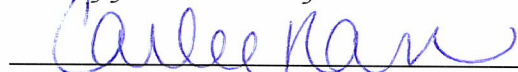


# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 10/17/2019	<b>PREPARED BY:</b> Carlee Nave
<b>Meeting Date Requested:</b> 10/29/2019	<b>PRESENTED BY:</b> Carlee Nave
<b>ITEM:</b> (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board <div style="text-align: right;">Time needed: 10 minutes</div>	
<b>SUBJECT:</b> Conversion of Treasurer's Accounting Assistant III position to Accounting/Investment Specialist	
<b>FISCAL IMPACT:</b> \$575 2019 impact (\$0 2019 budget impact), \$4,013 2020 annual impact	
<b>BACKGROUND:</b> <p>In January 2019, the Treasurer requested a Compensation Review for one of the Accounting Assistant III positions in her office. A review was completed and a recommendation was issued in April. Over the summer, the Treasurer's Office engaged in some additional internal role evaluations and requested a new/amended Compensation Review based on the updated job duties.</p> <p>HR worked with the Treasurer's Office to fine tune and finalize the new job description and a compensation analysis was completed, as detailed in the attached memo. The position is currently placed at a grade 14 and the new recommended placement is grade 16.</p>	
<b>RECOMMENDATION:</b> <p>Parties below recommend approval of the resolution as presented.</p>	
<b>COORDINATION:</b> The initial request for review was submitted before the new Salary Administration and Compensation Review Policy was approved by the Board in March 2019, but the process outlined in the policy was followed for both compensation evaluations of this position. Josie Koelzer, Treasurer and Keith Johnson, County Administrator, have reviewed the package and support the recommendation.	
<b>ATTACHMENTS:</b> (Documents you are submitting to the Board) <ol style="list-style-type: none"> <li>1. Resolution</li> <li>2. Compensation Review Findings and Recommendation Memo</li> <li>3. 2019 Position Budget Request Form</li> <li>4. 2020 Position Budget Request Form</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**

***CONVERSION OF ONE ACCOUNTING ASSISTANT III POSITION TO ACCOUNTING/INVESTMENT  
SPECIALIST IN TREASURER'S OFFICE***

**WHEREAS**, the Treasurer's Office is currently budgeted for two Accounting Assistant III positions; and

**WHEREAS**, the Accounting Assistant III position is currently placed on the *Local 874-CH 7.5 Hour Matrix* at a Grade 14; and

**WHEREAS**, the Treasurer requested a compensation review due to the unique duties of one of the Accounting Assistant III positions; and

**WHEREAS**, the job duties of the position are more accurately reflected in a job title of Accounting/Investment Specialist; and

**WHEREAS**, Human Resources has conducted a market evaluation and recommends the position be placed at a Grade 16; 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 approves the conversion of one Accounting Assistant III position to Accounting/Investment Specialist.

**AND, BE IT FURTHER RESOLVED** the Board of Franklin County Commissioners approves the placement of the Accounting/Investment Specialist at Grade 16 of the *Local 874-CH 7.5 Hour 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

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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: Josie Koelzer, Franklin County Treasurer  
From: Carlee Nave, Human Resources Director  
Date: October 14, 2019  
RE: Compensation Review of Accounting Assistant III  
(Accounting/Investment Specialist) position

Josie,

Human Resources has completed the new compensation review of one of the accounting assistant positions in the Treasurer's Office per your request dated August 23, 2019 as a follow up to your original request dated January 10, 2019.

The position requested for review was reviewed in 2018 as part of a comprehensive review of County positions. The recommendation from that review was a Grade 14 placement (no movement), which would result in a 5% increase to the salary range for the position due to changes to the salary schedule. Due to the proximity of the current request to the previous review, we worked with your office to determine if there had been any substantial changes to the job duties of the position since September 2018 when the updated job description was finalized.

Earlier this year, Eric worked with your office on the job description and it was identified that many job duties of this position, specifically those related to the development of the financial system, were not included in the job description prepared in 2018. These functions were not identified as essential to the position by the employee occupying the position or by office leadership upon review at the time. A compensation review was completed in the spring and a compensation recommendation made for the position

Over the summer, your office engaged in some internal role evaluations and this position took on a different focus. Eric worked with your office to define the expanded duties and to evaluate their relationship to current duties assigned to other positions in the office (specifically, the Chief Deputy Treasurer and Administrative Accountant) to determine if a re-evaluation of those positions was necessary due to a shifting of duties. It was determined that the duties performed by the subject position are supportive to the duties performed by the other two positions, and no re-evaluation of those positions is necessary.

Though this position was evaluated along with other accounting positions in the County-wide compensation study, the addition of investment activities warranted a new evaluation based on the updated duties of the position. 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 74% match, well above industry standard.

The comparator analysis resulted in an average market salary range of \$24.93-\$36.12 hourly for 2019. This would place the position between a recommended grade of 15 with an hourly range of \$23.06-\$30.93 and 16 with a range of \$25.37-\$34.03 based on external market data.

Looking at internal comparable positions, the accounting work involved with the position is equivalent to other grade 15 positions in the County, but the additional complexity and specialized nature of the investment activities elevates the position to a grade 16. The new title of Accounting/Investment Specialist appropriately describes the scope of the duties of the position within the existing County framework.

Thank you for your cooperation and collaboration as we have worked through this process. I will draft documents to take the requested change to the Board of County Commissioners for approval and will forward the package for your review prior to submittal. Please let me know if you have any questions or concerns.

Thank you,  
Carlee

# POSITION CHANGE BUDGET REQUEST FORM

USE THIS FORM FOR CHANGES TO COMPENSATION FOR AN EXISTING POSITION

DEPARTMENT: TREASURER

POSITION TITLE: counting/Investment Specia

Requested Grade	<u>16</u>	Current Salary Budgeted	<u>\$54,834.00</u>
Requested Step	<u>4</u>	Salary Requested	<u>\$57,312.00</u>

Has HR reviewed the request and made a compensation recommendation? (Y/N)	<u>YES</u>
Is the requested grade consistent with HR's recommendation? (Y/N)	<u>YES</u>
Is the new position subject to Health Benefits? (Y/N)	<u>YES</u>
Does the current position already receive Health Benefits? (Y/N)	<u>YES</u>
Is the position subject to Retirement? (Y/N)	<u>YES</u>

## JUSTIFICATION:

See HR Compensation Review recommendation memo.

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## Cost Calculation

### Section 1

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

		<u>Totals</u>
Gross Pay ( Increase in Annual Salary)		\$2,478.00
7.5 or 8 hour position	<u>7.5</u>	
Fica/Medicare @ 7.65%		189.57
Family Medical Leave @ 0.14668%		3.63
Health Benefits		-
Retirement	<u>PERS</u>	317.93
Labor & Industries		-
<b>Subtotal Benefits</b>		<u>511</u>
Total Salary and benefits		2,989
 <b>Grand total New Cost</b>		 <u>2,989</u>



# 2020 POSITION CHANGE BUDGET REQUEST FORM

USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

**Department** TREASURER

**Position Title** Accounting Assistant III

**Bargaining Unit** \_\_\_\_\_

**Employee Name** \_\_\_\_\_  
(if applicable)

**Date of Next Scheduled Step Increase (if applicable)** 10/1/2020

Current Grade	<u>14</u>	Requested Grade	<u>16</u>
Current Step (as of 1/1/20)	<u>7</u>	Requested Step	<u>4</u>
Current Hours per Week	<u>37.50</u>	Requested Hours per Week	<u>37.50</u>
Current Salary	\$ 54,834.00	Requested Salary	\$ 58,030.00

Has HR reviewed the request and made a compensation recommendation?	<u>YES</u>
Is the requested grade consistent with HR's recommendation?	<u>YES</u>
Is the position already eligible for health benefits?	<u>YES</u>
If not, does this request include the addition of health benefits?	<u> </u>
Is the position eligible for retirement benefits?	<u>YES</u>

**JUSTIFICATION:**

See HR Compensation Review recommendation

**Cost Calculation**

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

<b>Gross Pay (Increase in Annual Salary)</b>	<b>\$ 3,325.00</b>
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>	
FICA/Medicare	255.00
Paid Family Medical Leave	5.00
Health Benefits	-
Retirement	428.00
Labor & Industries	-
<b>Subtotal Benefits</b>	<b>\$ 688.00</b>
<b>Total Cost of Request</b>	<b>\$ 4,013.00</b>

**Dept Head Signature:** \_\_\_\_\_