

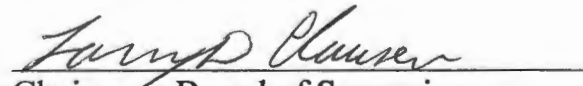
10/29/13
36

HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

DATE: October 29, 2013

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Sheriff	Civilian Jailer	CWA Civilian Officers: \$16.85/hour	X	
Secondary Roads	Equipment Operator	CWA Secondary Roads: \$20.30/hour	X	
	*Please See Attached Memos of Explanation			


Chairman, Board of Supervisors



Woodbury County Sheriff's Office

P. O. BOX 3715 SIOUX CITY, IOWA 51102

DAVID A. DREW, SHERIFF

PHONE: 712.279.6010
E-MAIL: ddrew@sioux-city.org
FAX: 712.279.6522

October 24, 2013

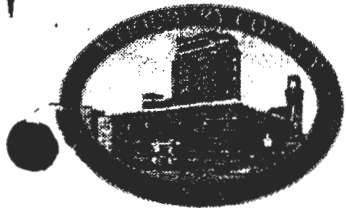
To the Board of Supervisors and Human Resources,

Woodbury County Sheriff, Dave Drew, has received and accepted Correctional Officer Matt Kunze's letter of resignation. The Sheriff's Office is requesting Board approval to fill the vacated position. Please place this request on the Tuesday, October 29th Board agenda for discussion and action. Thank you.

Respectfully,

A handwritten signature in cursive script that reads "David Drew".

Woodbury County Sheriff



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: October 18, 2013

Subject: Correctionville District Maintenance Vacancy

With the resignation of Andrew Kleespies from District 3-Correctionville, a vacancy is created in the secondary road department. The Correctionville district has already reached my recommended temporary staffing level of one FTE below FY 2009 level and Mr. Kleespies resignation 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 separation of Andrew Kleespies at Correctionville. 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 June that we will be able to fill the position at Correctionville by the end of November.

Thank you for your consideration.