

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 1/18/2022	PREPARED BY: Eric Wyant
Meeting Date Requested: 1/25/2022	PRESENTED BY: Eric Wyant and District Court Judge Jerry Roach
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 10 minutes	
SUBJECT: Position Reclassification and Compensation Change for District Court Administrative Assistant Position	
FISCAL IMPACT: \$3,857 Annual impact \$3600 2022 impact	
BACKGROUND: In December 2021, the District Court Judge requested a Compensation Review for the Administrative Assistant in his office. A review of the job duties and compensation analysis was completed and a recommendation was issued by former HR Director Carlee Nave as detailed in the attached memo. The position is currently placed at a grade 15 and the new recommended placement is grade 16 with a change in job title, and FLSA-status to 'Exempt'.	
RECOMMENDATION: Parties below recommend approval of the resolution as presented.	
COORDINATION: Judge Roach and K. Fields, District Court Administrator/Probation Director worked with myself to finalize the job description, and former HR Director Carlee Nave completed the compensation review.	
ATTACHMENTS: (Documents you are submitting to the Board) <ol style="list-style-type: none">1. Resolution2. Compensation Review Findings and Recommendation Memo3. 2022 Position Budget Request Form4. Organizational Chart	
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.



Eric Wyant, Interim HR Director

FRANKLIN COUNTY RESOLUTION _____

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

***POSITION RECLASSIFICATION AND COMPENSATION CHANGE FOR DISTRICT COURT
ADMINISTRATIVE ASSISTANT POSITION***

WHEREAS, the District Court Judge requested a re-evaluation of duties and compensation review for the Administrative Assistant position within the office; and

WHEREAS, the District Court Judge has worked with the Human Resources Department to draft a job description and recommended classification for the new position; and

WHEREAS, Human Resources has conducted a market evaluation and recommends a title and compensation change for the position; and

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

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners authorizes the District Court Administrative Assistant position to be reclassified as the Assistant District Court Administrator/Assistant Probation Director (full-time, exempt, non-bargaining) at Grade 16 on the *8 hour Non-Bargaining Seven Step Matrix*.

APPROVED this ____ day of _____, 2022.

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

Chair

ATTEST:

Chair Pro Tem

Clerk to the Board

Member



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: Judge Jerry Roach
Kelly Fields, District Court Administrator/Probation Director
From: Human Resources
Date: December 13, 2021
RE: Compensation Review of District Court Administrative Assistant Position

Judge and Kelly,

Human Resources has completed the job description analysis and review of the District Court Administrative Assistant position per your request.

The request for review was precipitated by the realization that the leadership and management duties for the position have been underrepresented in the job description and thus not considered in prior compensation analysis. Given these duties, it is clear that this position is much more comparable to several exempt-level supervisory positions in the County. A change to the title, FLSA-status, and grade are all appropriate and ultimately make much more sense from an organizational development and succession planning standpoint for long-term stability in the office.

I am recommending a change to the job title from District Court Administrative Assistant to Assistant DC Administrator/Assistant Probation Director. While this is a long title, it is the most appropriate to reflect the job duties and function within the office. Additionally, I recommend the position be classified as Grade 16 and overtime exempt pursuant to the Administrative exemption under federal and state law.

As we discussed, Eric will prepare a package for presentation to the Board shortly after the first of the year.

Thank you,
Carlee

2022 POSITION CHANGE BUDGET REQUEST FORM
USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

Department	<u>DISTRICT COURT</u>		
Position Title	<u>DC Administrative Assistant</u>		
Bargaining Unit	<u>NON BARGAINING, 8-hour day</u>		
Employee Name (if applicable)	<u>Teresa Garcia</u>		
Date of Next Scheduled Step Increase (if applicable)	<u></u>		
Will this request reset the anniversary date?	<u>YES</u>	If YES, new date of next step increase:	<u>1/25/2023</u>
Is the employee's current salary frozen?	<u>NO</u>	If YES, enter current bi-weekly salary :	<u></u>
Current Grade	<u>15</u>	Requested Grade	<u>16</u>
Current Step (as of 1/1/22)	<u>7</u>	Requested Step	<u>6</u>
Current Hours per Week	<u>40.00</u>	Requested Hours per Week	<u>40.00</u>
Current Salary	\$ 68,869.00	Requested Salary	\$ 72,135.00
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>	
Requested effective date of change:		<u>1/25/2022</u>	

JUSTIFICATION:

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Cost Calculation

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

Gross Pay (Increase in Annual Salary)		\$ 3,266.00
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>		
FICA/Medicare		250.00
Health Benefits		-
Retirement	PERS	335.00
Labor & Industries	5306	-
Paid Family Medical Leave		6.00
Subtotal Benefits		\$ 591.00
Total Cost of Request		\$ 3,857.00

Dept Head Signature: _____

Kelly Fields

District Court Judge Jerry Roach

