

HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>		EFFECTIVE DATE
		<b>2/13/2024</b>
NAME: <b>Kevin Archuleta</b>	PAYROLL :	<b>3/1/2024</b>

<b>CHANGE OF ADDRESS/PHONE</b>	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE		<b>Administrative Clerk to the Board</b>
DEPARTMENT		<b>Clerk &amp; Recorder</b>
HOURS		
ANNUAL SALARY		<b>\$35,000.00</b>
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY		<b>Non-Exempt</b>

**REASON FOR CHANGE**

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>NEW HIRE</li> <li><b>REHIRED</b></li> <li>PROMOTION</li> <li>DEMOTION</li> <li>TRANSFER</li> </ul> | <ul style="list-style-type: none"> <li>RESIGNATION</li> <li>RETIREMENT</li> <li>LAYOFF</li> <li>ADMINISTRATIVE LEAVE PAID</li> <li>ADMINISTRATIVE LEAVE UN-PAID</li> </ul> | <ul style="list-style-type: none"> <li>LENGTH OF SERVICE INCREASE</li> <li>REEVALUATION OF CURRENT JOB</li> <li>INTRODUCTORY PERIOD COMPLETED</li> <li>OTHER</li> </ul> |
|---|--|---|

COMMENTS, IF NECESSARY

**Motion to Hire Kevin Archuletea as Administrative Clerk to the Board within the Clerk & Recorder Department with an annual salary of \$35,000.00. Contingent Upon Completion of a CBI Background Check, and Drug Screen with a Negative Result.**

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Elected Official / Department Head      Date

*Angela Wakeman*      02.02.2024  
\_\_\_\_\_  
Human Resources Officer      Date

\_\_\_\_\_  
John Galusha, Chairman      Date

\_\_\_\_\_  
Budget Officer      Date

\_\_\_\_\_  
Date Inputed Into System