

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

PATRICK E. GILL
WOODBURY COUNTY
AUDITOR & RECORDER &
COMM. OF ELECTIONS

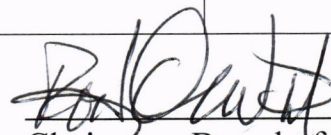
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2018 FEB 7 PM 3:52 DATE: February 6, 2018

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

To: Woodbury County Board of Supervisors
Human Resources Department

From: Kenny Schmitz, Building Services Director

Subject: Attached Authorization to Hire

I am respectfully requesting the Authorization to Hire for a Fulltime Custodian due to a recent vacancy.

We are requesting to transfer the Maintenance Worker – Groundskeeper into the Custodian position as the Maintenance position is being eliminated.

Sincerely,

Kenny Schmitz