

HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

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11/7/23

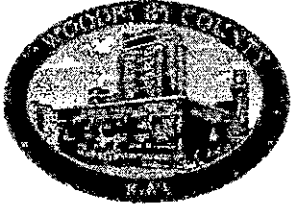
DATE: November 7, 2023

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Secondary Roads	District Foreman	Wage Plan: \$2,859.52- \$3,056.66/ bi-weekly	✓	



Chairman, Board of Supervisors



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
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SECRETARY
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To: Board of Supervisors
Human Resources Department

From: Mark Nahra, Woodbury County Engineer

Date: October 27, 2023

Subject: District 3 (Oto) Maintenance Foreman Position

I am requesting that the Board authorize the replacement of Doug Shupe, District 4 (Oto) Maintenance Foreman, who is retiring effective December 31, 2023. Due to his vacation balance, he only has two working days left, with little time on the job in the upcoming weeks between now and the end of the year as he utilizes accumulated leave time. With winter weather approaching, I would like to fill this position quickly, if a suitable applicant can be found.

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.

Thank you for your consideration.