

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 9/17/2019	PREPARED BY: Carlee Nave
Meeting Date Requested: 9/24/2019	PRESENTED BY: Carlee Nave
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 5 minutes	
SUBJECT: Re-evaluation of Financial Systems Analyst positions at Public Works	
FISCAL IMPACT: \$0 – existing employees' wage rates will not change	
BACKGROUND: <p>In November 2018, the Board eliminated the Confidential Administrative Support Specialist position at Public Works and replaced it with the Financial Systems Analyst position, acknowledging that the position duties were not primarily administrative in nature. Based on the single job description created for the position and other available information at the time, HR recommended the position be reclassified to a grade 16, which was approved by the Board.</p> <p>Early in 2019, HR began a job description review and compensation analysis with the Treasurer's Office for one of their Accounting Assistant III positions. In the course of that review, it became clear that there was a body of accounting work that had not been previously defined in the County. This body of work exists in a space more advanced in complexity and scope than that of an Accounting Assistant, but not quite reaching the scope, complexity, and autonomy of the duties of a Financial Systems Analyst.</p> <p>While the work with the Treasurer's Office on that position continues, having identified this new body of work, HR initiated a review of the Financial Systems Analysts at Public Works. We engaged in the work of fine-tuning the job duties of each of the three Financial Systems Analysts to ensure that the job description truly reflected the work of each individual in the position. We discovered that there are really three distinct sets of duties performed by these three positions and, having identified these distinctions, it is no longer appropriate to have all three individuals assigned to the same position.</p> <p>Position 1 - Financial Systems Analyst – This position is consistent with the duties of the Financial Systems Analyst as the administrator of the WinCams accounting system. This position is appropriately titled and classified at a grade 16.</p> <p>Position 2 – This position supports the administration of the financial system, but is more focused on complex accounting duties for the Public Works department. A new compensation analysis was completed and we recommend a change in title to Financial Specialist, though it is appropriately classified at a grade 16.</p> <p>Position 3 – This position is focused primarily on administrative and accounting assignments to support the Public Works operation. A new compensation analysis was completed and we recommend a change in title to Accounting Specialist, and a grade 15 placement.</p> <p>Existing employees will not be impacted by the change, except that the employee in the Accounting Specialist position will have their wage rate frozen until such time as the salary schedule is increased to the level of their frozen salary, per the Compensation Review Policy.</p>	

RECOMMENDATION:

Approval of the resolution as presented.

COORDINATION: HR reached out to Public Works administration to initiate the review. Laura Stark, Administrative Assistant, was the primary contact for the drafting of the individualized job descriptions and Matt Mahoney, Public Works Director signed off on the final product. Keith Johnson, County Administrator, and Matt Mahoney have reviewed the package and support the recommendation.

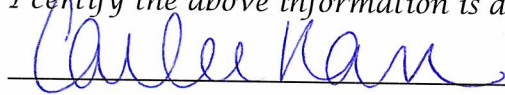
ATTACHMENTS: (Documents you are submitting to the Board)

1. Resolution
2. Analysis and Recommendation Memo

HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list name(s) 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

REEVALUATION OF PUBLIC WORKS FINANCIAL SYSTEMS ANALYST POSITIONS

WHEREAS, an individualized assessment of duties and analysis of compensation has been completed for each of the three Financial Systems Analyst positions at Public Works; and

WHEREAS, the Financial Systems Analyst position at Public Works is currently placed on the *Franklin County 8 Hour Non-Bargaining Seven Step Matrix* at a Grade 16; and

WHEREAS, it has been determined that each of these three positions, currently under the title of Financial Systems Analyst, has unique job duties; and

WHEREAS, Human Resources has conducted a market evaluation and recommends the three positions be classified separately under separate job titles to better demonstrate their unique job duties; 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 affirms the Financial Systems Analyst position (1 FTE) at Public Works, non-bargaining, non-exempt, placed at grade 16 of the *Franklin County 8 Hour Non-Bargaining Seven Step Matrix*.

AND, BE IT FURTHER RESOLVED the Board of Franklin County Commissioners approves the creation of the Financial Specialist position (1 FTE) at Public Works, non-bargaining, non-exempt, placed at grade 16 of the *Franklin County 8 Hour Non-Bargaining Seven Step Matrix*.

AND, BE IT FURTHER RESOLVED the Board of Franklin County Commissioners approves the creation of the Accounting Specialist position (1 FTE) at Public Works, non-bargaining, non-exempt, placed at grade 15 of the *Franklin County 8 Hour Non-Bargaining Seven Step Matrix*.

DATED this _____ day of _____, 2019.

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

Chair

Chair Pro Tem

ATTEST:

Member

Clerk of the Board



FRANKLIN COUNTY HUMAN RESOURCES DEPARTMENT

◦ 1016 N. 4th Avenue ◦ Pasco, WA 99301 ◦
◦ Phone: 509-546-5813 ◦ Fax: 509-546-5814 ◦
www.co.franklin.wa.us/humanresources

To: Matt Mahoney, Public Works Director
From: Carlee Nave, Human Resources Director
Date: September 11, 2019
RE: Compensation Review of Financial Systems Analyst positions

The Financial Systems Analyst positions were created at Public Works to replace and more appropriately reflect the duties of the previously titled Confidential Administrative Support Specialist positions as created in 2014. At the time it was understood that all three individuals occupying this position were performing substantively similar duties as had been defined for the classification.

Early in 2019, HR performed some position analysis work with the Treasurer's Office that identified a body of work not previously defined in the County. This body of accounting work exists in a space more advanced in complexity and scope than that of an Accounting Assistant, but not quite reaching the scope, complexity, and autonomy of the duties of a Financial Systems Analyst or supervisory accounting positions in the County.

HR initiated a review of the Financial Systems Analyst positions in Public Works in light of the new body of work that had been identified in our work with the Treasurer's Office. I appreciate your staff's openness to this re-evaluation and cooperation with our work to fine-tune the job duties of each of the Financial Systems Analysts to ensure that the job descriptions truly reflect the body of work performed by each individual. Eric worked with your department to break down the job duties of each individual and it became apparent that these positions each have a unique set of job duties, varying in scope and complexity.

One position, currently occupied by Lisa Eckhardt, is equivalent to the Financial Systems Analyst position as the administrator of the WinCams accounting system. This position is appropriately titled and classified at a Grade 16.

The second position, currently occupied by Len Langston, supports the administration of the financial system, but the duties do not rise to the level of the Financial Systems Analyst. This position is more focused on complex accounting duties for the Public Works department. With this updated and more accurate job description, a new

compensation analysis was completed. Comparable position data was gathered from Lewis County, Walla Walla County, Whitman County, Benton County, and Washington State. We were able to identify positions averaging a 77% match, well above an industry standard of 65%.

The comparator analysis resulted in an average market salary range of \$23.86-\$34.33 hourly for 2019. This would place the position somewhere in between grade 15 with an hourly range of \$23.06-\$30.93 and grade 16 at \$25.37-\$34.03 based on external market data. Based on this market analysis and other positions within the County, I believe a grade 16 placement is appropriate based on the duties of the position and the department structure. I also recommend a new job title of Financial Specialist.

The third position, currently occupied by Julie Ruesga, is focused primarily on administrative and accounting assignments to support the PW operation. This position again has a set of duties unique to that of the two other Financial Systems Analyst positions. This position was reviewed as well and the job description updated to more accurately reflect the duties of this position and a new compensation analysis was completed. Comparable position data was gathered from Lewis County, Walla Walla County, Whitman County, Benton County, and Washington State. We were able to identify positions averaging an 82% match, again well above industry standard.

The comparator analysis resulted in an average market salary range of \$20.70-\$27.07 hourly for 2019. This would place the position somewhere in between grade 14 with an hourly range of \$20.96-\$28.12 and grade 15 at \$23.06-\$30.93 based on external market data. Based on this market analysis and other positions within the County, I believe a grade 15 placement is appropriate based on the complexity of the duties of the position. I recommend a new job title of Accounting Specialist.

If this change is approved, J Ruesga will be frozen at her current rate per the Compensation Review Policy, until the salary for grade 15, step 7 is increased to the level of her current rate.

Again, I appreciate you and your team's openness to this re-evaluation and assessment of these positions. I will draft a package to take the changes to the County Commissioners and send to you for review prior to submittal for the September 24 Board meeting. Please let me know if you have any questions or concerns.

Thank you,
Carlee