

**WORKSESSION-HR POSITION**

**11/05/10**

**DISCUSSION OF STORY COUNTY HR RECRUITMENT PROCESS** – Supervisor Clinton, reported on the needs of a full time position. We need to determine the duties & responsibilities of an administrative officer & the HR duties. Clinton asked about restructuring the position, and the recruitment process if this is the direction the Board wants to go with the help of Dave Hansen. Clinton stated there is an option to use HR One Source due to the signed contract. Hansen reported on the HR audit and using that as priority approach. Hansen reported on compliance, updating the handbook & administration of policy. Important documents that are key: job application form, handbook, new job descriptions & union negotiations. Hansen reported on the next steps for job descriptions, supervisor & management training, safety program, compensation study (job evaluations), personnel files & audits, and EAC. The question is what do you want the position to do. The HR position is definitely needed; though not a County manager. Discussion took place. Sanders asked for the Chair to work with the Attorney & Hansen to proceed. Clinton stated yes, he can do that to begin this process. Hansen stated that a job description be created, an internal posting, then the job evaluated and slotted into the hierarchy. This can be one proposed package, and we have a market situation. It may not match the internal slotting of this position and that has budgetary implications. Those are all factors to be considered. Hansen stated can he come to the Board with a proposed package. Halliburton stated we have asked what the options are, he can come to the Board with recommendations. Sanders questioned the process or procedure to add to the agenda. Clinton stated to add a discussion and consider options outlined in work session regarding HR position/contract of HR One Source be added to the agenda for the November 9<sup>th</sup> and then come back to the Board on the 23<sup>rd</sup>.

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Wayne E. Clinton  
Chair, Board of Supervisors

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Mary Mosiman  
County Auditor