



COPY

To: Woodbury County Board of Supervisors  
From: Michael Clayton  
Date: July 5, 2016  
Subject: Filling vacancy in the Tax Department

I am requesting permission to fill the vacancy created in the Tax Department by the separation of Paula Appelt. I had initially wanted to eliminate that deputy position and replace it with wage plan. That option appears to be in doubt and will be too much of a hassle.

With that said, I am requesting that Erica Tuttle be made a percentage deputy at 55%

Thank you for your time and consideration.

Michael R. Clayton  
Woodbury County Treasurer

cc Human Resources

**HUMAN RESOURCES DEPARTMENT**  
 WOODBURY COUNTY  
**AUDITOR WOODBURY COUNTY, IOWA**  
 COMM. OF ELECTIONS

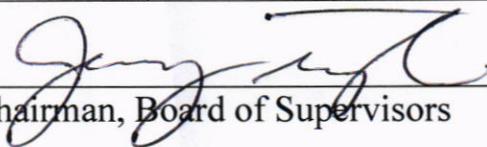
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**DATE: July 12, 2016**

**AUTHORIZATION TO INITIATE HIRING PROCESS**

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Treasurer	Percentage Deputy (55%)	\$45,163.44/year (\$21.63/hour)	X	
Juvenile Detention	F/T Youth Worker	AFSCME: \$17.97/hour	X	
	*Please see attached memos.			

  
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 Chairman, Board of Supervisors

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

Date: July 6, 2016      Weekly Agenda Date: July 12, 2016

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Mark Olsen - Juvenile Detention

**WORDING FOR AGENDA ITEM:**

Discussion and Approval for transferring one male part-time youth worker position to full-time

**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 type="checkbox"/>               |

**EXECUTIVE SUMMARY:**

Juvenile Detention Center requests we authorize a new full time male position and de-authorize the current open part-time male position and a current active part-time male position.

**BACKGROUND:**

One full-time means more experienced staff working. We avoid the cost and headache of hiring and training. Background checks, PREA training, Mandatory Child Abuse, and Medication Management trainings have already been completed if we move a current part-time person to full-time. The position will be offered in-house allowing for the quick hire of a well trained employee that we know.

**FINANCIAL IMPACT:**

If you do not count the training costs and advertising and recruiting costs and the needed overtime filling in until someone is hired then the impact is \$7,000 to \$17,000 annually, should you count those other costs your net cost is extremely low.

**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:**

I am recommending the board approve de-authorizing 2 part-time male youth worker positions and that they authorize one full-time male youth worker to replace the 2 positions being de-authorize.

**ACTION REQUIRED / PROPOSED MOTION:**

Approval by the board.