

**HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA**

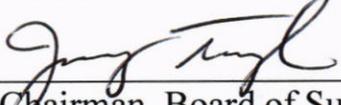
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06/21/16

DATE: June 21, 2016

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Secondary Roads	GIS Facilities and Inventory Manager	Wage Plan: \$30.93/hour	X	
	*Please see attached memo.	# 13015		

PATRICIA P. SHELL
 WOODBURY COUNTY
 AUDITOR & CLERK
 COMM. OF ELECTIONS
 2016 JUN 22 AM 11 15



 Chairman, Board of Supervisors



Woodbury County Secondary Roads Department

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COUNTY ENGINEER
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SECRETARY
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To: Human Resources Department
Board of Supervisors

From: Mark Nahra, Woodbury County Engineer

Handwritten signature of Mark J. Nahra in black ink.

Date: June 15, 2016

Subject: GIS Specialist to GIS Inventory and Facilities Manager

As part of my FY 2017 budget proposal, I requested an improved position for our GIS Specialist, Kyle Gates. With the retirement of Roger Milligan in 2011, the duties of the former Maintenance Supervisor were divided among other departmental management employees. Mr. Gates has taken on the duties of supervising the two sign technicians as well as the management of the departmental sign budget. He manages the sign inventory and will be responsible for facility and building maintenance supervision in addition to his GIS duties.

The Board of Supervisors approved this position as part of our FY 2017 budget approval process. I am requesting that the reclassification of Mr. Gates be brought before the Board for approval effective July 1, 2016 with the budgeted pay increase of \$7,000.00 plus FICA and IPERS increases equaling \$1,160.64 for FY 2017. This position is to remain hourly and the new annual wage is to be at the top level for this position.

Thank you for your consideration.