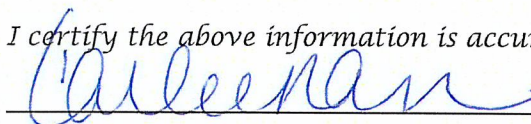


Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 12/3/2019	PREPARED BY: Carlee Nave
Meeting Date Requested: 12/10/2019	PRESENTED BY: Carlee Nave
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Restructure of Human Resources Department	
FISCAL IMPACT: Approximately \$2500 in salary savings for remainder of 2019	
BACKGROUND: During the 2020 budget process, the HR Director requested to restructure the HR Department for 2020, ultimately resulting in a reduction of staff by one full-time employee. Existing employees in the two affected HR positions were notified of the requested restructure in August 2019 when the preliminary budget was submitted for the department. Both affected employees have found other employment, necessitating a request to implement the restructure a few weeks early to allow for the hire of a new employee to maintain necessary HR staffing levels and avoid disruption of HR services for the rest of 2019.	
RECOMMENDATION: Approve the resolution as presented.	
COORDINATION:	
ATTACHMENTS: (Documents you are submitting to the Board) 1. Resolution	
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, HR Director

FRANKLIN COUNTY RESOLUTION _____

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

RESTRUCTURE OF HUMAN RESOURCES DEPARTMENT

WHEREAS, the Human Resources (HR) Director has evaluated department staffing levels in conjunction with the 2020 budget preparation; and

WHEREAS, the HR Director requested to restructure the HR Department for 2020, ultimately resulting in a reduction of staff; and

WHEREAS, HR staff departures have necessitated the need to implement the restructure prior to January 1, 2020; and

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

NOW, THEREFORE IT IS HEREBY RESOLVED the Board of Franklin County Commissioners approves the elimination of the Human Resources Coordinator position in the HR Department when the employee in this position leaves County employment.

AND, IT IS FURTHER RESOLVED the Board of Franklin County Commissioners approves the elimination of the Human Resources Assistant position in the HR Department.

AND, IT IS FURTHER RESOLVED the Board of Franklin County Commissioners approves the creation of the Human Resources Specialist position, in the HR Department, at Grade 14 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