

HUMAN RESOURCES DEPARTMENT
 WOODBURY COUNTY, IOWA

3b
 02/18/14

DATE: February 18, 2014

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Sheriff	(2) Civilian Jailers	CWA Civilian Officers: \$16.85/hour	X	
Secondary Roads	Equipment Operator	CWA Secondary Roads: \$20.30/hour	X	
	*Please see attached memos of explanation.			

Sam Clause
 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

February 10, 2014

To the Board of Supervisors and Human Resources,

Woodbury County Sheriff Dave Drew is requesting authorization from the Board of Supervisors to fill 2 vacant positions within the jail. These include the positions recently held by C.O. David Tripp, C.O. Joseph Moravek

Please place this request on the Tuesday, February 18, 2014 Board agenda for discussion and action. Thank you.

Respectfully,

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

Sheriff Dave Drew

Cc:



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.
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ASSISTANT TO THE COUNTY ENGINEER
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SECRETARY
Tish Brice
tbrice@sioux-city.org

To: Board of Supervisors
Human Resources Department

From: Mark Nahra, Woodbury County Engineer

Date: February 12, 2014

Subject: Oto District Maintenance Vacancy

With the retirement of Marvin Downing from District 4-Oto, a 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. Downing's retirement 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 Marvin Downing 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 late February or early March that we will be able to fill the position at Oto by the end of March.

Thank you for your consideration.