

# Yamhill County

## DEPARTMENT OF PLANNING AND DEVELOPMENT

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March 11, 2022

### MEMORANDUM

To: Ken Huffer, County Administrator  
Board of Commissioners

From: Ken Friday, Planning Director

Re: **Request for Position Authority**

The employee in our Office Specialist II position recently accepted a job with the City of McMinnville in their Building Department. To attract a wider range of candidates, I am requesting position authority to replace my 1.0 FTE Office Specialist II (Acct. 010-020-402.02) with an additional 1.0 FTE for a Senior Office Specialist (Acct. 010-020-402.03). Although there is a difference in their salary ranges (Range 7 vs. Range 10) there are sufficient funds in Fund 010-020 to support this position through the remainder of fiscal year 2021-2022.

Thank you for your consideration. Please do not hesitate to contact me if you have questions.

Ken Friday  
Planning Director  
Ext 3630

Accepted by Yamhill County  
Board of Commissioners on  
3/17/22 by Board Order  
# 22-84