

HUERFANO COUNTY

|                                  |                           |
|----------------------------------|---------------------------|
| <b>GREEN SHEET/STATUS CHANGE</b> | EFFECTIVE DATE            |
|                                  | <b>7/17/2023</b>          |
| NAME: <b>Donald Ortiz</b>        | PAYROLL : <b>8/4/2023</b> |

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

| CHANGE              | FROM<br>(DOES NOT APPLY TO NEW EMPLOYEE) | TO   |
|---------------------|--|--|
| JOB TITLE           |  | <b>Communications Officer / Dispatcher</b> |
| DEPARTMENT          |  | <b>Emergency Services</b>                  |
| HOURS               |  |  |
| ANNUAL SALARY       |  | <b>\$38,000.00</b>                         |
| SEMI-MONTHLY SALARY |  |  |
| HOURLY SALARY       |  |  |
| OTHER SALARY        |  | <b>Non-Exempt</b>                          |

**REASON FOR CHANGE**

- NEW HIRE**
- REHIRED
- PROMOTION
- DEMOTION
- TRANSFER

- RESIGNATION
- RETIREMENT
- LAYOFF
- ADMINISTRATIVE LEAVE PAID
- ADMINISTRATIVE LEAVE UN-PAID

- LENGTH OF SERVICE INCREASE
- REEVALUATION OF CURRENT JOB
- INTRODUCTORY PERIOD COMPLETED
- OTHER

COMMENTS, IF NECESSARY

**Motion to hire Donald Ortiz as a Communications Officer / Dispatcher for the Emergency Services Department with a starting salary of \$38,000.00. Contingent upon completion of a CBI background check, and drug screen with a negative result.**

\_\_\_\_\_  
Elected Official / Department Head      Date

*Angela Wakeman*      7/7/2023  
\_\_\_\_\_  
Human Resources Officer      Date

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

\_\_\_\_\_  
Budget Officer      Date