



"Excellence in Service"

Yamhill County Sheriff's Office

Sheriff Tim Svenson

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MEMORANDUM

To: Yamhill County Board of Commissioners
Ken Huffer, County Administrator
Patricia Rojas, Human Resources Manager

From: Tim Svenson, Sheriff 

Date: January 7, 2022

Re: FY2122 Creation of New Position/Positional Authority Transfer – Jail (010-041)

In 2019, the Board approved the creation of the Records Clerk Supervisor position (BO 19-172) utilizing an open Records Clerk line and retaining its represented status. After nearly two full years of this position being occupied and the Records merge process moving forward, we are now ready to move to the next phase, which includes the reverting of the Records Clerk Supervisor line back to a Records Clerk and the reclassification of one certified managerial position into a non-certified managerial position.

As noted in the approved position description, this new position, Support Services Manager (Program Manager IV), will be responsible for the combined Records units in both Patrol (010-043) and Jail (010-41), as well as managing the Evidence and Civil services units. Given the scope of this responsibility, we consider this position to be equivalent to a non-certified sergeant position. As such, we are requesting that one of the vacant sergeant positions in the Jail be reclassified for this position in the current fiscal year. This position will then be built into the FY2223 budget and will be reallocated to a 50/50 split between divisions. I am requesting the authority to transfer 1.0 FTE and associated salary amounts to a newly created Support Services Manager line from the Corrections Sergeant line (010-041-401.14). In addition, I am requesting that the Records Clerk Supervisor position in each budget (010-04#-404.07) be returned to Records Clerk (010-04#-404.05) by transfer of FTE and positional authority.

Human Resources has reviewed the proposed position description for the Support Services Manager (Program Manager IV) and approved as proposed. The position will be a non-represented position and will be placed on the Sheriff's Management Salary Table at two ranges below the certified sergeant positions (SFMGT 14).

The overall FTEs for 010-041 and 010-43 will remain the same, as will the overall approved budget authority, but this reallocation will allow us to better serve the citizenry of the county and the agencies within the county and across the state for whom the Records Unit provides valuable and timely service.

Thank you for your consideration of this request.

TS:emw

cc: Justin Hogue, Business Services Director
Mike Barnhart, Finance Manager
Chris Ray, Captain, Operations Division
Jeremy Ruby, Captain, Corrections Division

Accepted by Yamhill County
Board of Commissioners on
1/13/22 by Board Order
22-16