



Brian Van Bergen
Yamhill County Clerk

414 NE Evans St, McMinnville, OR 97128-4607 • Ph. 503.434.7518 • Fax 503.434.7520 • clerk@co.yamhill.or.us

Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

Memorandum

To: Yamhill County Board of Commissioners
From: Brian Van Bergen, Yamhill County Clerk
CC: Laura Tschabold, Ken Huffer, Becky Weaver, Desiree Lundeen, and Keri Hinton
Date: February 22, 2018
RE: Position Authority – Reclassify one SOS into a Program Coordinator

Please consider authorizing the Clerk's office to make the following changes:

1. Reduce number of Senior Office Specialist positions from 3 to 2 FTE (range 10)
2. Create position authority for one full-time permanent position – a Program Coordinator (range 16)

Savings for reducing Senior Office Specialist position from 3 to 2 FTE:

In order to restructure our office in preparation for the potentially imminent retiring of our Chief Deputy County Clerk, we seek authorization to reduce the number of Senior Office Specialist positions by one FTE and add a new position, that of a "Program Coordinator". The first step, reducing our SOS positions from 3 to 2, if made effective by February 28, would:

Reduce our projected employee expenses by **\$26,221.32** (for Mar – June 2018)

*(total annual cost of one of our SOS positions = **\$78,664.00**)*

Position Authority

One of the most significant aspects of our Chief Deputy County Clerk's job is the administering of our voter registration and election tasks. Some of those functions only happen once every four years – during Presidential Elections. Adequately training an internal candidate to fill the position is time consuming. We need to begin training that person now. I propose the creation of a new position called "Program Coordinator – Elections" to begin that training and preparation. Over the course of the next few years, that person would replace much of the work done by our former 2-member "Extra Help" Election Staff. After the transition into replacing our Chief Deputy Clerk, I anticipate this position reverting back to a Senior Office Specialist (or similar).

This new position would be outside of our 2017-18 approved budget authority. It would add:

Additional employee expenses by **\$1,440.75** per month.

A total cost over one of our SOS positions from March – June = **\$5,763.00**

Although this new position is not included in our 2017-18 approved budget authority, the estimated costs of making the transition are within our current budget allocation and should not require additional budget allocations to the Clerk's Office.

B.D. 18-66



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Over the course of an entire fiscal year this change:

Produces additional cost over one of our SOS positions = **\$17,289.00**

Creates savings by shifting "Extra Help" tasks to Prog. Coord. = **-\$7,500.00**

Yields net additional cost estimated to be only = **\$9,789.00**

This new position can fit in our proposed 2018-19 budget without additional budget allocations to the Clerk's Office.

Please consider allowing an immediate cut of Yamhill County Clerk's number of FTE equivalent Senior Office Specialist positions from three to two and allow us to create a new position called "Program Coordinator – Elections".

The detailed breakdown of the GL reductions and additions would be as follows:

Reductions (reducing SOS FET from 3 to 2 from March – June 2018):

010-015-402.03-A001	SENIOR OFFICE SPEC	987
010-015-402.03-A002	SENIOR OFFICE SPEC	9,872
010-015-402.03-A003	SENIOR OFFICE SPEC	3,244
010-015-490.00-A001	MEDICARE TAX	92
010-015-490.00-A002	MEDICARE TAX	43
010-015-490.00-A003	MEDICARE TAX	14
010-015-490.00-A004	MEDICARE TAX	6
010-015-490.00-A009	MEDICARE TAX	49
010-015-491.00-A001	SOCIAL SECURITY	393
010-015-491.00-A002	SOCIAL SECURITY	184
010-015-491.00-A003	SOCIAL SECURITY	61
010-015-491.00-A004	SOCIAL SECURITY	26
010-015-491.00-A009	SOCIAL SECURITY	210
010-015-492.00-A001	RETIREMENT	935
010-015-492.00-A002	RETIREMENT	437
010-015-492.00-A003	RETIREMENT	146
010-015-492.00-A004	RETIREMENT	62
010-015-492.00-A009	RETIREMENT	499
010-015-493.10-A001	MEDICAL INSURANCE	2,516
010-015-493.10-A002	MEDICAL INSURANCE	1,174
010-015-493.10-A003	MEDICAL INSURANCE	391
010-015-493.10-A004	MEDICAL INSURANCE	168
010-015-493.10-A009	MEDICAL INSURANCE	1,342
010-015-493.12-A001	EMPLOYEE ASSISTANCE	49
010-015-493.12-A002	EMPLOYEE ASSISTANCE	23
010-015-493.12-A003	EMPLOYEE ASSISTANCE	8
010-015-493.12-A004	EMPLOYEE ASSISTANCE	3
010-015-493.12-A009	EMPLOYEE ASSISTANCE	26
010-015-493.15-A001	VEBA	180
010-015-493.15-A002	VEBA	84
010-015-493.15-A003	VEBA	28



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010-015-493.15-A004	VEBA	12
010-015-493.15-A009	VEBA	96
010-015-493.20-A001	DENTAL INSURANCE	231
010-015-493.20-A002	DENTAL INSURANCE	108
010-015-493.20-A003	DENTAL INSURANCE	36
010-015-493.20-A004	DENTAL INSURANCE	15
010-015-493.20-A009	DENTAL INSURANCE	123
010-015-493.25-A001	VISION INSURANCE	70
010-015-493.25-A002	VISION INSURANCE	33
010-015-493.25-A003	VISION INSURANCE	11
010-015-493.25-A004	VISION INSURANCE	5
010-015-493.25-A009	VISION INSURANCE	37
010-015-493.31-A001	SHORT TERM DISABILIT	7
010-015-493.31-A002	SHORT TERM DISABILIT	3
010-015-493.31-A003	SHORT TERM DISABILIT	1
010-015-493.31-A004	SHORT TERM DISABILIT	0
010-015-493.31-A009	SHORT TERM DISABILIT	4
010-015-493.40-A001	LIFE INSURANCE	14
010-015-493.40-A002	LIFE INSURANCE	7
010-015-493.40-A003	LIFE INSURANCE	2
010-015-493.40-A004	LIFE INSURANCE	1
010-015-493.40-A009	LIFE INSURANCE	7
010-015-494.00-A001	ACCIDENT INSURANCE	11
010-015-494.00-A002	ACCIDENT INSURANCE	5
010-015-494.00-A003	ACCIDENT INSURANCE	2
010-015-494.00-A004	ACCIDENT INSURANCE	1
010-015-494.00-A009	ACCIDENT INSURANCE	6
010-015-494.80-A001	TIME LOSS RESERVE	13
010-015-494.80-A002	TIME LOSS RESERVE	6
010-015-494.80-A003	TIME LOSS RESERVE	2
010-015-494.80-A004	TIME LOSS RESERVE	1
010-015-494.80-A009	TIME LOSS RESERVE	7
010-015-495.00-A001	UNEMPLOYMENT	19
010-015-495.00-A002	UNEMPLOYMENT	9
010-015-495.00-A003	UNEMPLOYMENT	3
010-015-495.00-A004	UNEMPLOYMENT	1
010-015-495.00-A009	UNEMPLOYMENT	10
010-015-496.00-A001	WORKERS COMP ASSESSM	20
010-015-496.00-A002	WORKERS COMP ASSESSM	9
010-015-496.00-A003	WORKERS COMP ASSESSM	3
010-015-496.00-A004	WORKERS COMP ASSESSM	1
010-015-496.00-A009	WORKERS COMP ASSESSM	11
010-015-499.00-A001	FET/VACATION/SICK	848
010-015-499.00-A002	FET/VACATION/SICK	396
010-015-499.00-A003	FET/VACATION/SICK	132
010-015-499.00-A004	FET/VACATION/SICK	57



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010-015-499.00-A009	FET/VACATION/SICK	452
010-015-499.99-A001	VACATION LIAB. ADJUS	700
010-015-499.99-A002	VACATION LIAB. ADJUS	300
010-015-499.99-A003	VACATION LIAB. ADJUS	170
010-015-499.99-A004	VACATION LIAB. ADJUS	25
010-015-499.99-A009	VACATION LIAB. ADJUS	900

Additions (creating new Program Coordinator for March – June 2018):

010-015-401.24-A001	PROG COORDINATOR - EL	5,302
010-015-401.24-A002	PROG COORDINATOR - EL	3,535
010-015-401.24-A003	PROG COORDINATOR - EL	6,716
010-015-401.24-A004	PROG COORDINATOR - EL	1,237
010-015-401.24-A009	PROG COORDINATOR - EL	884
010-015-490.00-A001	MEDICARE TAX	115
010-015-490.00-A002	MEDICARE TAX	54
010-015-490.00-A003	MEDICARE TAX	18
010-015-490.00-A004	MEDICARE TAX	8
010-015-490.00-A009	MEDICARE TAX	62
010-015-491.00-A001	SOCIAL SECURITY	493
010-015-491.00-A002	SOCIAL SECURITY	230
010-015-491.00-A003	SOCIAL SECURITY	77
010-015-491.00-A004	SOCIAL SECURITY	33
010-015-491.00-A009	SOCIAL SECURITY	263
010-015-492.00-A001	RETIREMENT	1,788
010-015-492.00-A002	RETIREMENT	834
010-015-492.00-A003	RETIREMENT	278
010-015-492.00-A004	RETIREMENT	119
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010-015-493.31-A004	SHORT TERM DISABILIT	1
010-015-493.31-A009	SHORT TERM DISABILIT	5
010-015-493.40	LIFE INSURANCE	0
010-015-493.40-A001	LIFE INSURANCE	14
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010-015-499.00-A009	FET/VACATION/SICK	452
010-015-499.99-A001	VACATION LIAB. ADJUS	700



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010-015-499.99-A009	VACATION LIAB. ADJUS	900

Respectfully submitted,

Brian Van Bergen
Yamhill County Clerk

Accepted by Yamhill County
Board of Commissioners on
3/1/18 by Board Order
18-66



WORKING TITLE: PROGRAM COORDINATOR - ELECTIONS	CLASSIFICATION: PROGRAM COORDINATOR
DEPARTMENT: VARIES	DIVISION: CLERK'S OFFICE
PAY RANGE: OPEU 16	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: JANUARY 2018

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Coordinates the planning and implementation of key programs within the County Clerk's Office; consults with other public and private entities in development of facilities and programs; assists the County Clerk in budget preparation; provides training programs to department staff and other agencies; assists community agencies in preparation of applications for local, state, and federal financing of programs and services.

SUPERVISION RECEIVED:

Works under supervision of the Chief Deputy County Clerk.

SUPERVISION EXERCISED:

May supervise volunteers, and Election Board Workers as necessary and may provide direction and supervision for professional and clerical staff in a program area.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Coordinates elections, including assessment and evaluation of supplied content from voters, candidates, and agencies, completing reports and data management.
 - Receives candidate filings and files according to law.
 - Reviews the validity of initiative, referendum, recall, and candidacy petitions.
 - Oversees voter registration, absentee voter maintenance, and election set-up procedures.
 - Processes absentee ballot applications, including the mailing of ballots, the maintenance of records of ballots mailed and received, the retrieval of ballots at drop sites for each election.
 - Verification of ballot signatures, reviews tally sheets, posts election results to the County's website and Secretary of State's website, and certifies election results to the Secretary of State.
 - Invoices appropriate Special Districts for elections costs.
- Coordinates annual BoPTA program, including assessment and evaluation of supplied content from property owners and their representatives and completion of hearing agendas and Board Orders.
- Coordinates studies and assessment of community needs and available resources to meet the needs of citizens and property owners.
- Develops programs to meet identified needs and advises the department director of program staffing and budget needs.

Exhibit A

- Designs program objectives and recommends methods of evaluation of success in meeting the objectives.
- Monitors progress of candidates and agencies through various steps throughout the election process.
- Directs election and BoPTA program activities.
- Develops and provides training for department staff, volunteers, Election Board Workers, and other persons related to elections and all other functions of the County Clerk's Office.
 - Answers questions from the general public, special districts and candidates regarding election laws and procedures. Provides information on changes in laws and directives from the office of the Oregon Secretary of State.
 - Serves as liaison between the elections portion of the office and data processing services in the development and maintenance of computerized election and voter registration systems.
 - Processes requests for voter files.
 - Collects fees for services.
- Issues and processes returned marriage and domestic partnership licenses and submits them to the State.
- Performs recordation functions of screening, recording, and scanning documents as needed. Assists public in records retrieval as needed.
- Reviews and accepts passport applications and submits them to the Passport Agency.
- Performs other professional duties as required by the department director.

JOB SPECIFICATION

KNOWLEDGE OF:

- Local, State, and Federal laws, statutes, administrative rules, and policies governing the department's operations.
- Supervisory principles and practices
- General office management principles and practices, including record keeping, records retention, spelling, punctuation, capitalization, word usage, and proper sentence construction of the English language.
- Principles and concepts appropriate to serve department stakeholders

SKILL IN:

- Communicating, both orally and in writing.
- Preparing accurate reports.
- Preparing ballot content.
- Preparing voters' pamphlet content.
- Proofing work personally performed and work done by others.
- Operation of office equipment relevant to the area of assignment.

ABILITY TO:

- Supervise and constructively evaluate performance of supervisees.
- Develop and maintain effective working relationships with other employees.
- Translate program needs into budget form.
- Analyze and diagnose the needs of citizens.
- Plan and organize large-scale and complex activities making decisions independently while in accordance with established policy, statutes, and laws.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from an accredited college or university with major course work in a field related to the work of the department. Two years of work experience in the same or related field; a satisfactory equivalent combination of experience and training assuring the ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Must successfully pass a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 40 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.