



**MEMORANDUM**

**TO:** Jay Harrington, County Manager  
**FROM:** Kathy Nelson, Human Resources Director  
**DATE:** July 21, 2022  
**RE:** Request to Hire the Extension Office Technician at Step 11 of the Pay scale.

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Todd Hagenbuch is requesting to hire Karen Lewer at Step 11 of the Office Technician Pay Scale.

**Education, certification, license and experience requirements for their position include:**

- Completion of 30 semester (or equivalent) college units, including 15 units (or equivalent) in accounting, business administration, finance, economics, or a related field.
- Three years of progressively responsible clerical or administrative experience that included electronic data entry, typing, the maintenance of recordkeeping systems, and the operation of personal computers.
- One additional year of qualifying experience may substitute for the above-required education.

**Ms. Lewer's education, licenses and certifications include:**

- High School Diploma

**Ms. Lewer's work experience includes:**

- Administrative Assistant, Planning & Community Development, City of Steamboat Springs, CO, 2014 – 2022
- Administrative Assistant, Paragon Technology Group, LLC, Steamboat Springs, CO, 2011 – 2014
- Website Sales Manager, Moose Mountain Trading Company, Steamboat Springs, CO, 2009 - 2011
- Contracts & Administration Manager, Dolby Laboratories, Inc., Burbank, CA, 1995 – 2006

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.

Ms. Lewer meets all of the education and work experience required to be hired at Step 11. She has a high school diploma and 24 years of relevant experience; 20 years above the minimum required.

I recommend approval of hiring Ms. Lewer at Step 11 of the Office Technician Pay Scale and recommend approval to place this on the Board of County Commissioners' Agenda for consideration and approval.

County Manager Comments: Approved Jay Harrington 7-22-2022

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