

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 3/15/2022	PREPARED BY: Eric Wyant
Meeting Date Requested: 3/22/2022	PRESENTED BY: Eric Wyant and County Assessor John Rosenau
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 15 minutes	
SUBJECT: Assessor's Office Position Reclassifications	
FISCAL IMPACT: \$16,326 total Chief Deputy Assessor Fiscal Impact: \$9,026 (as the current occupant will be leaving the County at the end of March, the fiscal impact will likely be absorbed by salary savings when the position is filled.) Appraiser Positions Fiscal Impact: \$7,300 (there has been appraiser turnover this year, and added positions have gone unfilled. The 2022 budget impact will likely be lower for these reasons.) <ul style="list-style-type: none">○ Appraiser Trainee: \$7,245 savings (Assessor currently has 1 opening, one of which is currently budgeted at a higher pay grade. Fiscal impact reflects a 5/1/22 hire date for the open position)○ Residential Appraiser: \$2,412○ Statistical Analysis Appraiser: \$0 (Assessor is not requesting an FTE in this position at this time)○ Agricultural Appraiser: \$4,694○ Commercial & Industrial Appraiser: \$7,439 (Assessor currently has one opening. Fiscal impact reflects a 5/1/22 hire date for the open position)	
BACKGROUND: <p>In late 2021 the County Assessor requested a compensation review of his Chief Deputy Assessor, and Appraiser positions. This work was delayed during the transition period between HR Directors, and was picked back up in February 2022. The request before the Board today is reclassify these positions.</p> <p>A job description analysis and compensation review was completed for the Chief Deputy Assessor position and today's request from the Assessor is to change the position from a Grade 18 to a Grade 19, to align with internal comparator positions. The compensation analysis from external comparators was difficult to conduct as the organizational structure of the County Assessor's office varies across the state. For some external comparator counties such as Benton County, the requested salary grade is comparable. For other comparator counties such as Grant and Whitman Counties, there were no comparable positions so a market evaluation could not be conducted. For Walla Walla and Lewis Counties, the requested salary range was not comparable. Because of the difficulty in reviewing our typical comparator counties, HR expanded the review to include Chelan, Kittitas, and Yakima Counties. Chelan and Kittitas Counties did not have comparable positions, and the requested salary grade was comparable to Yakima County.</p> <p>A job description analysis and compensation review was completed for the appraiser positions and today's request from the Assessor is to create the following appraiser position classifications:</p> <ul style="list-style-type: none">• Appraiser Trainee (Grade 14)• Residential Appraiser (Grade 15)• Statistical Analysis Appraiser (Grade 16)• Agricultural Appraiser (Grade 17)• Commercial & Industrial Appraiser (Grade 17)	

Currently, there are only two appraiser classifications, Appraiser I (Grade 14), and Appraiser II (Grade 16). Currently, unless approved by the Board, an appraiser new hire would start at an Appraiser I and would be eligible to move to an Appraiser II upon completion of four years' service plus receiving state accreditation. The request today is to create specific classifications that are graded on the scope and complexity of the work performed, recognizing the varying degrees of knowledge, skills, and abilities necessary to appraise different types of property.

As was the case with the Chief Deputy Assessor position, the compensation analysis from external comparators was difficult to conduct as the organizational structure of the County Assessor's office varies across the state. However, the compensation analysis did demonstrate that it is common for there to be multiple appraiser classifications, including commercial and agricultural classifications. Based on the existing pay grade structure and classifications, as well as the updated job descriptions, the requested classifications are appropriately graded when reviewed as a position series.

If the request for the appraiser positions is approved, a memorandum of agreement for the Appraisers Collective Bargaining Agreement will be presented to the Board in the coming weeks to reflect the newly created/reclassified positions and pay grades, as well as recognize the way that an appraiser would advance out of the Appraiser Trainee position. For the newly added pay grades (Grades 15 and 17) the annual salary range is the same as the Courthouse 7.5 Hour Salary Matrix.

RECOMMENDATION:

The County Assessor recommends approval of the resolutions as presented.

COORDINATION: J Rosenau, County Assessor worked with E Wyant, HR Director to update the job description, and complete a compensation review for the Chief Deputy Assessor position. J Rosenau, and N Morgan, Chief Appraiser worked with E Wyant to update the appraiser job descriptions, and complete a compensation analysis. The updated job descriptions were reviewed with S Pinkerton, the business representative for the Appraisers bargaining unit, with no concerns raised from the bargaining unit.

ATTACHMENTS: (Documents you are submitting to the Board)

1. Resolutions (2)
2. 2022 Position Budget Request Forms (7)
3. Organizational Chart

HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list name(s) of parties that will need a pdf)

Thomas Westerman

I certify the above information is accurate and complete.



Eric Wyant, HR Director

FRANKLIN COUNTY RESOLUTION _____

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

POSITION RECLASSIFICATION FOR CHIEF DEPUTY ASSESSOR POSITION

WHEREAS, the Chief Deputy Assessor position is currently placed on the *8 Hour Non-Bargaining Seven Step Matrix* at a Grade 18; and

WHEREAS, the Franklin County Assessor requested a re-evaluation of duties and compensation review for the Chief Deputy Assessor position; and

WHEREAS, the Franklin County Assessor has worked with the Human Resources Department to draft an updated job description, and org chart for the updated position; and

WHEREAS, the Franklin County Assessor is requesting the position be graded at a Grade 19 on the *8 Hour Non-Bargaining Seven Step Matrix*; 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 approves the placement of the Chief Deputy Assessor position (full-time, exempt, non-bargaining) at Grade 19 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 RESOLUTION _____

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

REALIGNMENT OF APPRAISER POSITIONS IN THE ASSESSOR'S OFFICE

WHEREAS, the Franklin County Assessor requested a re-evaluation of duties and compensation review for the six Appraiser positions within the office; and

WHEREAS, the Franklin County Assessor has worked with the Human Resources Department to draft updated job descriptions, and org chart for the updated positions; and

WHEREAS, the Franklin County Assessor is requesting reclassification of the appraiser positions to create a five position series; 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 an Appraiser Trainee position (2 FTE, full-time, non-exempt, bargaining) at Grade 14 on the *Local 2658-F (Appraisers) 7.5 Hour Matrix*, replacing one of the Real Property Appraiser I positions.

AND, BE IT FURTHER RESOLVED the Board of Franklin County Commissioners authorizes the creation of a Residential Appraiser position (1 FTE, full-time, non-exempt, bargaining) at Grade 15 on the *Local 2658-F (Appraisers) 7.5 Hour Matrix* (2022 annual salary range \$48,087 - \$64,564.50) replacing two of the Real Property Appraiser I positions.

AND, BE IT FURTHER RESOLVED the Board of Franklin County Commissioners authorizes the creation of a Statistical Analysis Appraiser position (0 FTE, full-time, non-exempt, bargaining) at Grade 16 on the *Local 2658-F (Appraisers) 7.5 Hour Matrix*.

AND, BE IT FURTHER RESOLVED the Board of Franklin County Commissioners authorizes the creation of a Agricultural Appraiser position (1 FTE, full-time, non-exempt, bargaining) at Grade 17 on the *Local 2658-F (Appraisers) 7.5 Hour Matrix* (2022 annual salary range \$58,207.50 - \$78,156) replacing one of the Real Property Appraiser II positions.

AND, BE IT FURTHER RESOLVED the Board of Franklin County Commissioners authorizes the creation of a Commercial and Industrial Appraiser position (2 FTE, full-time, non-exempt, bargaining) at Grade 17 on the *Local 2658-F (Appraisers) 7.5 Hour Matrix* (2022 annual salary range \$58,207.50 - \$78,156) replacing two of the Real Property Appraiser II positions.

DATED this _____ day of _____, 2022.

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

Chair

Chair Pro Tem

ATTEST:

Clerk of the Board

Member

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

Department ASSESSOR

Position Title Chief Deputy Assessor

Bargaining Unit NON BARGAINING, 8-hour day

Employee Name
(if applicable) Piper Mitchell

**Date of Next Scheduled
Step Increase (if applicable)**

Will this request reset the anniversary date? **NO** If YES, new date of next step increase:

Is the employee's current salary frozen? **NO** If YES, enter current bi-weekly salary:

Current Grade	<u>18</u>	Requested Grade	<u>19</u>
Current Step (as of 1/1/22)	<u>7</u>	Requested Step	<u>7</u>
Current Hours per Week	<u>40.00</u>	Requested Hours per Week	<u>40.00</u>
Current Salary	\$ 91,708.00	Requested Salary	\$ 100,880.00

Has HR reviewed the request and made a compensation recommendation? YES

Is the requested grade consistent with HR's recommendation?

Is the position already eligible for health benefits? YES

If not, does this request include the addition of health benefits?

Is the position eligible for retirement benefits? YES

Requested effective date of change: 3/22/2022

JUSTIFICATION:

To change the compensation to reflect the scope and complexities of the position, and bring the compensation in line with other Chief Deputy positions in the County.

Cost Calculation

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

Gross Pay (Increase in Annual Salary) \$ 7,644.00

(Number includes adjustment for budgeted payroll accrual at year-end)

FICA/Medicare 585.00

Health Benefits -

Retirement 784.00

Labor & Industries -

Paid Family Medical Leave 13.00

Subtotal Benefits \$ 1,382.00

Total Cost of Request \$ 9,026.00

Dept Head Signature: 

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

Department ASSESSOR

Position Title Real Property Appraiser I

Bargaining Unit Appraisers Union, 7.5-hour day

Employee Name
(if applicable) Angel Samano

**Date of Next Scheduled
Step Increase (if applicable)**

Will this request reset the anniversary date? **NO** If YES, new date of next step increase:

Is the employee's current salary frozen? **NO** If YES, enter current bi-weekly salary:

Current Grade	<u>14</u>	Requested Grade	<u>14</u>
Current Step (as of 1/1/22)	<u>2</u>	Requested Step	<u>2</u>
Current Hours per Week	<u>40.00</u>	Requested Hours per Week	<u>40.00</u>
Current Salary	\$ 48,964.00	Requested Salary	\$ 48,964.00

Has HR reviewed the request and made a compensation recommendation? YES

Is the requested grade consistent with HR's recommendation? YES

Is the position already eligible for health benefits? YES

If not, does this request include the addition of health benefits?

Is the position eligible for retirement benefits? YES

Requested effective date of change: 3/22/2022

JUSTIFICATION:

Employee would move into the newly created "Appraiser Trainee" position.

Cost Calculation

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

Gross Pay (Increase in Annual Salary)

(Number includes adjustment for budgeted payroll accrual at year-end)

Gross Pay (Increase in Annual Salary)		\$	-
FICA/Medicare			-
Health Benefits			-
Retirement	PERS		-
Labor & Industries	1501		-
Paid Family Medical Leave			-
Subtotal Benefits		\$	-
Total Cost of Request		\$	-

Dept Head Signature: 

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

Department ASSESSOR

Position Title Real Property Appraiser II

Bargaining Unit Appraisers Union, 7.5-hour day

Employee Name
(if applicable) New Hire

Date of Next Scheduled
Step Increase (if applicable)

Will this request reset the anniversary date? NO If YES, new date of next step increase:

Is the employee's current salary frozen? NO If YES, enter current bi-weekly salary :

Current Grade	<u>16</u>	Requested Grade	<u>14</u>
Current Step (as of 1/1/22)	<u>1</u>	Requested Step	<u>1</u>
Current Hours per Week	<u>37.50</u>	Requested Hours per Week	<u>37.50</u>
Current Salary	\$ 52,904.00	Requested Salary	\$ 43,700.00

Has HR reviewed the request and made a compensation recommendation? YES

Is the requested grade consistent with HR's recommendation? YES

Is the position already eligible for health benefits? YES

If not, does this request include the addition of health benefits?

Is the position eligible for retirement benefits? YES

Requested effective date of change: 5/1/2022

JUSTIFICATION:

Newly hired employee would move into the newly created "Appraiser Trainee" position.

Cost Calculation

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

Gross Pay (Increase in Annual Salary) \$ (6,136.00)

(Number includes adjustment for budgeted payroll accrual at year-end)

FICA/Medicare (470.00)

Health Benefits -

Retirement (629.00)

Labor & Industries -

Paid Family Medical Leave (10.00)

Subtotal Benefits \$ (1,109.00)

Total Cost of Request \$ (7,245.00)

Dept Head Signature: 

2022 POSITION CHANGE BUDGET REQUEST FORM

USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

Department ASSESSOR

Position Title Real Property Appraiser I

Bargaining Unit Appraisers Union, 7.5-hour day

Employee Name
(if applicable) Sheree Morkal

Date of Next Scheduled Step Increase (if applicable) 9/1/2022

Will this request reset the anniversary date? **NO** If YES, new date of next step increase:

Is the employee's current salary frozen? **NO** If YES, enter current bi-weekly salary :

Current Grade	14	Requested Grade	15
Current Step (as of 1/1/22)	4	Requested Step	3
Current Hours per Week	37.50	Requested Hours per Week	37.50
Current Salary	\$ 51,493.00	Requested Salary	\$ 53,937.00

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>3/22/2022</u>

JUSTIFICATION:

Employee would move into the newly created "Residential Appraiser" position. Employee is eligible for step increase on 9/1/22 at the completion of probation.

Cost Calculation

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

Gross Pay (Increase in Annual Salary)	\$ 2,041.00
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>	
FICA/Medicare	157.00
Health Benefits	-
Retirement	210.00
Labor & Industries	-
Paid Family Medical Leave	4.00
Subtotal Benefits	\$ 371.00
Total Cost of Request	\$ 2,412.00

Dept Head Signature: 

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

Department ASSESSOR

Position Title Real Property Appraiser II

Bargaining Unit Appraisers Union, 7.5-hour day

Employee Name
(if applicable) Brian Moneymaker

Date of Next Scheduled Step Increase (if applicable) 9/1/2022

Will this request reset the anniversary date? **NO** If YES, new date of next step increase:

Is the employee's current salary frozen? **NO** If YES, enter current bi-weekly salary :

Current Grade	<u>16</u>	Requested Grade	<u>17</u>
Current Step (as of 1/1/22)	<u>7</u>	Requested Step	<u>6</u>
Current Hours per Week	<u>37.50</u>	Requested Hours per Week	<u>37.50</u>
Current Salary	\$ 71,039.00	Requested Salary	\$ 75,647.00

Has HR reviewed the request and made a compensation recommendation? **YES**

Is the requested grade consistent with HR's recommendation? **YES**

Is the position already eligible for health benefits? **YES**

If not, does this request include the addition of health benefits?

Is the position eligible for retirement benefits? **YES**

Requested effective date of change: 3/22/2022

JUSTIFICATION:

Employee would move into the newly created "Agricultural Appraiser" position. Employee is eligible for step increase on 9/1/22 per their salary anniversary date.

Cost Calculation

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

Gross Pay (Increase in Annual Salary)		\$ 3,974.00
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>		
FICA/Medicare		305.00
Health Benefits		-
Retirement	PERS	408.00
Labor & Industries	1501	-
Paid Family Medical Leave		7.00
Subtotal Benefits		\$ 720.00
Total Cost of Request		\$ 4,694.00

Dept Head Signature: 

2022 POSITION CHANGE BUDGET REQUEST FORM

USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

Department ASSESSOR

Position Title Real Property Appraiser II

Bargaining Unit Appraisers Union, 7.5-hour day

Employee Name
(if applicable) Shannon Taylor

Date of Next Scheduled Step Increase (if applicable) 5/1/2022

Will this request reset the anniversary date? **NO** If YES, new date of next step increase:

Is the employee's current salary frozen? **NO** If YES, enter current bi-weekly salary :

Current Grade	16	Requested Grade	17
Current Step (as of 1/1/22)	6	Requested Step	5
Current Hours per Week	37.50	Requested Hours per Week	37.50
Current Salary	\$ 69,901.00	Requested Salary	\$ 73,210.00

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>3/22/2022</u>

JUSTIFICATION:

Employee would move into the newly created "Commercial and Industrial Appraiser" position. Employee is eligible for step increase on 5/1/22 at the completion of probation.

Cost Calculation

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

Gross Pay (Increase in Annual Salary)	\$ 2,762.00
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>	
FICA/Medicare	212.00
Health Benefits	-
Retirement	284.00
Labor & Industries	-
Paid Family Medical Leave	5.00
Subtotal Benefits	\$ 501.00
Total Cost of Request	\$ 3,263.00

Dept Head Signature: 

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

Department ASSESSOR

Position Title Real Property Appraiser II

Bargaining Unit Appraisers Union, 7.5-hour day

Employee Name
(if applicable) New Hire

Date of Next Scheduled
Step Increase (if applicable) _____

Will this request reset the anniversary date? NO If YES, new date of next step increase: _____

Is the employee's current salary frozen? NO If YES, enter current bi-weekly salary : _____

Current Grade	<u>16</u>	Requested Grade	<u>17</u>
Current Step (as of 1/1/22)	<u>1</u>	Requested Step	<u>1</u>
Current Hours per Week	<u>37.50</u>	Requested Hours per Week	<u>37.50</u>
Current Salary	\$ 52,904.00	Requested Salary	\$ 58,208.00

Has HR reviewed the request and made a compensation recommendation? YES

Is the requested grade consistent with HR's recommendation? YES

Is the position already eligible for health benefits? YES

If not, does this request include the addition of health benefits? _____

Is the position eligible for retirement benefits? YES

Requested effective date of change: 5/1/2022

JUSTIFICATION:

Newly hired employee would move into the newly created "Commercial and Industrial Appraiser" position.

Cost Calculation

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

Gross Pay (Increase in Annual Salary) \$ 3,536.00

(Number includes adjustment for budgeted payroll accrual at year-end)

FICA/Medicare 271.00

Health Benefits -

Retirement 363.00

Labor & Industries -

Paid Family Medical Leave 6.00

Subtotal Benefits \$ 640.00

Total Cost of Request \$ 4,176.00

Dept Head Signature: _____



Franklin County Assessor Organization Chart

