

Keri Hinton

From: Laura Tschabold
Sent: Friday, October 27, 2017 3:34 PM
To: Stan Primozych; Mary Starrett; Rick Olson
Cc: Ken Huffer; Laura Tschabold; Keri Hinton; Desiree Lundeen; Crystal Cox
Subject: Personnel Request
Attachments: Executive Office Specialist

Commissioners, I would like to request an increase of FTE for the Executive Office Specialist position in the Board of Commissioners' Office from .60 FTE to 1.0 FTE. This increase to full time would assist in providing enhanced assistance/coverage to the busy front office and administrative duties for the Board's office and Administration, as well as providing additional, much needed support to Human Resources. I have attached an email memo from Human Resources Manager Desiree Lundeen explaining some of the business needs of HR that could be addressed by this increased FTE. The full time position will also enable us to draw from a larger pool of qualified candidates.

We budgeted \$39,092 for the position this year (including roll-ups). To increase this to full time for the remainder of the year will be an additional \$7,000. For an entire year, the additional total cost would be approximately \$26,061. We will not require additional funding for this request.

Keri, will you please place this on the agenda for next week's Informal Session for the Commissioners' discussion?

Thanks Laura

Laura Tschabold, MPA
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Accepted by Yamhill County
Board of Commissioners on
11-2-17 by Board Order
17-451

Keri Hinton

From: Desiree Lundeen
Sent: Friday, October 27, 2017 3:30 PM
To: Laura Tschabold
Subject: Executive Office Specialist

Laura,

Below are a few of the things that the Human Resources department could use a part time employee to assist with. My ultimate vision would be that a person working two days a week might absorb some of Kathy and Dees more clerical functions so they may assist me in updating and conducting processes associated with hiring, benefits administration, employee separation process, recruitment, and training.

- Personnel File maintenance and organization
- Recruitment File Preparation and/or archiving
- Scanning items to docuware
- Closing of workers comp files
- Assist in entering applicant information into GEMS
- Potentially assist in handbook update project
- Prepare new hire packets
- Assist in purging documents in accordance with current records retention laws

These are just a few things off the cuff that I could imagine them doing. Please note that all of these soft skills and tasks would fall into the current Executive Office Specialists job duties.

Thanks,

Desiree Lundeen
Yamhill County Human Resources Manager
535 NE Evans St.
McMinnville, OR 97128
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