

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

PAT BOYD, F. GILL
WOODBURY COUNTY
AUDITOR & RECORDER &
COMM. OF ELECTIONS

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3/13/18

DATE: March 13, 2018

2018 MAR 13 11:03 AM

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Building Services	Custodian	AFSCME Courthouse: \$14.40/hour	X	
	Please see attached memo.			



Chairman, Board of Supervisors



Woodbury County Building Services
401 8th Street
Sioux City, IA. 51101
Kenny Schmitz, Building Services Director
kschmitz@woodburycountyiowa.gov
Office: 712-279-6539 Cell: 712-253-3745

March 7th, 2018

To: Woodbury County Board of Supervisors
Cc: Woodbury County Human Resources Dept.

Eva Lambert, a Building Services employee has asked to be removed as a "Lead Custodian".

The Building Services Department respectfully request's the deauthorization of the "Lead Custodian" position and the "Authorization" of a "Custodian" position to be filled by Eva Lambert effective March 19th, 2018.

Thank You,

Kenny Schmitz

Should you have any comments regarding this communication, please send them to me and I will place them in your file along with this communication.