

Yamhill County



Location: 434 NE Evans St, McMinnville • Mailing: 535 NE Fifth St, McMinnville, OR 97128
(503) 434-7501 • Fax (503) 434-7553
TTY (800) 735-2900 • www.co.yamhill.or.us

OFFICE OF COUNTY ADMINISTRATOR

May 5, 2017

LAURA TSCHABOLD
COUNTY ADMINISTRATOR

KEN HUFFER
DEPUTY ADMINISTRATOR

TO: Stan Primozych, Board of Commissioners' Chair and Laura Tschabold, County Administrator.

FROM: Ken Huffer, Deputy County Administrator

SUBJECT: Request for Board of Commissioners' approval to add 0.4 FTE Position Authority in Fund 48 for Help Desk Position and increase current part-time Help Desk position (0.6 FTE) to full-time.

As part of the recent reorganization and merger of the Information Technology (IT) and Telecommunications (Telecom) Divisions, IT Manager Shane Hoffman and I would like to request the addition of 0.4 FTE Help Desk position to Fund 48, effective June 1, 2017.

This additional FTE to Fund 48 is part of the proposed FTE changes for the 2017-18 Budget Year (to be effective July 1, 2017); however, there is an immediate need to make this change in the current budget year. This requested increase in FTE will enhance Tier 1 support for both IT and Telecom support requests.

Upon receipt of Board approval for this request and effective June 1, 2017, a current 0.6 FTE Help Desk position in Fund 10-017 will move from part-time to full-time to fulfill this 0.4 FTE in Fund 48. Total financial impact to Fund 48 is estimated to be \$7716 (including roll-ups) for the 2016-17 budget year, which is well within this year's budget authority.

Should you have any questions or require further information, please let Shane Hoffman or me know.

Sincerely,

Ken Huffer

Accepted by Yamhill County
Board of Commissioners on

5-11-17 by Board Order
17-161