tracer role and proposed hourly wage.