

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 1/13/2020	PREPARED BY: Carlee Nave
Meeting Date Requested: 1/21/2020	PRESENTED BY: Carlee Nave
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board <div style="text-align: right;">Time needed: 5 minutes</div>	
SUBJECT: Creation of Part-Time Public Records Clerk Position in Public Works Department	
FISCAL IMPACT: The position will be scheduled 16-24 hours/week, depending on need. The estimated annual fiscal impact, based on 20 hours/week would be \$20,490. This expense will be out of the County Roads fund and will not impact the current expense budget. Public Works has applied for the State Records Grant program and will continue to apply for this and other records grant programs at every opportunity, but the program is very competitive with many entities vying for the funds.	
BACKGROUND: Public Works is an office of record and has a significant backlog of records management activities. They are seeking to hire a part-time Records Clerk to assist with these activities to get the records up to standard and ensure compliant processes are in place to maintain the records going forward. This is not a brand new position for the County, as we currently have a PT Records Clerk in the Clerk's Office and the duties of this position closely mirror the duties of the existing position.	
RECOMMENDATION: Parties below recommend approval of the resolution as presented.	
COORDINATION: L Stark, PW Administrative Assistant, worked with HR to fine tune the existing Records Clerk job description to suit the specific needs of the Public Works Department. L Stark and M Mahoney, Public Works Director, have reviewed the package and K Johnson, County Administrator, supports the request.	
ATTACHMENTS: (Documents you are submitting to the Board) <ol style="list-style-type: none"> 1. Resolution 2. 2020 New Position Budget Request Form 	
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 Carlee Nave, HR Director

FRANKLIN COUNTY RESOLUTION _____

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

CREATION OF PART-TIME RECORDS CLERK POSITION AT PUBLIC WORKS

WHEREAS, the Public Works Department is an office of record and currently has a significant backlog of records management activities; and

WHEREAS, the Public Works Director has identified a need for additional support for the records management function at Public Works; and

WHEREAS, the Part-Time Records Clerk position exists within the County in another office; and

WHEREAS, the proposed job duties for the Records Clerk position at Public Works are substantively the same as the existing classification; 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 the Records Clerk position at Public Works, part-time, non-exempt, placed at Grade 11 on the *8 Hour Non-Bargaining Seven Step Matrix (NB80)*.

DATED this _____ day of _____, 2020.

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

Chair

ATTEST:

Chair Pro Tem

Clerk of the Board

Member

2020 NEW POSITION BUDGET REQUEST FORM

USE THIS FORM FOR ADDING A POSITION NEW TO THE COUNTY - *New to PW Dept.*
(NOT CURRENTLY BUDGETED OR CLASSIFIED)

Department PUBLIC WORKS COUNTY ROADS

Position Title Records Clerk (Public Works)

Bargaining Unit NON BARGAINING, 8-hour day

Requested Grade 11

Salary Range \$ 33,446 - \$ 44,845

Requested Step 1 Retirement Plan PERS

Requested Hours per Week 20.00 L&I Class Admin/Office - 5306

Requested Salary \$ 16,724.00 OR ENTER MANUAL SALARY:

Has HR reviewed the request and made a compensation recommendation?	<u>YES</u>
Is the requested salary consistent with HR's recommendation?	<u>YES</u>
Is the position eligible for health benefits?	<u>NO</u>
Is the position eligible for retirement benefits?	<u>YES</u>

JUSTIFICATION:

See Agenda Summary Report

Cost Calculation

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

Gross Pay	\$	16,724.00
FICA/Medicare		1,280.00
Health Benefits		-
Retirement	PERS	2,151.00
Labor & Industries	5306	160.00
Unemployment		150.00
Paid Family Medical Leave		25.00
Subtotal Benefits	\$	3,766.00
Total Salary and Benefits	\$	20,490.00
OTHER COSTS RELATED TO REQUEST (computer, furniture, etc.)		
Subtotal Other Costs	\$	-
Total Cost of Request	\$	20,490.00

Dept Head Signature: _____