

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> July 26, 2022		<b>ITEM TIME:</b>
<b>FROM:</b>		Kathy Nelson, Human Resources Director
<b>TODAY'S DATE:</b>		July 19, 2022
<b>AGENDA TITLE:</b>		APPROVAL TO HIRE ABOVE STEP 1
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>		
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>		
<input type="checkbox"/> <b>DIRECTION</b>		
<input type="checkbox"/> <b>INFORMATION</b>		
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>		
Consideration to Approve Hiring an Accounting Manager at Step 3 with the Opportunity to Advance to Step 4 Upon Successful Completion of a 6 Month Performance Evaluation.		
<b>II. RECOMMENDED ACTION:</b>		
Recommend Approval to Hire an Accounting Manager at Step 3 with the Opportunity to Advance to Step 4 Upon Successful Completion of a 6 Month Performance Evaluation.		
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>		
<b>PROPOSED REVENUE:</b> None.		
<b>PROPOSED EXPENDITURE:</b> None. This individual is filling an existing position that is already budgeted.		
<b>FUNDING SOURCE:</b> Accounting Dept.		
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>		
None Known.		
<b>V. BACKGROUND INFORMATION:</b>		
<p>Accounting Director, Dan Strnad, is requesting to hire Gina Goodman-Norton at Step 3 of the Accounting Manager pay scale with the opportunity to advance to Step 4 upon successful completion of her 6 month performance evaluation.</p> <p>Ms. Goodman-Norton meets all of the education and work experience required to be hired at Step 3 and advance to Step 4. She has an A.A. in Business Administration, a B.A. in Accounting, and over 7 years of progressively responsible professional accounting and auditing experience in the government sector; 3 plus years above the minimum required.</p> <p>I recommend approval of hiring Ms. Goodman-Norton at Step 3 of the Accounting Manager Pay Scale with the opportunity to advance to Step 4 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>		
<b>VI. LEGAL ISSUES:</b>		
None known.		
<b>VII. CONFLICTS OR ENVIRONMENTAL ISSUES:</b>		
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.