



# Yamhill County Sheriff's Office

*Sheriff Tim Svenson*

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"Excellence in Service"

## MEMORANDUM

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

From: Tim Svenson, Sheriff 

Date: April 27, 2023

Re: FY22-23 Positional Authority Transfer – Patrol (110-4510043)

With the impending resignation of our non-certified Civil Deputy staff member on April 28, 2023, I am requesting a change in the FTE position authority for 110-4510043-40404-0000-000-00000 Civil Deputy and 110-4510043-40405-0000-000-00000 Records Clerk effective this fiscal year.

After a review of the Enforcement Division operational needs specific to the Support Services and Civil units, we have determined that a return to the Records Clerk position for this work is the most appropriate, both fiscally and operationally. As you may be aware, we reallocated the Records Clerk position to a non-certified Civil Deputy position in FY1819 in an attempt to create efficiencies, but it has not provided us the level of benefit we expected. This Records Clerk position will not be out in the field serving papers but will support the Enforcement Deputy assigned to Civil, as well as other Enforcement Deputies, by handling the data entry, correspondence, and billing associated with Civil paperwork.

Therefore, I am requesting that the non-certified Civil Deputy position be eliminated, and the FTE for the Records Clerk line be increased by 1.0 FTE. I am also requesting the remaining associated salary amounts be reallocated from the Civil Deputy line into the Records Clerk line. We will see a savings initially from this reallocation, which will be applied to the Ending Balance for FY22-23.

The overall FTE for 110-4510043 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 Civil and Support Services units provide valuable and timely service.

Thank you for your consideration of this request.

TS:emw

cc: Justin Hogue, Deputy County Administrator  
Mike Barnhart, Finance Manager  
Brandon Bowdle, Undersheriff  
Sam Elliott, Enforcement Captain

Accepted by Yamhill County  
Board of Commissioners on  
5.4.23 by Board Order  
# BO 23-170