

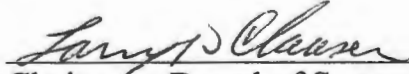
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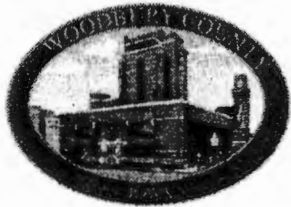
HUMAN RESOURCES DEPARTMENT  
WOODBURY COUNTY, IOWA

DATE: November 12, 2013

AUTHORIZATION TO EXTEND EXISTING POSITION TO 12 MONTHS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Roadside Management/ Secondary Roads	Weed Commissioner (.75 FTE) & Equipment Operator (.25 FTE) = 1.00 FTE	Wage Plan Current Wage: \$20.91/hour	X	
	*Please See Attached Memo of Explanation.			

  
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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ASSISTANT TO THE COUNTY ENGINEER  
Benjamin T. Kusler, E.I.T.  
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SECRETARY  
Tish Brice  
tbrice@sioux-city.org

To: Larry Clausen, Woodbury County Board of Supervisors Chair  
J. D. Pellersels, Woodbury County Human Resources Director

From: Mark J. Nahra, County Engineer

Date: November 1, 2013

Subject: Weed Commissioner - Temporary Equipment Operator Position

The Secondary Road Department is requesting that authorization be given to hire Jered Jepsen as a part time Secondary Road Department Equipment Operator to allow this employee to be employed full time by combining the two seasonal positions. I have sufficient wage and benefit funding budgeted to cover the cost of making him full time between the two jobs.

Jered has performed above my expectations in his current position as county weed commissioner. He has had difficulty, due to the county benefit structure, in being able to receive the full insurance benefit budgeted for the 9 month position he currently occupies. This has caused some frustration for him as has the process of annually starting over as a county employee. By combining the two positions, his annual benefits will be secured, hiring costs will be minimized, and the road department will gain a good employee and equipment operator.

Jered currently does not have a Commercial Driver's License (CDL) as it has not been necessary for his position as weed commissioner, but he is starting the process to obtain it before November 30. I would propose to make his hiring as a secondary road equipment operator effective December 1, 2013, contingent upon obtaining his CDL.

This hiring would be similar to how the weed commissioner position has been handled in prior years. It was my recommendation, and the current employee's desire, to be a permanent, part time employee. Difficulty in working with the county benefit structure has caused difficulty to Jered and made the prospect of full time employment more desirable. I feel he will make a good employee for my department as well as encourage his continued employment for the county board of supervisors.

It is my recommendation that he be retained as an at will, wage plan employee of the supervisors and the secondary road department. He works most of the year for the Board and only ¼ time for secondary roads. I feel this justifies his status as an at will, wage plan county employee.

Please contact me if you have any questions. Thank you for your assistance and attention.



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To: Larry Clausen, Woodbury County Board of Supervisors Chair  
J. D. Pellersels, Woodbury County Human Resources Director

From: Mark J. Nahra, County Engineer

Date: November 1, 2013

Subject: Temporary Equipment Operator Positions

The Secondary Road Department is requesting that authorization be given for hiring up to six temporary equipment operators for our department to assist with winter snow removal. While I am requesting that the weed commissioner be brought on full time to fill one of these winter temporary positions normally, this year I am short handed due to recent retirements and resignations. I am down one worker in District 3 due to the resignation of Andrew Kleespies and one worker in District 5 with the retirement of Michael Lloyd. The vacancies in these two positions should cover the cost of the additional part time position I am requesting.

Prior to the temporary full time staff reductions we have completed through attrition over the past three years, we were bringing on two part time operators each winter. With the temporary staff reductions at all four maintenance districts in place, the use of six part time staff members for winter will allow us to maintain our past level of snow removal effort. With the weed commissioner filling one position this year, I will have a total of seven part time staff to cover the gap in hiring new staff members at Districts 3 and 5.

Please contact me if you have any questions. Thank you for your assistance and attention.