

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 6/9/2022	<b>PREPARED BY:</b> Eric Wyant
<b>Meeting Date Requested:</b> 6/21/2022	<b>PRESENTED BY:</b> Eric Wyant, County Clerk Mike Killian, and County Coroner Curtis McGary
<b>ITEM:</b> (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 15 minutes	
<b>SUBJECT:</b> Chief Deputy Clerk and Chief Deputy Coroner Position Reclassifications	
<b>FISCAL IMPACT:</b> Chief Deputy Clerk \$6,319 for 2022 Chief Deputy Coroner \$10,416 for 2022	
<b>BACKGROUND:</b> <p>At the March 22, 2022 Commissioner meeting, a request was brought before the Board to reclassify the Chief Deputy Assessor position to a Grade 19 from a Grade 18 based on other internal comparator positions. During the presentation of the request there was discussion about other Chief Deputy positions which were lower than Grade 19, and it was shared that the Chief Deputy Clerk was a Grade 18, and the Chief Deputy Coroner was a Grade 17. When I asked the Board at that time if I should bring requests to reclassify the other Chief Deputy positions, it was the consensus of a majority of the Board that only if the elected official requests it. M Killian and C McGary are requesting the Board reclassify their respective Chief Deputy positions to a Grade 19 today. Because there was no substantive change in job duties, the request is to place the Chief Deputies in the same step in Grade 19 per County policy.</p> <p>Prior analysis that I have conducted found that the bulk of our comparator entities tend to take uniform approach when it comes to the Chief Deputy positions within the Assessor's, Auditor's, Clerk's, Coroner's, and Treasurer's offices.</p> <p><b>Internal Comparator Position Listing by Department (Chief Deputy and Senior Manager Positions):</b></p> <p><b>Assessor:</b> Chief Deputy Assessor – Grade 19 Chief Appraiser – Grade 19</p> <p><b>Auditor:</b> Director of Finance – Grade 20 Director of Audit Services – Grade 20 Accounting Supervisor – Grade 19 Elections Manager – Grade 19</p> <p><b>District Court:</b> District Court Administrator/Probation Director – Grade 19</p> <p><b>Hapo Center:</b> Finance Manager – Grade 19</p> <p><b>IS:</b> Assistant IS Director – Grade 20</p>	

**Prosecuting Attorney:**

Chief Deputy Prosecuting Attorney – Grade 22

Office Administrator/Child Support Director – Grade 19

**Sheriff:**

Command Staff positions are not on a salary matrix, rather set based on a compression rate with the law enforcement deputies. Their current salaries would fall in a Grade 21 on the *8 Hour Non-Bargaining Salary Matrix*

**Treasurer:**

Chief Deputy Treasurer – Grade 19

Administrative Accountant – Grade 19

**RECOMMENDATION:** The County Clerk recommends approval of the Chief Deputy Clerk reclassification resolution as presented. The County Coroner recommends approval of the Chief Deputy Coroner reclassification resolution as presented.

**COORDINATION:** M Killian, County Clerk and C McGary, County Coroner worked with E Wyant, HR Director to prepare the request brought before you today.

**ATTACHMENTS:** (Documents you are submitting to the Board)

1. Resolutions (2)
2. 2022 Position Budget Request Forms (2)

**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**

***RECLASSIFICATION FOR CHIEF DEPUTY CLERK POSITION***

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

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

**WHEREAS**, the Franklin County Clerk 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 Clerk 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

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

**Department** CLERK

**Position Title** Chief Deputy Clerk

**Bargaining Unit** NON BARGAINING, 8-hour day

**Employee Name**  
(if applicable) Ruby Ochoa

**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? 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: 6/21/2022

**JUSTIFICATION:**

Requesting reclassification consistent with other Chief Deputy and senior manager positions in the County.

**Cost Calculation**

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

**Gross Pay (Increase in Annual Salary)** \$ 5,351.00

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

FICA/Medicare 410.00

Health Benefits -

Retirement PERS 549.00

Labor & Industries 5306 -

Paid Family Medical Leave 9.00

**Subtotal Benefits** \$ 968.00

**Total Cost of Request** \$ 6,319.00

Dept Head Signature: 