

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Umatilla County Public Works Department

PROGRAM: Public Works

SUBJECT: Classification Adjustment

<p>Background:</p> <p>In anticipation of retirements, Public Works would like to take this opportunity to assess needs and reclassify and refill the Shop Foreman position to a Mechanic II position effective July 1, 2022.</p> <p>Permission is also sought to double fill the Shop Foreman position with a Mechanic II if the position is able to be filled for the month of June.</p>	<p>(X) <u>ACTION REQUESTED:</u></p> <p>Approve reclassification of Shop Foreman position effective July 1, 2022 to a Mechanic II position and allow for double fill of this role at the appropriate level for the month of June 2022.</p>

ATTACHMENT: none.

Date: (5/18/2022)

*****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:
Tom Fellows; Jennifer Blake

Needed at Meeting:

PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

Scheduled for meeting on: May 24, 2022

Action taken:

Follow-up: