



MEMORANDUM

TO: Jay Harrington, County Manager

FROM: Kathy Nelson, Human Resources Director

DATE: August 16, 2022

RE: Request to Hire a Planner Technician at Step 4 with the Opportunity to Advance to Step 5 upon successful completion of a 6-month performance evaluation.

Kristy Winsor is requesting to hire Blake Kelly at Step 4 of the Planner Technician Pay Scale with the opportunity to advance to Step 5 upon successful completion of a 6-month performance evaluation.

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. Kelly's education, licenses, and certifications include:

- Bachelor of Science, Major: Aviation, Minor: Flight Operations
- Landmark Form Graduate
- Advanced Landmark Form Graduate
- Self-Expression & Leadership Forum

Mr. Kelly's work experience includes:

- Senior Technician, B.T.K. Surveys, Steamboat Springs, CO, June 2021 – Present
- Medical Staff Services Coordinator, CHG Healthcare, Salt Lake City Utah, November 2021 – July 2022
- Service Desk Specialist, Modio, Inc. (ACHG Healthcare Company), Salt Lake City, UT, January 2021 – June 2021
- Medical Staff Coordinator, CompHealth (A CHG Healthcare Company, Salt Lake City, UT, April 2018 – December 2020
- Barista, Sugar House Coffee, Salt Lake City, UT, July 2014 – March 2018
- Intern, Sugar House Coffee, Salt Lake City, UT, January 2017 – June 2017
- Waiter & Host, The Egg and I Restaurant, Steamboat Springs, CO, July 2010 – August 2013
- Technician, B.T.K. Surveys, Steamboat Springs, CO, June 2006 – August 2013

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. Kelly meets all of the education and work experience required to be hired at Step 4. He has a Bachelor of Science and over 8 years of relevant customer service and technician experience.

I recommend approval of hiring Mr. Kelly at Step 4 with the opportunity to advance to Step 5 upon successful completion of a 6-month performance evaluation and recommend approval to place this on the County Commissioners' agenda for their consideration and approval.

County Manager Comments: Approved by Jay Harrington 8-17-2022
