

Anne Britt

14 FEB 20 P2:54

From: Laura Tschabold
Sent: Wednesday, February 05, 2014 4:39 PM
To: Mary Stern; Allen Springer; Kathy George
Cc: Anne Britt
Subject: Request for Increase in Position Authority

Dear Commissioners –

As you know, Sharon Schuur, part time help desk/office coordinator has submitted her resignation from county employment effective February 28th. Currently the help desk is staffed by two part time staff, each working 3 days per week for a total of 1.2 FTE. Murray and I would like to request that the position that Sharon will be vacating be increased to 1.0 FTE so that the help desk will be staffed by 1.6 total FTE – an increase of .40 FTE.

The current staff capabilities are being stretched thin with the work demands of county departments and the office needs of the IS Division. The increased FTE and continuing to have two staff available will be an improvement to the work and coverage that is required for the helpdesk.

I would like to request that the Board consider increasing the 10-17 (I.S. Division) position authority for the Office Coordinator/Helpdesk to 1.6 FTE.

Anne, could you please place this on the agenda as an add-on?

Thanks, Laura

Laura Tschabold, MPA
County Administrator
Yamhill County
434 NE Evans Street
McMinnville, OR 97128
W: 503.434.7501 F: 503.434.7553
Cell: 503.437.5742
tschabol@co.yamhill.or.us



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