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HUMAN RESOURCES DEPARTMENT
 WOODBURY COUNTY, IOWA

DATE: FEBRUARY 10, 2015

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Emergency Services	Emergency Management Coordinator	Wage Plan: \$43,000- \$45,000/year	X	
Secondary Roads	District Foreman	Wage Plan: \$56,029- \$63,756/year	X	
	*Please see attached memos.			

Mark Mosser

 Chairman, Board of Supervisors

**WOODBURY COUNTY
HUMAN RESOURCES DEPARTMENT**

MEMORANDUM

TO: Board of Supervisors

FROM: Ed Gilliland, Director of Human Resources
Gloria Mollet, Assistant Director of Human Resources
Small

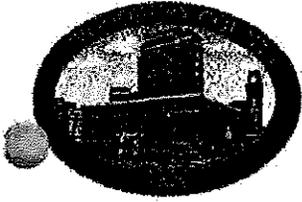
RE: Authorization to Hire

DATE: February 5, 2015

Woodbury County Human Resources is asking to go for Authorization to Hire for the Department of Emergency Services for the Emergency Management Coordinator position. This position will be posted after approval.

The County Emergency Management Coordinator is responsible and accountable for effectively and efficiently coordinating human, physical, and monetary resources in the administration of the Emergency Operations Center and Disaster Services; including development and maintenance of disaster plans, training personnel to execute said plans and the accomplishment of other areas of responsibility in accordance with Federal and State regulations as well as County goals. This position is under direct authority of the Woodbury County Board of Supervisors

Thank you.



Woodbury County Secondary Roads Department

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COUNTY ENGINEER
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SECRETARY
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To: Board of Supervisors
Human Resources Department

From: Mark Nagra, Woodbury County Engineer

Date: February 5, 2015

Subject: Merville District Maintenance Foreman Position

Steve Thomas, District 2 (Merville) Maintenance Foreman, has announced his intention to retire effective February 27, 2015. I am requesting that the Board immediately authorize the position to be advertised for a new hire to allow me to replace Steve.

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.

Please contact me to discuss starting wages for the position so that we can get the hiring process moving. The district subforeman can keep the day to day operations moving for the district, but since we are already working at a reduced staffing level, diverting the subforeman from his normal duties leaves us ever more shorthanded for both normal and snow removal operations.

Thank you for your consideration.