

HUMAN RESOURCES DEPARTMENT
 WOODBURY COUNTY, IOWA

3b
 08/05/14

DATE: August 5, 2014

AUTHORIZATION TO INITIATE HIRING PROCESS

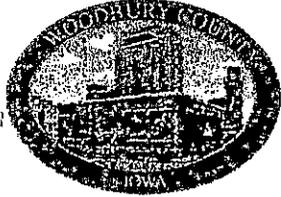
DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Human Resources	Courthouse Security Officer (1) Part-Time	Wage Plan: \$15.00-\$18.00/ hour	X	
Secondary Roads	Equipment Operators (3)	CWA Secondary Roads: \$20.71/hour	X	
Secondary Roads	Foreman	Wage Plan: \$56,029- \$59,892/year	X	
	*Please see attached memos of explanation.			

George W. Dyckin 8-5-14
 Chairman, Board of Supervisors

WOODBURY COUNTY
HUMAN RESOURCES DEPARTMENT

TO: Woodbury County Board of Supervisors
FROM: Ed Gilliland, Human Resources Director
Gloria Mollet, Human Resources Assistant Director
gmailto
SUBJECT: Authorization to Hire a Part Time Security Officer
DATE: July 31, 2014

This memo to the Board of Supervisors is asking for authorization to hire a part time Security Officer for the pool of Officers.



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.
mnhadra@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

A handwritten signature in cursive script that reads "Mark Nahra".

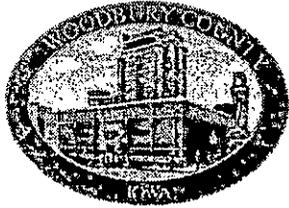
Date: July 31, 2014

Subject: Oto, Merville, and Correctionville District Maintenance Vacancies

With the announced retirements of Ron Uhl from District 4-Oto, Dan McCoy from District 2-Merville, and Franklin Wigand from District 3-Correctionville, three vacancies are created in the secondary road department. All three districts have reached my recommended temporary staffing level of one FTE below FY 2009 level and these retirements leaves us one employee short of that adjusted staffing level in each district.

RECOMMENDATION: It is my recommendation that we fill the vacant positions created by the three retirements. I would like to advertise to fill these vacancies as soon as possible. It is my hope that by posting the jobs internally as soon as possible and advertising to the public by late August that we can fill the positions by late September or early October so we are up to full staff before winter.

Thank you for your consideration.



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To: Board of Supervisors
Human Resources Department

From: Mark Nahra, Woodbury County Engineer

Date: July 31, 2014

Subject: District 5 (Hornick) Maintenance Foreman Position

I am once again requesting that we authorize the replacement of Michael Lloyd, District 5 (Hornick) Maintenance Foreman, retired effective October 31, 2013. My first request to fill this position was filed with the Board on December 26, 2013. I am requesting that the Board authorize the position to be advertised for a new hire to allow me to replace Mike.

Since this is not a union position, there is no internal posting requirement and the position can be immediately advertised. Applicants from inside and outside our department can be considered for this position.

I am requesting to use the alternative matrix developed by Gloria Mollet from the Human Resources Department for compensation for the position. As we have discussed, the old pay matrix setting the foreman's wage places the foreman behind the compensation of senior equipment operators acting as subforemen for up to five years at current wage rates for the two positions. On a normal pay week, the foreman's salary is higher than received by a subforeman, but any time overtime is required, senior equipment operators acting as subforemen receive higher compensation than a foreman paid under the prior wage matrix at the wage steps below full salary. The new matrix, with annual pay adjustments, shortens the period where compensation for the new foreman would lag behind senior equipment operators acting as subforeman in the foreman's absence. I believe this revised matrix will make the position more desirable and encourage experienced candidates to apply for the position.

I am requesting that the starting salary range for the position be set between the probationary salary of ^{56,029 annual} \$56,232.42 to the three year level of ^{59,892 annual} \$60,756.00 (my calculations based on July 1, 2014 raises) and that the salary be based on experience. After an initial six months probationary wage increase to the next step available, pay adjustments on this proposed schedule would be annual until the new foreman reaches the full wage for the position.

It is important that we address this vacant position soon. Forrest Johnston, the subforeman for district 5, has been ably filling the position for the past 9 months, but the uncertain status of his position within the chain of command has delayed filling a potentially vacant equipment operator position for the district and led to some difficult personnel issues within the district shop. I am respectfully requesting a prompt response to the request to fill the position.

Thank you for your consideration.