



MEMORANDUM

TO: Jay Harrington, County Manager
FROM: Kathy Nelson, Human Resources Director
DATE: October 19, 2022
RE: Request to Hire the Finance Technician at Step 6 of the Pay Scale

Dan Strnad is requesting to hire Nichole Aragon at Step 6 of the Finance Technician Pay Scale.

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

- Possession of an Associate's degree from an accredited college or university with major coursework in accounting.
- Three years of progressively responsible clerical accounting or bookkeeping experience

Ms. Aragon's education, licenses, and certifications include:

- Associate of Arts in Liberal Arts
- Certified Professional Coder, AAPC
- Community Health-Coding and Billing Specialist, Arch Pro Coding

Ms. Aragon's work experience includes:

- Coding Coordinator and Chargemaster, Northwest Colorado Health, Craig, CO, December 2010 – Present
- Billing Manager and Receptionist, Urology Clinic, P.C., Steamboat Springs, CO, December 2004 – November 2010
- Medical/Surgical Secretary, Montrose Memorial Hospital, Montrose, CO, April 2003 – December 2004
- Health Information Management Secretary, The Memorial Hospital, Craig, CO, May 2002 – April 2003

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 3, 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 3 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. Aragon meets all of the education and work experience required to be hired at Step 6. She has an A.A. in Liberal Arts, is a Certified Professional Coder and Community Health-Coding and Billing Specialist, and has over 18 years of related work experience; 15 years above the minimum required.

I recommend approval to hire Ms. Aragon at Step 6 of the Finance Technician Pay Scale and request approval to place this on the Board of County Commissioners Agenda for their consideration and approval.

County Manager Comments: Approved 10-19-2022