



**MEMORANDUM**

**TO:** Jay Harrington, County Manager  
**FROM:** Kathy Nelson, Human Resources Director  
**DATE:** November 21, 2022  
**RE:** Request Approval of the Updated Early Childhood Program Leader Job Description and Pay Scale

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Department of Human Services Director, Kelly Keith, is requesting approval of the Early Childhood Program Leader job description and pay scale.

This position is to provide leadership in the implementation of an early childhood system in Routt County, in accordance with the strategic plan of First Impressions of Routt County, Routt County's Early Childhood Council; assure the vision, mission, goals, and objectives of First Impressions as the Local Coordinating Organization are effectively carried out under the direction of the Executive Committee of First Impressions; assist collaborating agencies in problem solving and moving toward an integrated system of services for young children and their families.

The position is a unique role and much research has been carried out over the last few years to determine an equitable yet competitive salary. In October 2020, Kelly and I reviewed multiple positions and salaries against the Early Childhood Program Leader job description and made a recommendation to the BCC to update the pay scale based on our findings; this was approved.

In 2021, Routt County carried out a market salary survey with Employer's Council, and the impact of that study significantly reduced this pay scale from what we had recommended just months prior. Since then Kelly has carried out more research and in reviewing her findings, I'm recommending that the pay scale that the BCC approved in October 2020 be reinstated and aged for use in 2022.

I recommend consideration and approval of the proposed job description and pay scale and request approval to place this request on the Commissioner's agenda for their consideration for approval.

County Manager Comments: Approved 11-21-2022 by Jay Harrington

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