

HUERFANO COUNTY

GREEN SHEET/STATUS CHANGE		EFFECTIVE DATE
		12/1/2024
NAME: Sara Ortiz	PAYROLL:	12/20/2024

CHANGE OF ADDRESS/PHONE	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE		Detention Officer
DEPARTMENT		Jail
HOURS		
ANNUAL SALARY		\$38,000.00
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	Non-Exempt	Non-Exempt

REASON FOR CHANGE

<p>NEW HIRE</p> <p>REHIRED</p> <p>PROMOTION</p> <p>DEMOTION</p> <p>TRANSFER</p>	<p>RESIGNATION</p> <p>RETIREMENT</p> <p>LAYOFF</p> <p>ADMINISTRATIVE LEAVE PAID</p> <p>ADMINISTRATIVE LEAVE UN-PAID</p>	<p>LENGTH OF SERVICE INCREASE</p> <p>REEVALUATION OF CURRENT JOB</p> <p>INTRODUCTORY PERIOD COMPLETED</p> <p>OTHER</p>
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COMMENTS, IF NECESSARY

Motion to hire Sara Ortiz as a Detention Officer within the Jail . Contingent upon completion of a CBI background check and negative drug screen.

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 Elected Official / Department Head 11/14/2024
 Date

 Chair, Board of County Commissioners

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 Human Resources Officer 11/14/2024
 Date

 Budget Officer Date