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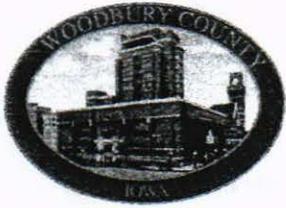
HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

DATE: September 8, 2015

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Secondary Roads	Equipment Operator	CWA Secondary Roads: \$21.13/hour	X	
	*Please see attached memo.			


Chairman, Board of Supervisors



Woodbury County Secondary Roads Department

759 E. Frontage Road • Merville, Iowa 51039

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COUNTY ENGINEER
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SECRETARY
Tish Brice
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To: Board of Supervisors
Human Resources Department

From: Mark Nahra, Woodbury County Engineer

Date: September 1, 2015

Subject: Oto District Maintenance Vacancy

With the promotion of Doug Shupe to foreman for District 4-Oto, an equipment operator vacancy is created in the secondary road department. The Oto district has already reached my recommended temporary staffing level of one FTE below FY 2009 level and Mr. Shupe's promotion leaves us one employee short of that adjusted staffing level in this district.

RECOMMENDATION: It is my recommendation that we fill the vacant position created by the promotion of Doug Shupe at Oto. I would like to advertise to fill this vacancy as soon as possible. It is my hope that by posting the jobs internally as soon as possible and advertising to the public in this month that we will be able to fill the position at Oto before winter.

Thank you for your consideration.