

# AGENDA REQUEST FORM

**Return completed form and complete agenda item to the Clerk of the Board  
Yakima County Commissioners' Office, Room 232**

Prepared by:  
Doris Diaz and Judy Kendall

Department: Human Resources

Requested Agenda Date: 09/19/2023

Presenting: Judy Kendall

*Board of County Commissioners Record Assigned*

#  
**225-2023**

APPROVED FOR AGENDA:

Consent       Regular  
*Board of County Commissioners Determined*

Document Title:  
**IN THE MATTER OF ADDITIONS/DELETIONS TO BUDGETED POSITION IN DEPT. 410, PROSECUTING ATTORNEY; DEPT. 420, CLERK'S OFFICE**

Action Requested: *Check Applicable Box*

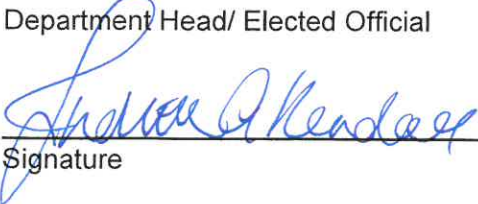
PASS RESOLUTION       EXECUTE or AMEND **AGREEMENT** CONTRACT or GRANT  
 ISSUE PROCLAMATION    PASS ORDINANCE    OTHER \_\_\_\_\_

Describe Fiscal Impact:  
The changes will be funded from existing department budget levels for 2023.

Background Information:  
The position change requests are based on the budgeting and staffing needs of the respective departments.

Summary & Recommendation:  
HR recommends approval of the above.

Motion:  
\_\_\_\_\_

Department Head/ Elected Official  
  
Signature

**AGREEMENT** Attached Is Approved as to Form  
Corporate Counsel Initial \_\_\_\_\_

*Late Agenda Requests Require BOCC Chairman Signature:*  
\_\_\_\_\_

**BOARD OF YAKIMA COUNTY COMMISSIONERS  
RESOLUTION**

**IN THE MATTER OF ADDITIONS/DELETIONS  
TO BUDGETED POSITION IN DEPT. 410,  
PROSECUTING ATTORNEY’S, AND DEPT. 420,  
CLERK’S OFFICE;**

**22 5 - 2 0 2 3**

**WHEREAS**, the Board of Yakima County Commissioners has approved the request to change Position No. 410-72, Office Specialist II (B22), from FTE 100% to 60%, in Dept. 410, Prosecuting Attorney’s; reclassify one (1) Position No. 420-35, Financial Specialist I (B21), to Financial Specialist II (B22) in Fund 420, Clerk’s Office; effective September 01, 2023; **now, therefore,**

**BE IT HEREBY RESOLVED** by the Board of Yakima County Commissioners that the following position be, and hereby is, added, deleted, and/or modified as follows:

<b>FUND/DEPT</b>	<b>POS</b>	<b>FROM (TITLE)</b>	<b>RANGE</b>	<b>TO (TITLE)</b>	<b>RANGE</b>
410 Prosecuting Attny	410-72	Office Specialist II, FTE 100%	(B22)	Office Specialist II, FTE 60%	(B22)
420 Clerk’s	420-35	Financial Specialist I	(B21)	Financial Specialist II	(B22)

**BE IT FURTHER RESOLVED** that the change shall be effective on the date indicated above and the Human Resources Department, County Auditor, and other affected departments be, and hereby are, directed to implement the terms of this resolution.

**DONE** this 19th day of September 2023.

*Attest:*

\_\_\_\_\_  
LaDon Linde, Chair

\_\_\_\_\_  
Julie Lawrence, Clerk of the Board *or*  
Erin Franklin, Deputy Clerk of the Board

\_\_\_\_\_  
Amanda McKinney, Commissioner

\_\_\_\_\_  
Kyle Curtis, Commissioner  
*Constituting the Board of County Commissioners  
for Yakima County, Washington*