



**Yamhill County**  
**Public Works Department**  
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John Phelan  
Director

Roy Panschow  
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Road Master

**MEMORANDUM**  
September 12, 2017

To: Administrator Laura Tschabold  
Commissioner Stan Primozych  
Desiree Lundeen, HR Director  
CC: Crystal Cox, Keri Hinton

From: John F. Phelan, Director

Re: Heavy Equipment Operator

I would like to request the Board's consideration of the following personnel action item:

I would like to reduce the 17/18 fiscal year budgeted number of Medium Equipment Operators (MEO) from four to three. I would like to increase the number of Heavy Equipment Operators (HEO) from five to six.

The reason for this request is that the Public Works Department is utilizing more crew members as HEOs than MEOs, making it so that MEOs are consistently working out of class as HEOs.

Because of this practice, funds are not being expended from the MEO budget line and are available to fund the additional HEO position. There are also funds available from the Utility budget line, meaning there is adequate funding available in the Public Works budget for this revision of crew composition.

Crystal, if there are no questions regarding this request, please place this on the agenda for next week's Board session.

Thank you.

John F. Phelan  
Director, Yamhill County Public Works

Accepted by Yamhill County  
Board of Commissioners on  
9-21-17 by Board Order  
# 17-377