

**BOARD OF SUPERVISORS**

District 1 | **Stacey Walker**

District 2 | **Ben Rogers**

District 3 | **Louis J. Zumbach**

**JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER**

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5000 | FAX: 319-892-5009

LinnCountyIowa.gov



**LINN COUNTY BOARD OF SUPERVISORS  
MEETING AGENDA**

Monday, February 28, 2022

11 a.m.

Formal Board Room—Jean Oxley Public Service Center  
935 2nd St. SW, Cedar Rapids, IA

**Call to Order**

**Public Comment: Five Minute Limit per Speaker**

This comment period is for the public to address topics on today's agenda.

**Minutes**

Discuss and decide on meeting minutes.

Discuss and decide on a Vacancy Form requesting an Office Manager for Public Health

**Public Comment: Five Minute Limit per Speaker**

This is an opportunity for the public to address the board on any subject pertaining to board business.

**Payroll Authorizations**

Discuss and decide on Employment Change Roster (payroll authorizations).

**Claims**

Discuss and decide on claims.

**Legislative Update**

Discuss and decide on action related to proposed legislation

**Correspondence**

**Appointments**

**Closed Session**

The Board will enter into a closed session to discuss pending litigation, pursuant to Code of Iowa 21.5(1)(c).

**Adjournment**

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at [bd-supervisors@linncountyiowa.gov](mailto:bd-supervisors@linncountyiowa.gov).

LINN COUNTY HUMAN RESOURCES DEPARTMENT  
JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER  
935 2ND ST. SW  
CEDAR RAPIDS, IA 52404  
PH: 319-892-5120 | FAX: 319-892-5129

LinnCounty.org



**VACANCY FORM**

**SELECT ONE:**

NEW POSITION

REPLACEMENT

REPLACES: \_\_\_\_\_

**SELECT ONE:**

NEW JOB CLASSIFICATION

EXISTING JOB CLASSIFICATION

JOB TITLE: Office Manager

DEPARTMENT: Public Health

SHIFT/HOURS: 8:00 AM - 4:30 PM

VACANCY DATE: ASAP

NUMBER OF POSITIONS: 1

**REASON TO ADD NEW POSITION (if**

**applicable):**  BUDGET OFFER

**NEW POSITION FUNDING SOURCE(S):**

In current budget

GRANT FUNDING

OTHER: \_\_\_\_\_

POST TO INSIDE:  YES  NO

ADVERTISE:  YES  NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs): \_\_\_\_\_

**POSITION TYPE:**

FULL-TIME  PART-TIME \_\_\_\_# of hours/week  TEMPORARY/SEASONAL

ON-CALL/SUBSTITUTE  GRANT-FUNDED

BARGAINING UNIT:  Clerical  Maintenance  Para Professional  Professional

Attorneys  Conservation  Sergeants  PPME

NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: \_\_\_\_\_

DEPARTMENT HEAD (original signature required)

DATE

*By signing above, I acknowledge my understanding of the following about external job postings: Failure to make a good faith effort to begin the interview process within one month of receiving candidates' applications will result in HR charging the cost of advertising back to the department.*

**FOR HUMAN RESOURCES DEPARTMENT USE ONLY:**

PAY GRADE: \_\_\_\_\_ STARTING SALARY: \_\_\_\_\_

HR DIRECTOR COMMENTS: \_\_\_\_\_

FINANCE/BUDGET DIRECTOR COMMENTS: \_\_\_\_\_

APPROVED BY: Lisa D. Powell

HUMAN RESOURCES DIRECTOR

DATE

APPROVED BY: Bohannon

FINANCE/BUDGET DIRECTOR

DATE

APPROVED BY: \_\_\_\_\_

CHAIRPERSON/BOARD OF SUPERVISORS

DATE