

**HUMAN RESOURCES DEPARTMENT  
WOODBURY COUNTY, IOWA**

DATE: July 02, 2013

**AUTHORIZATION TO INITIATE HIRING PROCESS**

<b>DEPARTMENT</b>	<b>POSITION</b>	<b>ENTRY LEVEL</b>	<b>APPROVED</b>	<b>DISAPPROVED</b>
County Attorney	Assistant County Attorney	AFSCME Assistant County Attorney:  \$51,997- \$60,133/year	X	
Juvenile Detention	P/T Female Youth Worker	AFSCME Juvenile Detention:  \$16.85/hour	X	
	*Please See Attached Memos of Explanation			

  
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 Chairman, Board of Supervisors



## WOODBURY COUNTY ATTORNEY

**PATRICK "PJ" JENNINGS**  
COUNTY ATTORNEY

300 COURTHOUSE  
620 DOUGLAS STREET  
SIOUX CITY, IOWA 51101

TELEPHONE  
712-279-6516  
FAX # 712-279-6457

# MEMORANDUM

Date: June 26, 2013  
To: Board of Supervisors  
From: PJ Jennings  
RE: Request for New Hire

Supervisors:

With the recent resignation of Amy Klocke, felony drug prosecutor, set to take effect 7/9/2013, I do hereby submit this request to initiate the hiring process as soon as possible.

As you know, the hiring process can be quite lengthy and the sooner we can get started the better. Transitioning a new employee into the duties of a prosecutor can be overwhelming at times and getting a replacement helps to eliminate the extra burden placed on current staff.

## **WOODBURY COUNTY JUVENILE DETENTION CENTER**

**To: Woodbury County Board of Supervisors**

**From: Mark Olsen, Director, WCJDC**

**Subject: P.T. Female Youth Worker Hiring**

**Date: June 24, 2013**

**Supervisors:**

**I am requesting the Woodbury County Board of Supervisor authorization to hire for the replacement of one part-time female youth worker. An opening will become available on July 14, 2013 after a current employee has accepted another agency's full-time management position.**

**The position is utilized to reduce the need for over-time and strengthen shifts.**