


# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 6/9/2020	<b>PREPARED BY:</b> Carlee Nave
<b>Meeting Date Requested:</b> 6/16/2020	<b>PRESENTED BY:</b> Carlee Nave
<b>ITEM:</b> (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 5 minutes	
<b>SUBJECT:</b> Compensation review for Planning & Building Administrative Division Positions	
<b>FISCAL IMPACT:</b> \$3,022 for 2020/\$5,182 annual fiscal impact (2020 impact to be covered by intra-budget transfers from non-salary lines in budget)	
<b>BACKGROUND:</b> When the countywide compensation review, implemented in 2019, was conducted the Planning & Building Department was very much in transition and there was an acknowledgement during the process that once a Planning and Building Director was in place for a period of time, working with M Mahoney, there would likely need to be a re-evaluation of the positions once the scope of duties for each position was better defined.  D Braaten worked with E Wyant, HR Generalist to update the job descriptions to reflect the scope of duties needed for each position within the division in order for the department to operate as efficiently and compliantly as possible.  A market evaluation of the positions was completed resulting in title and compensation changes recommended for two of the three positions in the administrative division.	
<b>RECOMMENDATION:</b> Approve the resolution as presented.	
<b>COORDINATION:</b> The compensation review was completed with partnership and resources from comparable counties. The resolution has been reviewed by T Westerman, Director of Finance. K Johnson, County Administrator, and M Mahoney, Public Works Director, have reviewed the package and support the action.	
<b>ATTACHMENTS:</b> (Documents you are submitting to the Board)  1. Resolution 2. Compensation Review Findings Memo	
<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**

***COMPENSATION REVIEW of  
PLANNING AND BUILDING ADMINISTRATIVE POSITIONS and  
RELATED BUDGET TRANSFERS***

**WHEREAS**, the Planning and Building Administrative Assistant position is currently placed on the *8 Hour Non-Bargaining Seven Step Matrix* at a Grade 15; and

**WHEREAS**, the Planning and Building Office Assistant positions (2 FTE) are currently placed on the *Local 874-CH 7.5 Hour Matrix* at a Grade 12; and

**WHEREAS**, the Planning and Building Director requested a compensation review of the positions based on the newly established scope of duties as reflected in updated job descriptions; and

**WHEREAS**, Human Resources has conducted a market evaluation and recommends title and compensation changes to two of the positions; and

**WHEREAS**, the Board of Franklin County Commissioners deems 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 placement of the Planning and Building Services Administrator (formerly Administrative Assistant) at Grade 16 of the *8 Hour Non-Bargaining Seven Step Matrix*.

**IT IS FURTHER RESOLVED** the Board of Franklin County Commissioners approves the placement of the Planning and Building Services Specialist (formerly Office Assistant) at Grade 13 of the *Local 874-CH 7.5 Hour Matrix*.

**IT IS FURTHER RESOLVED** the Board of Franklin County Commissioners reaffirms the placement of the Planning and Building Office Assistant at Grade 12 of the *Local 874-CH 7.5 Hour Matrix*.

**IT IS FURTHER RESOLVED** the Board of Franklin County Commissioners approves the following intra-budget transfers in the 2020 Current Expense Budget:

Key 101131

\$500 from object 3100 – Office and Operating Supplies to object 1000 – Salaries and Wages

\$500 from object 4905 – Tuition Schooling to object 1000 – Salaries and Wages

\$250 from object 4917 – Books Subscriptions to object 1000 – Salaries and Wages

\$100 from object 4917 – Books Subscriptions to object 2010 – Social Security

\$150 from object 4917 – Books Subscriptions to object 2030 – Retirement

Key 101132

\$500 from object 3100 – Office and Operating Supplies to object 1000 – Salaries and Wages

\$1000 from object 4300 – Travel to object 1000 – Salaries and Wages

\$100 from object 4307 – Travel Planning Commissioners to object 2010 – Social Security

\$150 from object 4307 – Travel Planning Commissioners to object 2030 – Retirement.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

To: Derrick Braaten, Planning & Building Director  
Matt Mahoney, Public Works Director

From: Carlee Nave, Human Resources Director *CN*

Date: 5/19/2020

RE: Compensation Review of Planning & Building Administrative Division

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Derrick,

Human Resources has completed the compensation review of the administrative positions per your request dated January 15, 2020. Since you were not in your position when the countywide compensation review was completed, this is the first evaluation of these positions under your leadership.

Three positions, totaling 3 FTE were analyzed in this process:

- Administrative Assistant (proposed Planning and Building Services Administrator)
- Office Assistant (proposed Planning and Building Services Specialist)
- Office Assistant

The materials considered during the review included:

- Updated job descriptions created in partnership with HR (completed in mid-April)
- Comparable County data from Lewis, Walla Walla, Whitman, and Benton Counties
- Local market wage data for position
- Internal Franklin County wage comparison

**Office Assistant:** There were no changes to the duties for this position, but a minor adjustment was made to the education and experience requirements. This position was evaluated during the countywide compensation review, so while the current market conditions have shifted the compensation slightly downward, my recommendation is to leave the position as it is currently, at a *Grade 12*.

**Planning and Building Services Specialist:** This is a new position that had previously been established as an Office Assistant position. It was known at the time of the countywide compensation review that this position likely needed to be changed, but the scope of duties was not yet defined, and we needed to wait for you to have some time in position to determine the appropriate scope. I recommend placement of this position at a *Grade 13* based on external market data as well as internal parity.

**Planning and Building Services Administrator:** This position was added when there was a vacuum of leadership in the department, as an Administrative Assistant. Again, when we went through the countywide compensation review process, there was an acknowledgement on your end that the position would likely need to be changed, but as with the Specialist, the appropriate scope of duties was not yet defined. The current market conditions would have this position placed as it currently is, Grade 15, even

with the expanded duties, however the additional complexity leads me to a recommendation of *Grade 16*, largely based on internal comparable positions.

If the changes are implemented as recommended, the annual impact will be \$5,182. If you agree with the recommendations and elect to move forward, the next step will be to obtain Keith's concurrence and support for taking the requested changes to the Board for approval. If you would like to move forward, please discuss with Keith and if he approves, let me know and I will prepare a Board package for review prior to submission.

Thank you!