



"Excellence in Service"

Yamhill County Sheriff's Office

Sheriff Tim Svenson

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MEMORANDUM

To: Yamhill County Board of Commissioners
Ken Huffer, County Administrator
Desiree Lundeen, Human Resources Manager

From: Tim Svenson, Sheriff *Tim Svenson*

Date: May 31, 2019

Re: FY1819 Creation of New Position/Positional Authority Transfer – Patrol (010-043)

As you may recall from my presentation to the Board during the 2018-2019 Budget presentation, our office is moving forward with merge of our separate Jail and Patrol Records units to a single unit that will handle all Records functions. This process has been slowed due to space issues that require Capital Improvement funds as well as the loss of two Records Clerks. These delays have provided us with an opportunity to give considerable thought to the needs of the single Records Unit and how best to construct that unit in merging two groups that, while performing clerical functions, are unique unto themselves. Currently, the individual units report to a captain and an administrative sergeant. When they are combined, they will be a total FTE of 9.0; a unit of that size needs an appropriate position to supervise the day-to-day work of the unit. In looking at models across the state and the structure of our office as a whole, we have determined that the most effective approach would be to institute a position of Records Clerk Supervisor, which will report to the Operations Captain. As one of the Records Clerk positions (010-043-404.05) is currently vacant, I am requesting the authority to transfer 1.0 FTE and associated salary amounts from the Records Clerk line to a newly created Records Clerk Supervisor line. The cost difference between a Records Clerk and a Records Clerk Supervisor can be absorbed in the budgetary allocation due to anticipated savings in the Records Clerk line because of vacancies earlier this fiscal year.

Human Resources has reviewed the proposed position description for the Records Clerk Supervisor and approved as proposed. The position will remain a bargaining-unit position and will be placed on the salary table with the Evidence Technician (T670N 08), as this position will take on the back-up evidence technician needs of the office.

The overall FTE for 010-043 will remain the same, as will the overall approved budget authority, but this reallocation will allow us to better serve the citizenry of the county and the agencies within the county and across the state for whom the Records Unit provides valuable and timely service.

Thank you for your consideration of this request.

TS:emw

cc: Justin Hogue, Business Services Director
Mike Barnhart, Finance Manager
Chris Ray, Captain, Operations Division
Jeremy Ruby, Administrative Sergeant, Corrections Division

Accepted by Yamhill County
Board of Commissioners on
6/6/19 by Board Order
19-172