

HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

DATE: May 12, 2015

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Secondary Roads	(2) Equipment Operators 1-(existing position) & 1- (new position)	CWA: \$20.71/hour	X	
Secondary Roads	Project Engineer	Wage Plan: \$71,916 to \$79,441/year	X	
	*Please See Attached Memos of Explanation			



Chairman, Board of Supervisors



Woodbury County Secondary Roads Department

759 E. Frontage Road • Merville, Iowa 51039

Telephone (712) 279-6484 • (712) 873-3215 • Fax (712) 873-3235

COUNTY ENGINEER
Mark J. Nahra, P.E.
mnahra@sioux-city.org

ASSISTANT TO THE COUNTY ENGINEER
Benjamin T. Kusler, E.I.T.
bkusler@sioux-city.org

SECRETARY
Tish Brice
tbrice@sioux-city.org

To: Board of Supervisors
Human Resources Department

From: Mark Nahra, Woodbury County Engineer

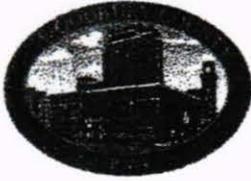
Date: April 30, 2015

Subject: Merville District Maintenance Vacancy

With the promotion of John Forch from District 2-Merville equipment operator to District 2 Foreman, a vacancy is created in the secondary road department. Additionally, the Merville district has been at a temporary staffing level of one FTE below the FY 2009 level since 2010. This lower staffing level has reduced the district by one motor grader operator. The Concord Township maintainer district has the most heavily used gravel roads within this territory and the roads have declined in the period when the Concord Township operator had to cover parts of a second maintenance territory due to the reduction of the one FTE.

RECOMMENDATION: It is my recommendation that we fill the vacant position created by the promotion of John Forch at Merville. I also recommend that we fill the vacant FTE to allow more attention for heavily traveled gravel roads in Concord, Banner and Floyd townships. I would like to advertise to fill these vacancies as soon as possible. It is my hope that by posting the jobs internally as soon as possible and advertising to the public as soon as possible so that we will be able to fill the positions at Merville quickly.

Thank you for your consideration.



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To: Ed Gilliland, Human Resources Director
Mark Monson, Chair-Board of Supervisors

From: Mark Nahra, Woodbury County Engineer *Mark J. Nahra*

Date: April 3, 2015

Subject: Assistant to the County Engineer compensation adjustments

In 2012, we made a base wage adjustment for Ben Kusler to raise him from below the probationary wage for his job classification to the 3 year, Assistant to the Engineer/Project Engineer wage. I am writing this memo to request that he be brought to the full, six year, Assistant to the County Engineer/Project wage level.

Since Roger Milligan's retirement in 2011, Ben has taken over many of the management responsibilities formerly performed by Mr. Milligan. Ben now functions as a full second in command for this department and readily takes charge of both engineering and maintenance work in my absence. Ben has been an employee of the road department since June, 1996 and based on years of service alone, should be at the six year level of pay for his position.

With the CF Industries project, last year's storm damage, and the additional bridge projects funded by the special levy, our department has seen its project work balloon and Ben has been instrumental in moving project work forward to completion. His efforts have included overtime work on Saturdays and Sundays to assure work gets done on time to get project plans ready for letting or by inspecting weekend construction activities on projects already under contract. Ben shows high motivation to getting the job done right and merits full pay for his position based on his performance and years of service.

RECOMMENDATION: I recommend that Ben Kusler's salary be raised to the six year level effective July 1, 2015 and that the 3.25% pay increase approved for wage plan staff this year be applied to the higher wage rate.

Please contact me if you wish to discuss this recommendation. Thank you for your consideration.