



MEMORANDUM

Date: November 6, 2020

To: Louis Andersen, County Manager

Cc: Mary Ellen Sheppard, Human Resources Director
Angie Woods, Office of Management and Budget Director

From: James Daniels, Communications and Marketing Director

RE: Addition of Position – Video Content Creator

Communications and Marketing are requesting the creation of the Video Content Creator position in Cost Center 3020211.

The role's primary function is to produce, shoot, and edit premium video content aimed at promoting Pinal County, its government services and programs, and enhancing the County's image locally, nationally, and internationally.

The Board of Supervisors approved the requested funding of a Videographer Position in June of 2020 for the 20/21 fiscal year. I am now moving forward with the position approval and require Board of Supervisors' final approval since this is a new position. Once the Board has approved, we will post and hire for the role. The HR approved memo and Job Description are attached.

Cost Center	Position #	Position Master Job Description	Grade	Salary mid-point	Employee Related Expenses (ERE)	Total Salary with ERE
3020211	NEW	Video Content Creator	9	\$58,611	\$11,788	\$70,399

Kind Regards,

James Daniels
Communications and Marketing Director

Communications and Marketing

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