

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> January 6, 2020	<b>ITEM TIME:</b>
<b>FROM:</b>	Kathy Nelson, HR Director
<b>TODAY'S DATE:</b>	December 29, 2019
<b>AGENDA TITLE:</b>	Request Approval of the Public Health Administrative Specialist Pay Scale.
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>	
<input type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>	
Consideration to approve the Public Health Administrative Specialist Pay Scale.	
<b>II. RECOMMENDED ACTION:</b>	
Recommend approval of the Public Health Administrative Specialist Pay Scale.	
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>	
<b>PROPOSED REVENUE:</b> No change	
<b>PROPOSED EXPENDITURE:</b> The proposed annual salary at step 1 of the Pay Scale is \$44,705.68.	
<b>FUNDING SOURCE:</b>	
Public Health	
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>	
NA	

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### **V. BACKGROUND INFORMATION:**

Kari Ladrow, Director of Public Health, is requesting to add a Public Health Administrative Specialist position.

This position reports directly to the Public Health Director and under general supervision, will provide complex administrative support to the Department. This will be a full-time benefitted position.

I have evaluated the job description against Employers Council salary information and benchmarked it against an Administrative Assistant III utilizing resort salary data. I have also reviewed the position against the County's job evaluation factors and the job description meets the point factor of an Administrative Assistant IV pay scale.

The County Manager has reviewed this request and approved placing this request on the agenda for your consideration and approval.

### **VI. LEGAL ISSUES:**

None known.

### **VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

None known.

### **VIII. SUMMARY AND OTHER OPTIONS:**

The Board can approve the proposed pay scale, approve an alternate pay scale or deny approval.