



Yamhill County
Public Works Department
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Justin Hogue
Acting Director

Roy Panschow
Road Supervisor

Russ Heath
Shop Supervisor

Steve Sims
Road Supervisor

MEMORANDUM
July 17, 2019

To: Administrator Ken Huffer
Business Services Director Justin Hogue
Commissioner Casey Kulla
Andrea Paola, Human Resources

From: Russ Heath, Yamhill County Public Works

Re: Request for additional FTE for immediate MEO hire

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

Public Works would like to add one additional FTE for a permanent full-time (benefited YCEA) Medium Equipment Operator (MEO) position, effective immediately. That would increase the department's MEO positions from four to five. The individual would be hired in the \$40,000 range.

I realize this request for position authority requires approval by the Board of Commissioners. The reason for the request is that Public Works has gone through significant transitions in personnel since the budget presentations for FY 2019/20. We have been able to both promote currently employed individuals, and recruit and hire new employees, into vacant positions so that we are close to fully staffing our needs for the road crew in terms of bridge and road maintenance.

However, we have one soon-to-be vacant MEO position and two very qualified Utility workers who have applied for the MEO position. Through much discussion with Administrator Ken Huffer and Business Services Director (Acting Public Works Director) Justin Hogue, about critical maintenance and repair projects that need department attention, we have determined that the department would be best served to promote two Utility workers into two MEO positions and be able to staff an additional Utility position once those promotions occur. The department has the money available in its budget to fund the extra MEO position.

I am available if there are questions regarding this request. Please put this on the Agenda for the Board's next formal session.


Russ Heath
Yamhill County Public Works

Accepted by Yamhill County
Board of Commissioners on
7/25/19 by Board Order
19-259