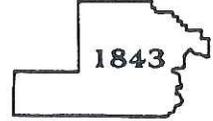


# Yamhill County



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

**KENNETH HUFFER**  
COUNTY ADMINISTRATOR

**JUSTIN HOGUE**  
BUSINESS SERVICES DIRECTOR

**DATE:** October 11, 2021  
**TO:** Yamhill County Board of Commissioners and Ken Huffer, County Administrator  
**FROM:** Justin Hogue, Business Services Director  
**SUBJECT:** Request for Position Authority

I am requesting position authority, 0.5 FTE, in Fund 010-010 and 0.5 FTE in Fund 080-038 for a Human Resources Director position. If approved, the 0.5 FTE in Fund 010-010 and Fund 080-038 would replace the FTE set aside in each of those funds for the Human Resources Manager position. I am also requesting that the Human Resources Director position be placed on the Non-Bargaining Yamhill County Management Salary Table as a range 29, which is the same range as other positions with comparable responsibility and technical expertise such as Financial Manager and Program Manager 4. Although the Human Resources Manager position was a salary range 26, there are sufficient funds in Fund 010-010 and 080-038 to support this position through the remainder of fiscal year 2021-2022, primarily due to the vacancy savings experienced experience within those funds.

Thank you for your consideration.

Justin Hogue  
Business Services Director

Accepted by Yamhill County  
Board of Commissioners on  
10/14/21 by Board Order  
# 21-419