



Yamhill County Department of Community Justice

615 E. Sixth Street, McMinnville, Oregon 97128 · Phone: 503-434-7513 · Fax: 503-472-5216

Date: 12/20/2019

To: Yamhill County Board of Commissioners

From: Jessica Beach, Department of Community Justice (DCJ) Director

Re: Add 1.0 FTE DCJ Position Management Authority

I would like to request board consideration to change current position management authority within the DCJ approved 2019-20 budget 21-45. Due to the current situation with the state-wide community correction budget, I have made the difficult decision to keep the 14th Parole and Probation Officer FTE vacant until possible budget resolution in the upcoming short session. The addition of a Probation Officer Aide would greatly assist our officers with workload demands pending the filling of the PO FTE assuming the state-wide budget improves. We currently have an open recruitment for another vacant Probation Officer Aide position and have several promising candidates to selection from.

If approved, the cost of this FTE is approximately \$61,370 pending a February hire date. This cost to the budget can be absorbed due to several current FTE vacancies in the 21-45 budget.

In conclusion, I would like to request the following change:

Add 1.0 FTE of Probation Officer Aide to the DCJ 21-45 budget.

Thank you for your consideration of this matter. Please let me know if you have any questions.

Accepted by Yamhill County
Board of Commissioners on
01/02/20 by Board Order
20-04