



Yamhill County
Public Works Department
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Justin Hogue
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Roy Panschow
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Russ Heath
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Road Supervisor

MEMORANDUM

August 16, 2019

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

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:

Public Works would like to add another FTE for a permanent full-time (benefited YCEA) Medium Equipment Operator (MEO) position, effective immediately. That would increase the department's MEO positions from five to six. 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 continues to go through significant personnel adjustments since the budget presentations for FY 2019/20, and is trying to appropriately staff the road crew so as to be able to handle the urgent bridge repair and vegetation control/ditching needs of the county. We recently interviewed employees for promotion into a vacant Heavy Equipment Operator (HEO) position and determined the department would be better served by increasing the number of MEOs rather than filling the HEO position at this time.

Public Works has two very qualified Utility workers who have applied for the MEO position, and it has been determined that moving both of these individuals up to an MEO position, rather than working them out of class, is in the department's best interest. This request has already been discussed with County Administrator, Ken Huffer.

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
8/22/19 by Board Order
19-312