

HUMAN RESOURCES DEPARTMENT

96

WOODBURY COUNTY, IOWA

DATE: April 19, 2022

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Treasurer	(2) Clerk II	AFSCME Courthouse: \$17.78/hour	✓	
Emergency Services	Director	Wage Plan: \$65,000- \$75,000/year	✓	



Chairman, Board of Supervisors

From: Tina Bertrand
Sent: Tuesday, April 12, 2022 4:38 PM
To: Melissa Thomas <melissathomas@woodburycountyiowa.gov>
Subject: Authorization to Hire

Melissa:

Please except this email as a written request for authorization to hire two new clerk II positions. We currently have 2 positions open. We had one employee resign at the end of February that we elected to hold off on the hiring process until after the tax season. March interviews would have been too much and we do not want to lose potential candidates if we cannot interview soon enough. The second position will be open as of April 22, 2022.

Thank you for your assistance in this matter.

Tina M. Bertrand
Woodbury County Treasurer
822 Douglas St Room 102
Sioux City IA 51101
712-279-6495