

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: September 5, 2023	ITEM TIME:
FROM:	Stephanie Pearce, HR Generalist
A	August 30, 2023
AGENDA TITLE:	Approval to Hire a Communications Specialist II at Step 7.
CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	
I. DESCRIBE THE REQUEST OR ISSUE:	
Consideration to approve hiring a Communications Specialist II at Step 7.	
II. RECOMMENDED ACTION:	
Recommend approval to hire the Communications Specialist II at Step 4.	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE: None	
PROPOSED EXPENDITURE: The 2023 annual base salary at Step 7 is \$72,597.20. This position is budgeted and at this range since the employee was here through budget season.	
FUNDING SOURCE: Communications Department	
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
None Known.	
V. BACKGROUND INFORMATION:	
<p>The Public Safety Communications Center Manager, James Cullen, is requesting to hire Sarah Longchamps at Step 7 of the Communications Specialist II Pay Scale.</p> <p>Ms. Longchamps meets all of the education and work experience requirements to be hired at Step 7. She worked for Routt County since 2012 in the Sheriff Office and 2021 through December 31, 2022 in the Communications Department. Mr. Cullen would like to hire her at the step she was at when she left 8 months ago.</p> <p>I recommend approval of hiring Ms. Longchamps at Step 7 of the Communications Specialist II pay scale. The County Manager has reviewed this request and recommended it be placed on the agenda for your consideration for approval.</p>	
VI. LEGAL ISSUES:	
None known.	
VII. CONFLICTS OR ENVIRONMENTAL ISSUES:	
None known.	

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VIII. SUMMARY AND OTHER OPTIONS:

The Board can approve hiring at step 7, recommend a different step for hire, or deny the step increase.