

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Umatilla County Community Justice Department

PROGRAM: Umatilla County Community Corrections

SUBJECT: System Specialist I/II recruitment/double fill

<p>Background:</p> <ul style="list-style-type: none"> • Effective April 29th, Geri Burrow will retire from Community Corrections after 23 years of service. Community Corrections would like to advertise to fill the vacating Service Specialist I/II position and if a qualified applicant can start in time, double fill for training purposes. 	<p>(X) <u>ACTION REQUESTED:</u></p> <p>Respectfully requesting approval</p> <ul style="list-style-type: none"> • Advertise and recruit a system specialist I/II position and double fill if possible.
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ATTACHMENT: none.

Date: (3/8/2022)

Submitted By: (Dale Primmer)



*****For Internal Use Only*****

Checkoffs:

- () Exec. Asst.
- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

Scheduled for meeting on: March 16, 2022

Action taken:

Follow-up: