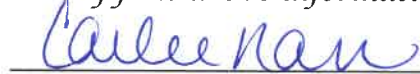


# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 5/19/2021	<b>PREPARED BY:</b> Carlee Nave
<b>Meeting Date Requested:</b> 5/25/2021	<b>PRESENTED BY:</b> Carlee Nave and Derrick Braaten
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda <span style="float: right;">Brought Before the Board Time needed:</span>	
<b>SUBJECT:</b> Approval of Permit Technician Position in Planning and Building	
<b>FISCAL IMPACT:</b> Annual Impact: \$64,992 <b>2021 Impact (assuming a July 1 hire date): \$33,498</b>	
<b>BACKGROUND:</b> At the April 27, 2021 meeting, the Board authorized the Planning & Building Department to add a Permit Tech position. As this is a new position to the County, since that meeting, HR has been working with the Planning and Building Director to draft a job description for the position. Once the job duties were finalized, a compensation review was conducted for recommended placement on the salary schedule.	
<b>RECOMMENDATION:</b> Parties below recommend approval of the resolution.	
<b>COORDINATION:</b> D Braaten, Planning & Building Director, and Mahoney, Public Works Director brought the request for additional help to the Board. E Wyant, HR Generalist/Civil Service Examiner worked with D Braaten and M Mahoney to draft and finalize the job description and C Nave, HR Director, completed the compensation review. T Anderson, Accounting Supervisor, reviewed the resolution for necessary budgetary components. K Johnson, County Administrator, has reviewed the package.	
<b>ATTACHMENTS:</b> (Documents you are submitting to the Board) <ol style="list-style-type: none"><li>1. Resolution</li><li>2. HR Compensation Recommendation Memo</li><li>3. Budget Personnel Request Form</li><li>4. Organizational Chart</li></ol>	
<b>HANDLING / ROUTING:</b> (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, HR Director

**FRANKLIN COUNTY RESOLUTION \_\_\_\_\_**

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

***CREATION OF PERMIT TECHNICIAN POSITION IN PLANNING AND BUILDING  
and RELATED INTER-BUDGET TRANSFERS***

**WHEREAS**, Franklin County is amongst the fastest growing counties in Washington State; and

**WHEREAS**, the Planning & Building Director has identified that the current staffing level of the planning division of the Planning & Building Department is inadequate for the needs of a growing county; and

**WHEREAS**, the Board of Franklin County Commissioners approved the addition of a full-time Permit Technician at their April 27, 2021 meeting; and

**WHEREAS**, the Planning & Building Director has worked with the Human Resources Department to draft a job description and recommended classification for the new position; 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 authorizes the creation of a Permit Technician position (full-time, non-exempt, bargaining), placed at Grade 14 on the *Local 874-CH (Courthouse) 7.5 Hour Matrix*.

**AND, BE IT FURTHER RESOLVED** the Board of Franklin County Commissioners authorizes transfers from the 2021 Non-Departmental Contingency 101700 5001 totaling \$33,498 as follows:

To	Building	Salaries and Wages	101131 1000	\$21,207
To	Building	Social Security	101131 2010	\$ 1,623
To	Building	Medical & Dental	101131 2020	\$ 6,180
To	Building	Retirement	101131 2030	\$ 2,174
To	Building	Industrial Insurance	101131 2040	\$ 132
To	Building	Unemployment	101131 2050	\$ 150

To	Building	Paid FMLA	101131 2055	\$ 32
To	Info Svcs	Non-Base Sm Tools & Equip	101350 3599	\$ 2,000

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Member



## FRANKLIN COUNTY HUMAN RESOURCES DEPARTMENT

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◦ 1016 N. 4<sup>th</sup> Avenue ◦ Pasco, WA 99301 ◦  
◦ Phone: 509-546-5813 ◦ Fax: 509-545-3573◦

[www.co.franklin.wa.us/humanresources/](http://www.co.franklin.wa.us/humanresources/)

To: Derrick Braaten, Planning & Building Director  
From: Carlee Nave, Human Resources Director  
Date: 5/18/2021  
RE: Compensation Review of Permit Technician position

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Derrick,

Human Resources has completed the compensation review of the Permit Technician position based on the job description you approved on May 18, 2021. This is a new position to the County, so it is the first time it has been reviewed.

The materials considered during the review included:

- New job description created in partnership with HR
- Comparable County data from Lewis, Walla Walla, Whitman, and Benton Counties
- Washington State average wage data for position
- Internal Franklin County wage comparison

The recommended salary grade for the Permit Tech position is a Grade 14. This will be a non-exempt, bargaining position in the Courthouse (Local 874-CH) bargaining unit.

I have attached a draft Agenda Summary Report (ASR) and Resolution to take to the Board of County Commissioners to approve the position and associated budget transfers. Please let me know if you have any questions/comments/concerns regarding these documents. Once I have your concurrence, I will forward to Matt and Keith for their support and then submit for the Board's agenda.

**2021 NEW POSITION BUDGET REQUEST FORM**  
**USE THIS FORM FOR ADDING A POSITION NEW TO THE COUNTY**  
 (NOT CURRENTLY BUDGETED OR CLASSIFIED)

**Department** PLANNING AND BUILDING

**Position Title** Permit Technician

**Bargaining Unit** COURTHOUSE Clerical 874 Union, 7.5-hour day

**Requested Grade** 14

**Salary Range** \$ 42,413 - \$ 56,960

**Requested Step** 1 **Retirement Plan** PERS

**Requested Hours per Week** 37.50 **L&I Class** Admin/Office - 5306

**Requested Salary** \$ 42,413.00 OR ENTER MANUAL SALARY:

- Has HR reviewed the request and made a compensation recommendation? YES
- Is the requested salary consistent with HR's recommendation? YES
- Is the position eligible for health benefits? YES
- Is the position eligible for retirement benefits? YES

**JUSTIFICATION:**

**Cost Calculation**

(See Attachment B1 for current rates depending on bargaining unit)

<b>Gross Pay</b>	<b>\$</b>	<b>42,413.00</b>
FICA/Medicare		3,245.00
Health Benefits		12,360.00
Retirement	PERS	4,348.00
Labor & Industries	5306	263.00
Unemployment		300.00
Paid Family Medical Leave		63.00
<b>Subtotal Benefits</b>	<b>\$</b>	<b>20,579.00</b>
<b>Total Salary and Benefits</b>	<b>\$</b>	<b>62,992.00</b>
<b>OTHER COSTS RELATED TO REQUEST (computer, furniture, etc.)</b>		
Computer hardware and software		2,000.00
_____		_____
_____		_____
<b>Subtotal Other Costs</b>	<b>\$</b>	<b>2,000.00</b>
<b>Total Cost of Request</b>	<b>\$</b>	<b>64,992.00</b>

**Dept Head Signature:** Chau for D Braaten

# Franklin County Planning and Building Department

