

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 8/24/2021	<b>PREPARED BY:</b> Carlee Nave
<b>Meeting Date Requested:</b> 8/31/2021	<b>PRESENTED BY:</b> Carlee Nave and Thomas Westerman
<b>ITEM:</b> (Select One)          Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 10 minutes	
<b>SUBJECT:</b> Realignment of Auditor's Accounting Assistant Positions	
<b>FISCAL IMPACT:</b> Annual Impact: \$26,496 2021 Impact: \$11,043 <b>2021 Budget Impact: \$0 (cost will be covered by already budgeted salary and benefits funds)</b>	
<b>BACKGROUND:</b> The Auditor's Office has identified that the current job descriptions and compensation of the four Accounting Assistant positions in the office are not adequate in capturing the distinct set of duties that have evolved for the positions over time. A job description analysis and compensation review was completed for each of the four positions, and today's request is to make changes to the classification of three of the four positions to better reflect the current set of job duties to allow us to attract and retain skilled individuals for those positions.	
<b>RECOMMENDATION:</b> Parties below recommend approval of the resolution.	
<b>COORDINATION:</b> T Westerman, Director of Finance, worked with E Wyant, HR Generalist/Civil Service Examiner to draft and finalize the job descriptions and C Nave, HR Director, completed the compensation review. K Johnson, County Administrator, has reviewed the request.	
<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 Forms</li><li>4. Organizational Charts</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**

***REALIGNMENT OF ACCOUNTING ASSISTANT POSITIONS IN THE AUDITOR'S  
OFFICE***

**WHEREAS**, the Director of Finance, on behalf of the Franklin County Auditor, requested a re-evaluation of duties and compensation review for the four Accounting Assistant positions within the office; and

**WHEREAS**, the Director of Finance has worked with the Human Resources Department to draft job descriptions and recommended classifications for the new and updated positions; 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 Payroll Specialist position (full-time, non-exempt, bargaining), placed at Grade 14 on the *Local 874-CH (Courthouse) 7.5 Hour Matrix*, and replacing one of the existing Accounting Assistant II positions in the Auditor's Office.

**AND, BE IT FURTHER RESOLVED** the Board of Franklin County Commissioners authorizes the creation of an Accounting Assistant IV position (full-time, non-exempt, bargaining), placed at Grade 15 on the *Local 874-CH (Courthouse) 7.5 Hour Matrix*, and replacing one of the existing Accounting Assistant III positions in the Auditor's Office.

**AND, BE IT FURTHER RESOLVED** the Board of Franklin County Commissioners authorizes the creation of a Financial Specialist position (full-time, non-exempt, bargaining), placed at Grade 16 on the *Local 874-CH (Courthouse) 7.5 Hour Matrix*, and replacing one of the existing Accounting Assistant III positions in the Auditor's Office.

**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: 509-546-5814 ◦  
[www.co.franklin.wa.us/humanresources](http://www.co.franklin.wa.us/humanresources)

To: Thomas Westerman, Director of Finance  
From: Human Resources  
Date: July 1, 2021  
RE: Compensation Review of Accounting Assistant positions

Tom,

Human Resources has completed the compensation review of the accounting assistant positions in the Auditor's Office per the request dated September 16, 2021. We appreciate your patience as I understand that you had hoped to submit the requests for the 2021 budget.

The request for review included a total of four positions: two Accounting Assistant II (AA II) and two Accounting Assistant III (AA III) positions. The positions were reviewed in 2018 as part of a comprehensive compensation review of county positions. As a result of that review, the positions each experienced a 5% increase when the study was implemented in 2019.

Due to the proximity of the current request to the previous review, Eric worked with your office to determine if there had been any substantial changes to the job duties of the position since the job descriptions were finalized for the compensation study. As your office had not provided information, in the form of informational packets, for these positions in the context of the compensation review, there was a good amount of edits needed for the job descriptions. Ultimately, three job descriptions were drafted: one encompassed the duties in the two AA II positions, and two separate job descriptions for the AA III positions.

In the search for comparable positions, it became clear that the AA II job description needs to be split out between A/P and Payroll duties. Due to the ever-increasing complexity of payroll processing, most entities have a specialized position, separate from any position that processes A/P as an essential function. Eric drafted the separate job descriptions for the two AA II positions.

*Accounting Assistant II:* Comparator entity positions were evaluated and we were able to come up with matches averaging a 78% match (well above the industry standard of 60-70%). The positions identified were:

- Benton County – Accounting Assistant II
- Lewis County – Accounting Specialist

- Walla Walla County – Accounting Tech II
- Whitman County – Finance Specialist I
- Local Labor Area – Bookkeeping, Accounting, Audit Clerk

The comparator analysis resulted in an average market salary range of \$18.13-\$26.03 hourly. This would place the position at a recommended grade of 13 with an hourly range of \$19.77-\$26.55 based on external market data.

*Payroll Specialist (new title proposed for position formerly AA II):* Comparable positions were identified averaging a 73% match:

- Benton County – Payroll Specialist
- Lewis County – Accounting Technician
- Whitman County – Payroll Program Representative
- Grant County – Payroll Administrator
- Local Labor Area – Payroll Clerk

Grant County was used in this evaluation and the rest of the positions because the decentralized accounting structure in Walla Walla County did not provide comparable positions beyond the AA II. The analysis resulted in an average market salary range of \$21.66-\$28.48 hourly. This would place the position at a recommended grade of 14 with an hourly range of \$21.75-\$29.21 based on external market data.

*Accounting Assistant IV (new title proposed for position formerly AA III):* Comparable positions were identified averaging a 70% match:

- Benton County – Accounting Assistant III
- Lewis County – Financial Analyst
- Whitman County – Assistant Financial Administrator
- Grant County – Accountant
- Local Labor Area – Accountants and Auditors (low average)

The analysis resulted in an average market salary range of \$24.47-\$32.15 hourly. This would place the position at a recommended grade of 15 with an hourly range of \$23.93-\$32.14 based on external market data.

*Financial Specialist (new title proposed for position formerly AA III):* Comparable positions were identified averaging a 68% match:

- Benton County – Accounting Assistant III
- Lewis County – Financial Analyst
- Whitman County – Assistant Financial Administrator
- Grant County – Senior Accountant
- Local Labor Area – Accountants and Auditors (high average)

The analysis resulted in an average market salary range of \$25.61-\$38.20 hourly. This would place the position at a recommended grade of 16 with an hourly range of \$26.33-\$35.36 based on external market data.

The market recommendations were reviewed in the context of internal comparators and the recommendations hold up when reviewed in relation to other County positions. In summary, the recommendations are as follows (with the current occupants of the subject position):

- Accounting Assistant II (P Mendoza) – Grade 13
- Payroll Specialist (P Gadomskiy) – Grade 14
- Accounting Assistant IV (R Ramirez-Hernandez) – Grade 15
- Financial Specialist (M Stein) – Grade 16

I understand your intention is take change requests to the Board with your 2022 budget, so I will be present at the budget workshops to support your requests. Please let me know if you have any questions.

Thank you,  
Carlee

# 2021 POSITION CHANGE BUDGET REQUEST FORM

USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

**Department** AUDITOR

**Position Title** Accounting Assistant II

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

**Employee Name**  
(if applicable) PAYROLL SPECIALIST - P Gadomskiy

**Date of Next Scheduled Step Increase (if applicable)** 5/1/2021

Will this request reset the anniversary date? **NO** If YES, new date of next step increase: \_\_\_\_\_

Is the employee's current salary frozen? **NO** If YES, enter current bi-weekly salary : \_\_\_\_\_

Current Grade	<u>13</u>	Requested Grade	<u>14</u>
Current Step (as of 1/1/21)	<u>4</u>	Requested Step	<u>4</u>
Current Hours per Week	<u>37.50</u>	Requested Hours per Week	<u>37.50</u>
Current Salary	\$ 46,170.00	Requested Salary	\$ 50,811.00

Has HR reviewed the request and made a compensation recommendation? **YES**

Is the requested grade consistent with HR's recommendation? **YES**

Is the position already eligible for health benefits? **YES**

If not, does this request include the addition of health benefits? \_\_\_\_\_

Is the position eligible for retirement benefits? **YES**

Requested effective date of change: 8/31/2021

**JUSTIFICATION:**

**Cost Calculation**

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

<b>Gross Pay (Increase in Annual Salary)</b>		<b>\$</b>	<b><u>1,945.00</u></b>
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>			
FICA/Medicare			<u>149.00</u>
Health Benefits			<u>-</u>
Retirement	PERS		<u>200.00</u>
Labor & Industries	5306		<u>-</u>
Paid Family Medical Leave			<u>3.00</u>
<b>Subtotal Benefits</b>		<b>\$</b>	<b><u>352.00</u></b>
<b>Total Cost of Request</b>		<b>\$</b>	<b><u>2,297.00</u></b>

Dept Head Signature: Cham for T Westerman

# 2021 POSITION CHANGE BUDGET REQUEST FORM

USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

**Department** AUDITOR

**Position Title** Accounting Assistant III

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

**Employee Name**  
(if applicable) Accounting Assistant IV - R Ramirez-Hernandez

**Date of Next Scheduled Step Increase** (if applicable) \_\_\_\_\_

Will this request reset the anniversary date? **NO** If YES, new date of next step increase: \_\_\_\_\_

Is the employee's current salary frozen? **NO** If YES, enter current bi-weekly salary : \_\_\_\_\_

Current Grade	14	Requested Grade	15
Current Step (as of 1/1/21)	7	Requested Step	7
Current Hours per Week	37.50	Requested Hours per Week	37.50
Current Salary	\$ 56,960.00	Requested Salary	\$ 62,673.00

Has HR reviewed the request and made a compensation recommendation? YES

Is the requested grade consistent with HR's recommendation? YES

Is the position already eligible for health benefits? YES

If not, does this request include the addition of health benefits? \_\_\_\_\_

Is the position eligible for retirement benefits? YES

Requested effective date of change: 8/31/2021

**JUSTIFICATION:**

**Cost Calculation**

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

<b>Gross Pay (Increase in Annual Salary)</b>		<b>\$</b>	<b>2,390.00</b>
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>			
FICA/Medicare			183.00
Health Benefits			-
Retirement	PERS		245.00
Labor & Industries	5306		-
Paid Family Medical Leave			4.00
<b>Subtotal Benefits</b>		<b>\$</b>	<b>432.00</b>
<b>Total Cost of Request</b>		<b>\$</b>	<b>2,822.00</b>

Dept Head Signature: Chan for T Westerman



# 2021 POSITION CHANGE BUDGET REQUEST FORM

USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

**Department** AUDITOR

**Position Title** Accounting Assistant III

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

**Employee Name**  
(if applicable) Financial Specialist - M Stein

**Date of Next Scheduled Step Increase** (if applicable) \_\_\_\_\_

Will this request reset the anniversary date? **NO** If YES, new date of next step increase: \_\_\_\_\_

Is the employee's current salary frozen? **NO** If YES, enter current bi-weekly salary: \_\_\_\_\_

Current Grade	<u>14</u>	Requested Grade	<u>16</u>
Current Step (as of 1/1/21)	<u>7</u>	Requested Step	<u>7</u>
Current Hours per Week	<u>37.50</u>	Requested Hours per Week	<u>37.50</u>
Current Salary	\$ 56,960.00	Requested Salary	\$ 68,952.00

Has HR reviewed the request and made a compensation recommendation? **YES**

Is the requested grade consistent with HR's recommendation? **YES**

Is the position already eligible for health benefits? **YES**

If not, does this request include the addition of health benefits? \_\_\_\_\_

Is the position eligible for retirement benefits? **YES**

Requested effective date of change: 8/31/2021

**JUSTIFICATION:**

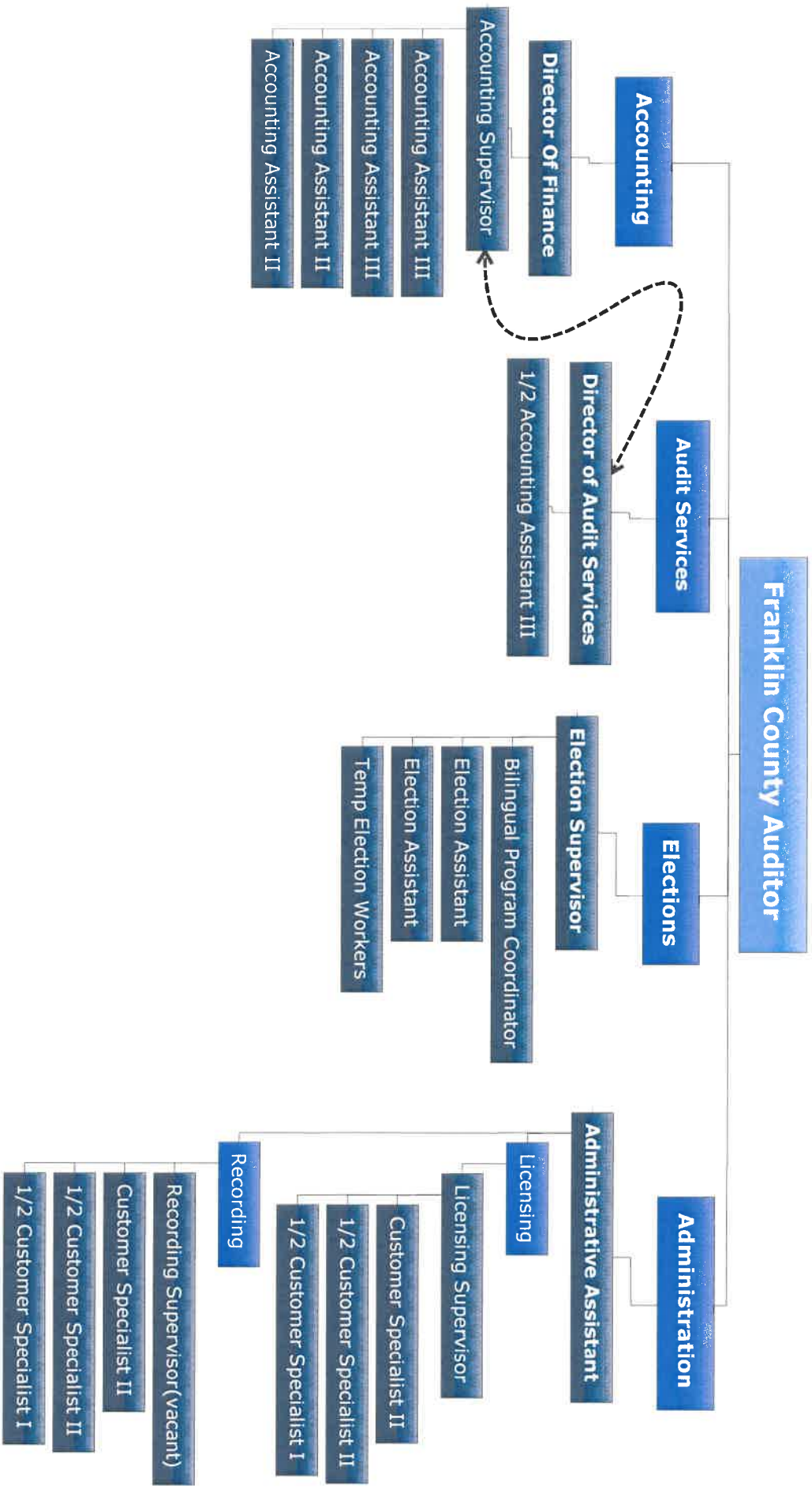
**Cost Calculation**

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

<b>Gross Pay (Increase in Annual Salary)</b>		<b>\$</b>	<b><u>5,017.00</u></b>
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>			
FICA/Medicare			<u>384.00</u>
Health Benefits			<u>-</u>
Retirement	PERS		<u>515.00</u>
Labor & Industries	5306		<u>-</u>
Paid Family Medical Leave			<u>8.00</u>
<b>Subtotal Benefits</b>		<b>\$</b>	<b><u>907.00</u></b>
<b>Total Cost of Request</b>		<b>\$</b>	<b><u>5,924.00</u></b>

Dept Head Signature: Cham for T Westerman

*Current:*



Proposed:

## AUDITOR'S OFFICE ORGANIZATIONAL CHART

