

HUMAN RESOURCES DEPARTMENT

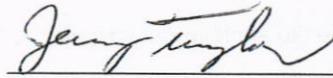
WOODBURY COUNTY, IOWA

76  
02/16/16

DATE: February 11, 2016

**AUTHORIZATION TO INITIATE HIRING PROCESS**

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Juvenile Detention	(1) F/T Youth Worker	AFSCME Juvenile Detention: \$17.53/hour	X	
	*Please see attached memo.			

  
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Chairman, Board of Supervisors

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: February 9, 2016

Weekly Agenda Date: February 16, 2016

DEPARTMENT HEAD / CITIZEN: Mark Olsen-Juvenile Detention

SUBJECT: Discussion and approval to start the hiring process for one full-time male to replace retiree

**ACTION REQUIRED:**

Approve Ordinance <input type="checkbox"/>	Approve Resolution <input type="checkbox"/>	Approve Motion <input checked="" type="checkbox"/>
Give Direction <input type="checkbox"/>	Other: Informational <input type="checkbox"/>	Attachments <input checked="" type="checkbox"/>

**WORDING FOR AGENDA ITEM:** Authorize Chairman to sign Authorization to Initiate Hiring Process

**EXECUTIVE SUMMARY:** Due to the retirement of one full time male and the extended absence of two full-time males due to non-work related injuries it will be necessary to begin the hiring process to meet staff ratio.

**BACKGROUND:** I will have one full-time male retiring within the next month and also two full time employees both will be gone for an extended period of time. I believe it will be necessary to gain approval by the board to begin the hiring process to help meet the state staffing ratio.

**FINANCIAL IMPACT:** The Center is already budgeted for the full-time position and due to union rules it will first be offered in house and the cost will be less then already paid to the out-going full-timer. No additional costs will be required.

**ACTION REQUIRED:** Motion to approve Authorization to Initiate Hiring Process.