



HARDIN COUNTY

Courthouse

HARDIN COUNTY COURTHOUSE
1215 EDGINGTON AVE.
ELDORA, IA 50627

HARDIN COUNTY Employee Change of Status Report

Please enter the following change(s) as of 7/1/21
Date

Name: Linn Adams
Address: 1500 Westbury Dr.
Iowa Falls IA 50126
City State Zip Code

Department: Comm. Serv/CICS
Position: Director/Coord. Officer
Salary/Hourly Rate: \$96,000.

Fund: 0010 60 4022 000 10000

Status: Full-time Permanent Part-time Temporary/Seasonal Part-time

Reason of Change:

- Hired
 - Promotion
 - Demotion
 - Pay Increase
 - Leave of Absence
 - Resignation
 - Retirement
 - Layoff
 - Discharge
- Dates

Other: Change in Duties. See attached. Commensurate with compensation of other CICS
Administrative Team in recognition of increased duties and responsibilities. As of 7/1/21 I will now be responsible for
15 counties (added 4) and 19 Service Coordination staff (added 4) plus local staff (21 staff total).

Dates of Employment: 1/1/85 to _____ Last Day of Work _____
From To (if applicable)

Beyond the last day of work, the following vacation time was (or will be paid): _____ to _____
From To

Authorized by: Linn Adams
Elected Official or Department Head

6/25/21
Date

Authorized by: _____
Board of Supervisors

Date

HARDIN COUNTY COMMUNITY SERVICES

1201 14th Avenue

Eldora, Iowa 50627

Phone (641)939-8167 • Fax (641)939-8247

June 25, 2021

To: Hardin County Board of Supervisors

Re: FY 22 Salary Adjustment

Attached is a Change of Status Form for my position as Community Services Director and CICS Coordination Officer. I hope you will consider my increased responsibilities and duties with the CICS expansion and recognize the need to keep my salary in line and commensurate with the other Administrative Team members in reviewing this request. Here are some points I hope you will consider:

- 95% of my salary is covered by the CICS region.
- The requested amount was included and approved in the budget by both your Board and the CICS region.
- The CICS Governing Board had previously recommended adjustments based on the increased responsibilities of the Administrative Team with the addition of 4 new counties.
- With the CICS expansion on 7/1/21 my duties will be expanded to include 4 additional counties, for a total of 15 counties, and supervising 4 additional Service Coordination staff. I will be supervising a total of 21 staff (CICS and local staff).
- The CICS administrative costs for functions performed by our Administrative/Management Team, even with requested adjustments, remains less than most regions.

I have the most seniority and tenure of the Administrative Team and supervise the most staff. I am not requesting to be the top paid. My request, if approved, would place my salary slightly below the average for the Administrative Team. I have attached comparative information that I provided to you on 6/8/21.

Thank you for your consideration.

Sincerely,



Linn Adams

Community Service Director

CICS Coordination Officer

CICS Administrative Team Salary Comparison

Position	FY 21 Salary	FY 22 Salary*
CEO	\$ 88,000	\$ 103,000
Finance Officer	\$ 89,548	\$ 98,000
Planning Officer	\$ 86,000	\$ 96,000
Coordination Officer	\$ 86,000	\$ 96,000
Operations Officer	\$ 85,449	\$ 90,665
FY 22 Average		\$96,733

* based on information acquired over past week