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HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

DATE: November 12, 2013

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Secondary Roads	(6) Temporary Equipment Operators	Wage Plan: \$20.30/hour	X	
	*Please See Attached Memo of Explanation.			


Chairman, Board of Supervisors



Woodbury County Secondary Roads Department

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COUNTY ENGINEER
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To: Larry Clausen, Woodbury County Board of Supervisors Chair
J. D. Pellersels, Woodbury County Human Resources Director

From: Mark J. Nahra, County Engineer

Date: November 1, 2013

Subject: Temporary Equipment Operator Positions

The Secondary Road Department is requesting that authorization be given for hiring up to six temporary equipment operators for our department to assist with winter snow removal. While I am requesting that the weed commissioner be brought on full time to fill one of these winter temporary positions normally, this year I am short handed due to recent retirements and resignations. I am down one worker in District 3 due to the resignation of Andrew Kleespies and one worker in District 5 with the retirement of Michael Lloyd. The vacancies in these two positions should cover the cost of the additional part time position I am requesting.

Prior to the temporary full time staff reductions we have completed through attrition over the past three years, we were bringing on two part time operators each winter. With the temporary staff reductions at all four maintenance districts in place, the use of six part time staff members for winter will allow us to maintain our past level of snow removal effort. With the weed commissioner filling one position this year, I will have a total of seven part time staff to cover the gap in hiring new staff members at Districts 3 and 5.

Please contact me if you have any questions. Thank you for your assistance and attention.