

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 5/20/2022	<b>PREPARED BY:</b> Eric Wyant
<b>Meeting Date Requested:</b> 5/31/2022	<b>PRESENTED BY:</b> Eric Wyant and Sheriff Jim Raymond
<b>ITEM:</b> (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 10 minutes	
<b>SUBJECT:</b> Commissary/Visitation Clerk Position Reclassification to Grade 10	
<b>FISCAL IMPACT:</b> 2022 fiscal impact: \$4,317 (Based on 20 hours per week which can vary as these are on-call/variable hour positions.)	
<b>BACKGROUND:</b> The Sheriff currently has one position open for Commissary/Visitation Clerk which has been open since February, and to-date has received zero applications for the position. The position is currently graded at a Grade 9 (starting at \$14.58/hour) which is just above the minimum wage, and is difficult to recruit for when similar part-time positions in the labor market are starting at a higher rate and don't require the backgrounding process required to work in a jail setting.  Currently in Grade 9 the first step does not exist due to the rate of pay being below minimum wage. With the continued rate of inflation, and the state setting the minimum wage to CPI, the requested reclassification to Grade 10 which has a step 1 hourly rate of \$15.28/hour if approved will likely get ahead of the 2023 minimum wage rate.	
<b>RECOMMENDATION:</b> Parties below recommend approval of the resolution as presented.	
<b>COORDINATION:</b> Since the February, HR has worked with the Sheriff's Office to post for the Commissary/Visitation Clerk on a variety of recruiting websites. Following unsuccessful recruiting efforts and the continued rate of inflation, Sheriff Raymond and I discussed reclassifying the positions in an attempt to boost recruiting efforts and get ahead of the minimum wage for 2023.	
<b>ATTACHMENTS:</b> (Documents you are submitting to the Board)  1. Resolution 2. Position Budget Request Forms	
<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)  n/a	

*I certify the above information is accurate and complete.*



Eric Wyant, HR Director

**FRANKLIN COUNTY RESOLUTION \_\_\_\_\_**

BEFORE THE BOARD OF COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

***RECLASSIFICATION OF THE COMMISSARY/VISITATION CLERK POSITION***

**WHEREAS**, the Commissary/Visitation Clerk Position is currently graded at a Grade 9 on the 8 hour Non-Bargaining Seven Step Matrix; and

**WHEREAS**, the Franklin County Sheriff is requesting a reclassification of the Commissary/Visitation Clerk position in his budget to a higher pay grade due to recruiting difficulties; 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 Commissary/Visitation Clerk (on-call/variable hour, non-exempt, non-bargaining) position to be reclassified at a Grade 10 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

# 2022 POSITION CHANGE BUDGET REQUEST FORM

USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

**Department** CORRECTIONS

**Position Title** Commissary/Visitation Clerk

**Bargaining Unit** NON BARGAINING, 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? \_\_\_\_\_ If YES, new date of next step increase: \_\_\_\_\_

Is the employee's current salary frozen? \_\_\_\_\_ If YES, enter current bi-weekly salary : \_\_\_\_\_

Current Grade	9	Requested Grade	10
Current Step (as of 1/1/22)	2	Requested Step	1
Current Hours per Week	20.00	Requested Hours per Week	20.00
Current Salary	\$ 15,164.00	Requested Salary	\$ 15,892.00

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>NO</u>
If not, does this request include the addition of health benefits?	_____
Is the position eligible for retirement benefits?	<u>YES</u>
Requested effective date of change:	<u>5/31/2022</u>

**JUSTIFICATION:**

Increasing due to difficulting in recruiting, as well as to get ahead of the likely large increase to the minimum wage due to inflation.

**Cost Calculation**

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

<b>Gross Pay (Increase in Annual Salary)</b>	<b>\$ 486.00</b>
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>	
FICA/Medicare	38.00
Health Benefits	-
Retirement	50.00
Labor & Industries	-
Paid Family Medical Leave	1.00
<b>Subtotal Benefits</b>	<b>\$ 89.00</b>
<b>Total Cost of Request</b>	<b>\$ 575.00</b>

Dept Head Signature: 

# 2022 POSITION CHANGE BUDGET REQUEST FORM

USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

**Department** CORRECTIONS

**Position Title** Commissary/Visitation Clerk

**Bargaining Unit** NON BARGAINING, 7.5-hour day

**Employee Name**  
(if applicable) Araceli Medina

**Date of Next Scheduled Step Increase (if applicable)** 9/16/2022

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	9	Requested Grade	10
Current Step (as of 1/1/22)	3	Requested Step	3
Current Hours per Week	20.00	Requested Hours per Week	20.00
Current Salary	\$ 16,193.00	Requested Salary	\$ 17,830.00

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?

NO

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

Is the position eligible for retirement benefits?

YES

Requested effective date of change: 5/31/2022

**JUSTIFICATION:**

**Cost Calculation**

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

<b>Gross Pay (Increase in Annual Salary)</b>	<b>\$</b>	<b>1,093.00</b>
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>		
FICA/Medicare		84.00
Health Benefits		-
Retirement	PERS	113.00
Labor & Industries	5306	-
Paid Family Medical Leave		2.00
<b>Subtotal Benefits</b>	<b>\$</b>	<b>199.00</b>
<b>Total Cost of Request</b>	<b>\$</b>	<b>1,292.00</b>

Dept Head Signature: 

# 2022 POSITION CHANGE BUDGET REQUEST FORM

USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

**Department** CORRECTIONS

**Position Title** Commissary/Visitation Clerk

**Bargaining Unit** NON BARGAINING, 7.5-hour day

**Employee Name**  
(if applicable) Blanca Carreon-Cervantes

**Date of Next Scheduled Step Increase (if applicable)** 6/16/2022

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	9	Requested Grade	10
Current Step (as of 1/1/22)	2	Requested Step	2
Current Hours per Week	20.00	Requested Hours per Week	20.00
Current Salary	\$ 15,607.00	Requested Salary	\$ 17,184.00

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?

**NO**

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

Is the position eligible for retirement benefits?

**YES**

Requested effective date of change: 5/31/2022

## JUSTIFICATION:

## Cost Calculation

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

### Gross Pay (Increase in Annual Salary)

**\$ 1,054.00**

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

FICA/Medicare

81.00

Health Benefits

-

Retirement

PERS

109.00

Labor & Industries

5306

-

Paid Family Medical Leave

2.00

**Subtotal Benefits**

**\$ 192.00**

**Total Cost of Request**

**\$ 1,246.00**

Dept Head Signature: 



# 2022 POSITION CHANGE BUDGET REQUEST FORM

USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

**Department** CORRECTIONS

**Position Title** Commissary/Visitation Clerk

**Bargaining Unit** NON BARGAINING, 7.5-hour day

**Employee Name**  
(if applicable) Cassandra Perez

**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	9	Requested Grade	10
Current Step (as of 1/1/22)	2	Requested Step	2
Current Hours per Week	20.00	Requested Hours per Week	20.00
Current Salary	\$ 15,164.00	Requested Salary	\$ 16,692.00

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?

NO

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

Is the position eligible for retirement benefits?

YES

Requested effective date of change: 5/31/2022

**JUSTIFICATION:**

**Cost Calculation**

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

<b>Gross Pay (Increase in Annual Salary)</b>	<b>\$</b>	<b>1,019.00</b>
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>		
FICA/Medicare		78.00
Health Benefits		-
Retirement	PERS	105.00
Labor & Industries	5306	-
Paid Family Medical Leave		2.00
<b>Subtotal Benefits</b>	<b>\$</b>	<b>185.00</b>
<b>Total Cost of Request</b>	<b>\$</b>	<b>1,204.00</b>

Dept Head Signature: 