

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

ITEM DATE: July 19, 2022		ITEM TIME:
FROM:		Kathy Nelson, Human Resources Director
TODAY'S DATE:		July 12, 2022
AGENDA TITLE:		APPROVAL TO HIRE 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 an Office Technician at Step 5 with the Opportunity to Advance to Step 6 Upon Successful Completion of a 6 Month Performance Evaluation.		
II. RECOMMENDED ACTION:		
Recommend Approval to Hire an Office Technician at Step 5 with the Opportunity to Advance to Step 6 Upon Successful Completion of a 6 Month Performance Evaluation.		
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):		
PROPOSED REVENUE: None.		
PROPOSED EXPENDITURE: None. This individual is filling an existing position that is already budgeted.		
FUNDING SOURCE: Yampa Valley Regional Airport		
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):		
None Known.		
V. BACKGROUND INFORMATION:		
<p>Yampa Valley Regional Airport Director, Kevin Booth, is requesting to hire Terry McCarty at Step 5 of the Office Technician pay scale with the opportunity to advance to Step 6 upon successful completion of her 6 month performance evaluation.</p> <p>Ms. McCarty meets all of the education and work experience required to be hired at Step 5 and advance to Step 6. She has an A.A.S. in Accounting, an Occupational Certificate in Accounting, and over 6 years of relevant administrative office experience; 3 plus years above the minimum required.</p> <p>I recommend approval of hiring Ms. McCarty at Step 5 of the Office Technician Pay Scale with the opportunity to advance to Step 6 upon successful completion of her 6 month performance evaluation. The County Manager has reviewed this request and recommended placing it 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 this request or choose an alternative Step to begin her employment.