

367
10/28/14

To: Ed Gilliland
From: Michael Clayton
Date: October 28, 2014
Subject: Differential Pay for Anthon Employees

I am requesting employees that work the Anthon office receive \$1.50 differential pay.

Employees that work in the Anthon office are required to have a strong working knowledge in all three departments of the Treasurer's office. This includes Tax, Motor Vehicle and DNR. They are also required to open and close the office, order supplies, purchase postage as needed, answer the phone, balance all three departments daily, make daily bank deposits and other jobs required to running a one person office.

This will have a nominal effect on the county budget. Annual cost should be below \$5,000.00.

Thank you for your time and consideration.



Michael R. Clayton
Woodbury County Treasurer

HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

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DATE: October 28, 2014

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Courthouse Safety & Security	(1) P/T Courthouse Safety & Security Officer	AFSCME Courthouse: \$14.96 - \$16.43/hour	X	
	*Please see attached memo.			

George W. Duffin 10-28-14
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
gmoilet

SUBJECT: Authorization to Hire a Part Time Courthouse Safety and Security Officer

DATE: October 23, 2014

This memo to the Board of Supervisors is asking for authorization to hire a part time Courthouse Safety and Security Officer replacing an Office that left his position from the pool of Officers.