

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

Date: 08/15/2024 Weekly Agenda Date: 08/20/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas HR Director

WORDING FOR AGENDA ITEM:

Approval to create a Human Resources Temporary Secretary position.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Human Resources is down 2 FTE's due to resignations.

BACKGROUND:

With 2 full time positions currently open, adding this temp position would help HR through the transitioning and training of two new employees.

FINANCIAL IMPACT:

There will be no financial impact due to a senior clerk position being unfilled since the beginning of the fiscal year. The cost of the temp position is \$7418.83

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Approve the motion

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve and authorize to hire a HR temp secretary position