

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 1/29/2020	PREPARED BY: Carlee Nave
Meeting Date Requested: 2/11/2020	PRESENTED BY: Carlee Nave
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Position Changes Approved with the 2020 Budget	
FISCAL IMPACT: \$49,392 (2020 Budgeted Expense) <ul style="list-style-type: none">• Deputies (2 positions for ½ year) = \$113,257• PA Office Administrator/Child Support Director reclassification = \$4,959• HR Specialist = \$65,288• HR Assistant = (\$75,665)• HR Coordinator = (\$58,447)	
BACKGROUND: <p>Historically, personnel changes approved in the budget process were not memorialized except in the published budget. With the introduction of the ONESolution financial software system for budgeting, positions no longer were assigned their own line item in the budget, making it difficult to determine what personnel changes were authorized.</p> <p>In 2019, the Board approved an update to the Franklin County Salary Administration and Compensation Review Policy directing “HR will document any changes made during the budget process in one Resolution to follow adoption of the budget each year.” The purpose of this Resolution is to restate the changes approved in the budget and also to serve as an annual reference for basic information for all County positions, as approved in the budget, in one place.</p> <p>Today's action does not approve anything new, rather restates action already taken by the Board to aid in administration.</p>	
RECOMMENDATION: Adopt the resolution as presented, restating the positions approved for 2020.	
COORDINATION: HR received the approved personnel changes information from M Stein, Accounting Assistant III and drafted the resolution along with the 2020 Position Listing. M Stein reviewed the listing for accuracy to the budget.	
ATTACHMENTS: (Documents you are submitting to the Board) <ol style="list-style-type: none">1. Resolution2. Franklin County Position Listing – January 2020	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) Thomas Westerman	

I certify the above information is accurate and complete.

Carlee Nave Carlee Nave, HR Director

FRANKLIN COUNTY RESOLUTION _____

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

POSITION CHANGES APPROVED WITH THE 2020 BUDGET

WHEREAS, resolution 2019-286 adopted the Franklin County Salary Administration and Compensation Review Policy; and

WHEREAS, the Salary Administration and Compensation Review Policy requires that Human Resources document any position changes approved during the budget process in one resolution following adoption of the budget; and

WHEREAS, resolution 2019-397 approved the Franklin County Current Expense Budget; and

WHEREAS, resolution 2019-398 approved the Franklin County Miscellaneous Funds Budget; and

WHEREAS, the purpose of this resolution is to provide a consistency of record documenting all position changes via resolution; and

WHEREAS, the Board of Franklin County Commissioners deem this request to be in the best interest of the County.

NOW, THEREFORE IT IS HEREBY RESOLVED the Board of Franklin County Commissioners restates the following position changes, effective January 1, 2020, as approved with the adoption of the 2020 budget and reflected in the attached position listing:

Prosecuting Attorney – 101480

Placement of the Office Administrator position, non-bargaining, exempt, at Grade 19 of the *Franklin County 8 Hour Non-Bargaining Seven Step Matrix* (previously Grade 18).

Sheriff – 101520

Addition of two Sheriff's Deputies on July 1, 2020 (new total budget of 20 FTE).

Human Resources – 101685

Creation of Human Resources Specialist position, non-bargaining, non-exempt, at Grade 14 of the *Franklin County 8 Hour Non-Bargaining Seven Step Matrix*.

Elimination of the Human Resources Coordinator position.

Elimination of the Human Resources Assistant position.

DATED this _____ day of _____, 2020.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

ATTEST:

Member

Clerk of the Board

FRANKLIN COUNTY POSITIONS BUDGET AS OF 1/1/2020

Location	Position	Long Description	Hours/Day	Hours/Week	Approved FTE	Bargaining Unit	Division	Salary Schedule	Grade
1020	1020OFFMGR	OFFICE MANAGER	7.5	37.5	1	CH75	ADMIN	CTHS	14
1020	1020PTPSSP	PROGRAM SUPPORT SPECIALIST	7	35	0.93	CH75	ADMIN	CTHS	12
1040	1040APPRAI	REAL PROPERTY APPRAISER I	7.5	37.5	2	APPRAISE	ASSR	APPR	14
1040	1040APPRII	REAL PROPERTY APPRAISER II	7.5	37.5	2	APPRAISE	ASSR	APPR	16
1040	1040CDASES	CHIEF DEPUTY ASSESSOR	7.5	37.5	1	NB75	ASSR	NB75	18
1040	1040CHAPPR	CHIEF APPRAISER	7.5	37.5	1	NB75	ASSR	NB75	19
1040	1040GTCART	GIS TECH - CARTOGRAPHER	7.5	37.5	1	CH75	ASSR	CTHS	16
1040	1040PPAUDA	PERSONAL PROP AUDITOR APPR	7.5	37.5	1	CH75	ASSR	CTHS	14
1040	1040SPSPEC	SALES AND PERMIT SPECIALIST	7.5	37.5	1	CH75	ASSR	CTHS	14
1060	1060ACTAS2	ACCOUNTING ASSISTANT II	7.5	37.5	2	CH75	AUDT	CTHS	13
1060	1060ACTAS3	ACCOUNTING ASSISTANT III	7.5	37.5	2	CH75	AUDT	CTHS	14
1060	1060ACTSUP	ACCOUNTING SUPERVISOR	8	40	1	NB8	AUDT	NB80	19
1060	1060ADMAST	ADMINISTRATIVE ASSISTANT	8	40	1	NB8	AUDT	NB80	16
1060	1060CSSPCI	CUSTOMER SERVICE SPECIALIST I	7.5	37.5	0	CH75	AUDT	CTHS	11
1060	1060CSSPII	CUSTOMER SERVICE SPECIALIST II	7.5	37.5	4	CH75	AUDT	CTHS	12
1060	1060DIRAUD	DIRECTOR OF AUDIT SERVICES	8	40	1	NB8	AUDT	NB80	20
1060	1060DIRFIN	DIRECTOR OF FINANCE	8	40	1	NB8	AUDT	NB80	20
1060	1060FSYANL	FINANCIAL SYSTEMS ANALYST	5.5	27.5	0.75	OTHER NB	AUDT	NB75	16
1080	1080LICLED	LICENSING LEAD	7.5	37.5	1	CH75	AUDT	CTHS	13
1090	1090ELEAST	ELECTIONS ASSISTANT	7.5	37.5	2	CH75	AUDT	CTHS	13
1090	1090ELECAD	ELECTIONS ADMINISTRATOR	8	40	1	NB8	AUDT	NB80	16
1130	1130ADMAST	ADMINISTRATIVE ASSISTANT	8	40	1	NB8	ADMIN	NB80	15
1130	1130BDINI	BUILDING INSPECTOR II	7.5	37.5	1	NB75	ADMIN	NB75	16
1130	1130BLDICE	BUILDING INSPECTOR I	7.5	37.5	1	NB75	ADMIN	NB75	15
1130	1130BLDOFF	BUILDING OFFICIAL	8	40	1	NB8	ADMIN	NB80	19
1130	1130OFFAST	OFFICE ASSISTANT	7.5	37.5	2	CH75	ADMIN	CTHS	12
1130	1130PLBDR	PLANNING BUILDING DIRECTOR	8	40	1	NB8	ADMIN	NB80	21
1130	1130PLNDR1	PLANNER 1	7.5	37.5	1	NB75	ADMIN	NB75	15
1160	1160CDCLRK	CHIEF DEPUTY CLERK	8	40	1	NB8	CLER	NB80	18
1160	1160DCL2CL	DPTY CLERK LPA II COLLECTIONS	7.5	37.5	1	CH75	CLER	CTHS	13
1160	1160DCLPA2	LPA II DEPUTY CLERK	7.5	37.5	9	CH75	CLER	CTHS	13
1160	1160FINMGR	CLERK'S FINANCIAL MANAGER	8	40	1	NB8	CLER	NB80	15
1160	1160JUCOLO	CLERK'S COLLECTIONS OFFICER	7.5	37.5	1	CH75	CLER	CTHS	14
1160	1160JURMGR	JURY MANAGER/JUVENILE SUP.	7.5	37.5	1	CH75	CLER	CTHS	15
1160	1160RCLKPT	PART TIME RECORDS CLERK LPA I	3.75	18.75	0.5	OTHER NB	CLER	NB75	11
1180	1180ADASST	NON-EXEMPT ADMIN ASSIST	7.5	37.5	1	NB75	ADMIN	NB75	14
1200	1200FACDIR	FACILITIES DIRECTOR	8	40	1	NB8	ADMIN	NB80	19
1200	1200FGCORD	FAC & GROUNDS COORDINATOR	7.5	37.5	1	NB75	ADMIN	NB75	14
1200	1200FMTTEC	FACILITIES MAINTENANCE TECH	7.5	37.5	2	NB75	ADMIN	NB75	13
1200	1200SEASGK	SEASONAL GROUNDSKEEPER	5	25	0.5	OTHER NB	ADMIN	NB75	10
1220	1220CDCORN	CHIEF DEPUTY CORONER	8	40	1	NB8	CORN	NB80	17
1260	1260ADASST	DC ADMINISTRATIVE ASSISTANT	7.5	37.5	1	NB75	DCRT	NB75	15

FRANKLIN COUNTY POSITIONS BUDGET AS OF 1/1/2020

1260	1260CRMCK2	CRIMINAL CLERK II	7.5	37.5	1	CH75	DCRT	CTHS	13
1260	1260CTADPB	COURT ADMIN/PROBATION DIRECTOR	8	40	1	NB8	DCRT	NB80	19
1260	1260DCCLRK	DISTRICT COURT CLERK	7.5	37.5	2	CH75	DCRT	CTHS	12
1260	1260LPSUPV	LEGAL PROCESS SUPERVISOR	7.5	37.5	1	NB75	DCRT	NB75	14
1270	1270PRBCLK	PROBATION COMPLIANCE CLERK	7.5	37.5	1	CH75	DCRT	CTHS	13
1270	1270PRBOFC	PROBATION OFFICER	7.5	37.5	1	NB75	DCRT	NB75	17
1350	1350ASSTDR	ASSISTANT DIRECTOR	8	40	1	NB8	ADMIN	NB80	20
1350	1350COMENG	COMMUNICATIONS ENGINEER	8	40	1	NB8	ADMIN	NB80	19
1350	1350GISMGR	GIS MANAGER	8	40	1	NB8	ADMIN	NB80	17
1350	1350ISCORD	INFO SERVICES COORDINATOR	7.5	37.5	1	CH75	ADMIN	CTHS	14
1350	1350ISDRCT	INFORMATION SERVICES DIRECTOR	8	40	1	NB8	ADMIN	NB80	21
1350	1350NTWRK2	NETWORK ANALYST II	8	40	3	NB8	ADMIN	NB80	17
1350	1350OFFAST	OFFICE ASSISTANT	4	20	0.53	OTHER NB	ADMIN	NB75	13
1350	1350SYSANL	SYSTEMS ANALYST	8	40	1	NB8	ADMIN	NB80	18
1480	1480CDPROS	CHIEF DEPUTY PROSECUTING ATTNY	8	40	2	NB8	PROS	NB80	22
1480	1480CONSEC	CONFIDENTIAL SECRETARY	7.5	37.5	1	NB75	PROS	NB75	14
1480	1480DEPPA2	DEPUTY PROSECUTING ATTORNEY II	8	40	6	NB8	PROS	NB80	20
1480	1480LGSEC3	LEGAL SECRETARY III	7.5	37.5	6	CH75	PROS	CTHS	13
1480	1480FCADM	OFFICE ADMIN/CHILD SUPPORT DIR	8	40	1	NB8	PROS	NB80	19
1480	1480SNRDPA	SENIOR DEPUTY PROSEC ATTORNEY	8	40	2	NB8	PROS	NB80	21
1480	1480SYSADM	SYSTEMS ADMINISTRATOR	7.5	37.5	1	CH75	PROS	CTHS	15
1500	1500INVEST	INVESTIGATOR	8	40	1	NB8	PROS	NB80	14
1500	1500LGSEC3	LEGAL SECRETARY III	7.5	37.5	3	CH75	PROS	CTHS	13
1500	1500LGSEC4	LEGAL SECRETARY IV	7.5	37.5	1	CH75	PROS	CTHS	14
1500	1500SNRDPA	SENIOR DEPUTY PROSEC ATTORNEY	8	40	1	NB8	PROS	NB80	21
1520	1520CMMDR	LAW ENFORCEMENT COMMANDER	8	40	1	NB8	SHER	SHOF	SHOF
1520	1520CPTCIV	CAPTAIN - CIVIL	8	40	1	NB8	SHER	SHOF	SHOF
1520	1520SERGNT	SERGEANT	8	40	5	DEPUTIES	SHER	DPTY	SERG
1520	1520SHRDEP	SHERIFF'S DEPUTY	8	40	18 (20 on 7/1/2020)	DEPUTIES	SHER	DPTY	DPTY
1520	1520SHSUPP	SHERIFF'S SUPPORT SPECIALIST	8	40	2	SHERSUPP	SHER	SHSS	13
1540	1540COMMDR	CORRECTIONS ADMINISTRATOR	8	40	1	NB8	SHER	SHOF	SHOF
1540	1540CORCOR	CORRECTIONS CORPORAL	8	40	5	CORRECT	SHER	CORR	CORP
1540	1540CORDEP	CORRECTIONS DEPUTY	8	40	36	CORRECT	SHER	CORR	DPTY
1540	1540CORMTC	CORRECTIONS MAINTENANCE TECH	7.5	37.5	2	NB75	SHER	NB75	13
1540	1540CORRLT	CORRECTIONS LIEUTENANT	8	40	2	NB8	SHER	COLT	COLT
1540	1540CORSGT	CORRECTIONS SERGEANT	8	40	4	CORRECT	SHER	CORR	SERG
1540	1540CPTAIN	CAPTAIN	8	40	1	NB8	SHER	SHOF	SHOF
1540	1540DMSTCTL	MASTER CONTROL	8	40	1	DEPUTIES	SHER	DPTY	DPTY
1540	1540SHSUPP	SHERIFF'S SUPPORT SPECIALIST	8	40	5	SHERSUPP	SHER	SHSS	13
1580	1580CPTAIN	CAPTAIN	8	40	1	NB8	SHER	SHOF	SHOF
1650	1650ACTAS3	ACCOUNTING ASSISTANT III	7.5	37.5	1	CH75	TREA	CTHS	14
1650	1650ACTINV	ACCOUNTING/INVEST SPECIALIST	7.5	37.5	1	CH75	TREA	CTHS	16
1650	1650ADACNT	ADMINISTRATIVE ACCOUNTANT	8	40	1	NB8	TREA	NB80	19
1650	1650CDTREA	CHIEF DEPUTY TREASURER	8	40	1	NB8	TREA	NB80	19

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1650	1650DEPTRS	DEPUTY TREASURER	7.5	37.5	2	CH75	TREA	CTHS	12
1650	1650PPROPD	PERSONAL PROPERTY DEPUTY	7.5	37.5	1	CH75	TREA	CTHS	14
1650	1650SEGFOR	SEGREGATION/FORECLOSURE DEPUTY	7.5	37.5	1	CH75	TREA	CTHS	14
1680	1680ADASST	NON-EXEMPT ADMIN ASSIST	7.5	37.5	1	NB75	ADMIN	NB75	16
1680	1680CLRKBD	CLERK OF THE BOARD	7.5	37.5	1	NB75	ADMIN	NB75	15
1680	1680COADMIN	COUNTY ADMINISTRATOR	8	40	1	NB8	ADMIN	CADM	CADM
1680	1680OFFAST	OFFICE ASSISTANT	7.5	37.5	1	NB75	ADMIN	NB75	14
1685	1685HRDRCT	HR DIRECTOR	8	40	1	NB8	ADMIN	NB80	21
1685	1685HRGNST	HR GENERALIST	8	40	1	NB8	ADMIN	NB80	17
1685	1685HRSPEC	HR SPECIALIST	8	40	1	NB8	ADMIN	NB80	14
2104	2104BPCORD	BILINGUAL PROGRAM COORDINATOR	7.5	37.5	1	CH75	AUDT	CTHS	14
2114	2114CRVWCD	CRIME VICTIM WITNESS COORD	7.5	37.5	1	CH75	PROS	CTHS	13
2114	2114LGSEC3	LEGAL SECRETARY III	7.5	37.5	1	CH75	PROS	CTHS	13
2131	2131SHSUPP	SHERIFF'S SUPPORT SPECIALIST	8	40	1	SHERSUPP	ADMIN	SHSS	13
2150	2150ACTSPC	ACCOUNTING SPECIALIST	8	40	1	NB8	ADMIN	NB80	15
2150	2150APWDIR	ASST PW DIR/COUNTY ENGINEER	8	40	1	NB8	ADMIN	NB80	22
2150	2150ASOCEG	ASSOCIATE ENGINEER	8	40	2	CH8	ADMIN	PWCH	18
2150	2150ENGT1	ENGINEERING TECH I	8	40	2	CH8	ADMIN	PWCH	14
2150	2150ENGT2	ENGINEERING TECH II	8	40	2	CH8	ADMIN	PWCH	15
2150	2150ENGT3	ENGINEERING TECH III	8	40	3	CH8	ADMIN	PWCH	16
2150	2150EQPOP1	EQUIPMENT OPERATOR I	8	40	8	ROADS	ADMIN	ROAD	13
2150	2150EQPOP2	EQUIPMENT OPERATOR II	8	40	7	ROADS	ADMIN	ROAD	14
2150	2150FINSPC	FINANCIAL SPECIALIST	8	40	1	NB8	ADMIN	NB80	16
2150	2150FSYANL	FINANCIAL SYSTEMS ANALYST	8	40	1	NB8	ADMIN	NB80	16
2150	2150LDTECH	LEAD TECHNICIAN	8	40	2	ROADS	ADMIN	ROAD	15
2150	2150OFFAST	OFFICE ASSISTANT	8	40	2	NB8	ADMIN	NB80	11
2150	2150PWADAT	ADMINISTRATIVE ASSISTANT	8	40	1	NB8	ADMIN	NB80	17
2150	2150PWDRCT	PUBLIC WORKS DIRECTOR	8	40	1	NB8	ADMIN	NB80	22
2150	2150RDSUPV	ROAD SUPERVISOR	8	40	2	NB8	ADMIN	NB80	17
2150	2150SURVEY	PROF. LAND SURVEYOR	8	40	1	NB8	ADMIN	NB80	20
2150	2150TRAFTC	TRAFFIC TECH	8	40	1	ROADS	ADMIN	ROAD	15
2152	2152EDUCOR	EDUCATOR/COORDINATOR	8	40	1	NB8	ADMIN	NB80	16
2152	2152WRKCRW	PROBATION OFFICER WORK CREW	7.5	37.5	1	NB75	DCRT	NB75	15
5405	5405EVTMGR	EVENT MANAGER	8	40	1	NB8	ADMIN	NB80	18
5405	5405FTTFAC	FACILITIES	8	40	5	NB8	ADMIN	NB80	11
5405	5405GENMGR	GENERAL MANAGER	8	40	1	NB8	ADMIN	NB80	21
5405	5405OFFMGR	OFFICE MANAGER	8	40	1	NB8	ADMIN	NB80	13
5405	5405OPSMGR	OPERATIONS MANAGER	8	40	1	NB8	ADMIN	NB80	18
5405	5405SLBOMG	SALES/BOX OFFICE MANAGER	8	40	1	NB8	ADMIN	NB80	18
5405	5405TFNMGR	FINANCE MANAGER	8	40	1	NB8	ADMIN	NB80	19
5450	5450RVPKCT	RV PARK CARETAKER	8	40	1	NB8	ADMIN	NB80	12
6500	6500LDMECH	LEAD MECHANIC	8	40	1	ROADS	ADMIN	ROAD	15
6500	6500MECAID	MECHANIC AID	8	40	1	ROADS	ADMIN	ROAD	12
6500	6500MECHAN	MECHANIC	8	40	2	ROADS	ADMIN	ROAD	14

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6500	6500PRTSPC	PARTS AND SERVICE SPECIALIST	8	40	1	ROADS	ADMIN	ROAD	13
6500	6500SHPSUP	SHOP SUPERVISOR	8	40	1	NB88	ADMIN	NB88	18