



**KLAMATH COUNTY  
Human Resources**

To: Board of County Commissioners

From: Amanda Van Riper  
Human Resources Director

Date: August 8, 2023

Re: Department Request – Grants FTE Increase

**Date Scheduled for Administrative Meeting: August 8, 2023**

On behalf of Vickie Noel, Finance Director, we are seeking your approval to create a 1.0 FTE Grants Project Coordinator under the Grant Management Department.

This position will be responsible for assisting the Grant Manager and the main focus will be coordinating the Domestic Well Grant. Due to the large volume of work that the Grant Manager is overseeing, there is a need for assistance to ensure that all business matters are handled timely and appropriately.

This position will be paid at the UH22 paygrade (\$23.31 - \$30.33). The department does not have the money in their budget for this position.

**Suggested Motion:** Hereby motion to approve the request to create a 1.0 FTE Grants Project Coordinator as outlined above:

\_\_\_\_\_  
Chair

Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

\_\_\_\_\_  
Date