



MEMORANDUM

TO: Jay Harrington, County Manager
FROM: Kathy Nelson, Human Resources Director
DATE: February 25, 2022
RE: Request to Hire a Planner Technician at Step 5

Kristy Winser is requesting to hire Michael Fitz at Step 5 of the Planner Technician Pay Scale.

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.
- One year of land use planning, permit processing or code enforcement experience is desirable.
- Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

Mr. Fitz’s education, licenses, and certifications include:

- Bachelor of Science in Environmental Planning and Policy
- Master’s Degree in Urban/Regional Planning
- ESRI ArcGIS – GIS Training, 2 semesters
- CUBE Transportation Software Training, 2 semesters

Mr. Fitz’s work experience includes:

- Planning Technician, City of Steamboat Springs, CO, May 2017 – Current
- Bicycle Builder, Steamboat Ski and Bike Kare, Steamboat Springs, CO, Summer 2017 – Current
- Student Planning Intern, City of Champaign, Champagne, IL, October 2015 – May 2017
- Desktop Support Assistant, Stead Technology Services Group, University of Iowa, Iowa City, IA, Fall 2013 – Spring 2015

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.

Mr. Fitz meets all of the education and work experience required to be hired at Step 5. He has a Bachelor of Science, a Master’s degree, and over 7 years of relevant job experience, 6 years above what is required. He also has taken multiple relevant computer software classes.

I recommend approval of hiring Mr. Fitz at Step 5 and recommend approval to place this on the County Commissioners agenda for their consideration and approval.

County Manager Comments: Jay Harrington approved 2-28-2022
