

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

36  
09/30/14

DATE: September 30, 2014

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Attorney	Asst. County Attorney – U.S. HIDTA Grant	Wage Plan: To Be Determined by Grant Funding.	X	
Social Services	(2) Case Managers	Wage Plan: \$19.35/hour	X	
	*Please see attached memos of explanation.			

*George W. Dappieri*  
Chairman, Board of Supervisors



## WOODBURY COUNTY ATTORNEY

PATRICK "PJ" JENNINGS  
COUNTY ATTORNEY

300 COURTHOUSE  
620 DOUGLAS STREET  
SIOUX CITY, IOWA 51101

TELEPHONE  
712-279-6516  
FAX # 712-279-6457

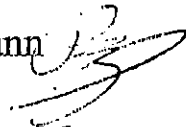
# MEMORANDUM

Date: September 25, 2014  
To: Board of Supervisors  
From: PJ Jennings  
RE: Request for New Hire

### Supervisors:

On September 16<sup>th</sup> I brought to the board's attention a request by the U.S. Attorney's Office for the Northern District of Iowa to partner with them on the hiring of a Special Assistant U.S. Attorney. This attorney will prosecute drug trafficking cases in the federal courts here in Woodbury County, Iowa under the direction of the U.S. Attorney's Office and will be fully funded by the federal government as part of the HIDTA grant. The expected length of employment for this attorney, as provided for in the grant, will be two years.

I ask that you now approve the hiring of this special assistant prosecutor.

**TO:** Board of Supervisors  
**FROM:** Patty Erickson-Puttmann   
**DATE:** 9/25/14  
**RE:** Approval to hire 2 Case Managers

**HISTORY**

It has come to our attention that one of our case managers has accepted another position. Sara Wickey's last day will be October 17<sup>th</sup>. While we are need of filling her position we are also in need of hiring another case manager due to high case loads. I am requesting approval to start the hiring process for 2 case management positions.