



Yamhill County Department of Community Justice

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Date: 10/19/2021

To: Yamhill County Administration

From: Jessica Beach, Yamhill County Department of Community Justice (YCDCJ) Director

Re: Increase .8 FTE to .2 FTE Juvenile Probation Officer (PO) II to equal 1 full-time FTE

In May of 2021, the Board approved the employee-requested change of a PO II position from 1 FTE to .8 FTE that came into effect as of the 5/24/21 pay period. This PO II position is now vacant and we are in the process of recruiting a replacement for the staff who recently left employment with the county on 9/30/21 to pursue another career. Recruitment for a .8 FTE oftentimes proves difficult as most potential candidates are seeking a full-time position and our operational needs would be better met by a full-time position. The additional cost of the .2 PO II FTE from December 2021 (estimated hire date) through June of 2022 is \$9121.73 which is supported in the currently approved 2021-22 Yamhill County Budget. Furthermore, we plan to fill the position with a PO I, an entry level position, as opposed to a PO II, which will provide some cost savings as will the current vacancy.

Please let me know if you have any questions.

Thank you for your consideration.

Accepted by Yamhill County
Board of Commissioners on
10/28/21 by Board Order
21-440