

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

36

06/17/14

DATE: June 17, 2014

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Auditor/Recorder	F/T GIS Cadastral Analyst	Wage Plan: \$21.89/hour	X	
Secondary Records	Engineering Tech I or Civil/Construction Engineer Intern	CWA Secondary Roads Contract: \$19.94/hour or Wage Plan: \$50,000- \$55,000/year	X	
	*Please see attached memos of explanation.			

George W. Boykin

 Chairman, Board of Supervisors

**WOODBURY COUNTY
HUMAN RESOURCES DEPARTMENT**

MEMORANDUM

TO: Board of Supervisors Board Chairman and Supervisors

FROM: Ed Gilliland, Human Resources Director
Gloria Mollet, Human Resources Assistant Director
g mollet

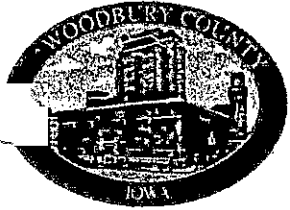
RE: Authorization to Hire

DATE: June 12, 2014

Please consider this as an authorization to hire for a County GIS Cadastral Analyst in the Auditor/Recorder/Commissioner of Elections department of Woodbury County. This position would be housed in the Auditor/Recorder office.

We respectfully request that the Board of Supervisors to initiate and consider the hiring for this position

Thank you for your cooperation.



Woodbury County Secondary Roads Department

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COUNTY ENGINEER
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SECRETARY
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To: George Boykin, Woodbury County Board of Supervisors Chair
Ed Gilliland, Woodbury County Human Resources Director

From: Mark J. Nahra, County Engineer

Date: May 7, 2014

Subject: Engineering Technician Position

The Secondary Road Department currently has a vacancy for an Engineering Technician position which was created by the resignation of Jason Carlson. I want to fill this vacancy as soon as possible, but based on the last pool of candidates in 2010 when we hired an Engineering Technician, I would also like to open the position to engineering graduates with a Bachelors Degree in Civil or Construction Engineering. I am proposing a vacancy posting as shown on the attached job vacancy notice.

I am asking the Board to concur with my recommendation to hire an employee to fill one position with the county, either an Engineering Technician or Civil/Construction Engineer Intern within the road. Following the required in-house posting period for the position, if no one is hired from in-house I would then like to advertise this opening to the public. This position is already fully budgeted, so no new full time position is being created. The engineering technician 1 position is a union contract position within our department. The civil engineering intern position would be proposed as a wage plan position with an annual salary.

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