

FROM (DEPT/ DIVISION): Umatilla County Community Justice

PROGRAM: Juvenile Division

SUBJECT: Reclassification of positions

<p>Background:</p> <p>Proposal to reclassify 2 of the 4 vacant Probation Counselor positions as follows.</p> <p>1) Probation Counselor to a Probation Counselor Assistant. 2) Probation Counselor to an Office Assistant III.</p> <p>*The proposed reclassifications will result in a reduction of costs to the General Fund</p>	<p>(X) <u>ACTION REQUESTED:</u></p> <p>Approve the reclassification of 2 probation counselor positions to</p> <p>1) Probation Counselor Assistant position and 2) Office Assistant III position</p>
--	--

ATTACHMENTS: N/A

Date: 04.12.2022 Submitted By: Digna Moreno

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

Checkoffs:

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

To be notified of Meeting:

Digna Moreno

Needed at Meeting:

PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

Scheduled for meeting on: April 19, 2022

Action taken:

Follow-up: