



KLAMATH COUNTY
Human Resources

To: Board of County Commissioners
From: Amanda Van Riper
Human Resources Director

Date: June 29, 2021

Re: **Department Request – Emergency Management FTE Increase**

Date Scheduled for Administrative Meeting: June 29, 2021

On behalf of Brandon Fowler, Emergency Manager, we are seeking your approval to increase Stacey Todd, From a part time employee to a full-time (1 FTE) employee.

The department has budgeted for the FTE increase in the coming fiscal year. The request is being made due to an increased work load in the Emergency Management Department.

In addition to the FTE increase, we are also asking that Stacey be moved from a UH18 Step 1(\$17.75), to a UH18 Step 3(\$19.34). When Ms. Todd’s review was completed, the request to provide Ms. Todd with a step increase was missed. Because of this error we are asking that she be moved to Step 3 on July 1.

There will be no change in Ms. Todd’s seniority date and the department has the money in their budget.

Suggested Motion: Hereby move to approve the request increase Ms. Todd to a 1.0 FTE and move her to a UH 18 Step 3 as outlined above:

Chair
Approved
Disapproved

Commissioner
Approved
Disapproved

Commissioner
Approved
Disapproved

Date

Date

Date