

# HUMAN RESOURCES DEPARTMENT

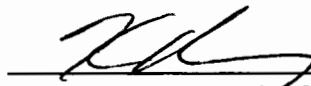
## WOODBURY COUNTY, IOWA

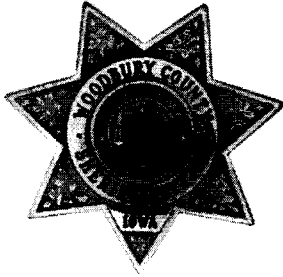
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DATE: March 3, 2020

### AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Sheriff	Civilian Jailer	CWA: \$19.86/hour	X	
County Sheriff	Sheriff Deputy	CWA: \$24.41/hour	X	
Secondary Roads	(2) Equipment Operators	CWA: \$23.43/hour	X	
Secondary Roads	(3) Temporary Engineering Aides	Wage Plan: \$13.00- \$15.00/hour	X	
Secondary Roads	(5) Temporary Summer Laborers	Wage Plan: \$11.00- \$13.00/hour	X	

  
Chairman, Board of Supervisors



## Woodbury County Sheriff's Office

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LAW ENFORCEMENT CENTER  
P. O. BOX 3715 SIOUX CITY, IOWA 51102

DAVID A. DREW, SHERIFF

PHONE: 712.279.6010  
E-MAIL: [ddrew@woodburycountyiowa.gov](mailto:ddrew@woodburycountyiowa.gov)  
FAX: 712.279.6522

24 February 2020

To the Woodbury County Board of Supervisors & Human Resources Department,

The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to begin the hiring process for a male Correctional Officer position, on February 26th, 2020. We request this be placed on the agenda for the Tuesday, February 25, 2020, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "David Drew".

Dave Drew, Sheriff

cc: file



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25 Feb 2020

To the Woodbury County Board of Supervisors & Human Resources Department,

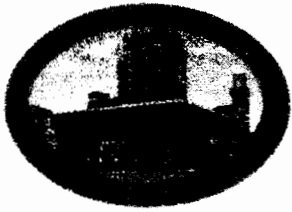
The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to hire for the position of Deputy Sheriff recently vacated by Deputy David Hansen. We request this be placed on the agenda for the Tuesday, March 3, 2020, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "David Drew".

Dave Drew, Sheriff

Cc: file



# Woodbury County Secondary Roads Department

759 E. Frontage Road • Merville, Iowa 51039

Telephone (712) 279-6484 • (712) 873-3215 • Fax (712) 873-3235

**COUNTY ENGINEER**

Mark J. Nahra, P.E.  
mnahra@sioux-city.org

**ASSISTANT TO THE COUNTY ENGINEER**

Benjamin T. Kusler, E.I.T.  
bkusler@sioux-city.org

**SECRETARY**

Tish Brice  
tbrice@sioux-city.org

To: Board of Supervisors  
Human Resources Department

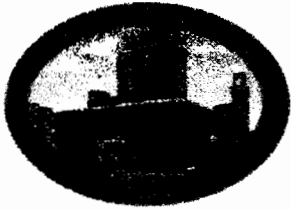
From: Mark Nahra, Woodbury County Engineer

Date: February 18, 2020

Subject: Hornick District Staff Level – Karl Johnk resignation

With the resignation of Karl Johnk, an equipment operator position will be vacant in our District 5 unit at Hornick. This will leave the district shorthanded if the vacancy is not filled. With winter conditions still present, I would like to start the hiring process immediately to minimize the time we will be shorthanded in this district.

**RECOMMENDATION:** It is my recommendation that we fill the vacant equipment operator position created by the resignation of Karl Johnk at Hornick immediately. Thank you for your attention.



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**SECRETARY**

Tish Brice  
tbrice@sioux-city.org

To: Board of Supervisors  
Human Resources Department

From: Mark Nahra, Woodbury County Engineer

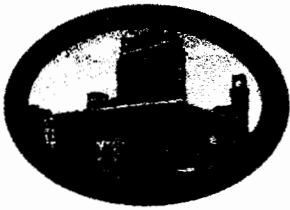
Date: February 24, 2020

Subject: Merville District Maintenance Vacancy

With the resignation of Jared Vedral from the position of District 2-Merville equipment operator, a vacancy is created in the secondary road department. The position is for an equipment operator working out of the Merville location.

**RECOMMENDATION:** It is my recommendation that we fill the vacant position created by the resignation of Jared Vedral at Merville. I would like to advertise to fill this vacancy as soon as possible. I would like to post this job internally in March allow us advertise outside and fill the position as soon as possible.

Thank you for your consideration.



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**SECRETARY**

Tish Brice  
tbrice@sioux-city.org

To: Woodbury County Board of Supervisors  
Woodbury County Human Resources Department

From: Mark J. Nahra, County Engineer

Date: February 25, 2020

Subject: Summer hire positions

I am requesting the authority to hire up to five (5) temporary maintenance staff summer positions and three (3) summer engineering aides. We fill these positions annually and appropriately budget for the temporary staff.

We utilize the temporary summer maintenance staff to assist full time maintenance employees with traffic control flagging and with our AMZ pavement patching crew. These positions provide summer work for college students and allow us to use our full time staff members in equipment operation rather than traffic control. This allows us to get more work done each day as skilled full time staff can concentrate on running equipment, not directing traffic.

The engineering aides assist our full-time engineering technicians with survey and project inspection work. Like 2019, with a heavy project work load again this year, we would like to hire three summer engineering aides.

I would propose the following pay rates. The summer laborers would be at a pay scale of \$11.00 - \$13.00/hour and the Engineering Aides were \$13.00 - \$15.00/hour, depending on experience.

Please contact me if you have any questions. Thank you for your assistance and attention.