

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: July 19, 2022	PREPARED BY: Laura B. Stark, Administration & Finance
Meeting Date Requested: July 26, 2022	PRESENTED BY: Craig Erdman
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 10 minutes	
SUBJECT: Accelerated step progression for the Franklin County Parts and Service Technician	
FISCAL IMPACT: \$1,010 for 2022	
<p>BACKGROUND: K Doshier applied and was ultimately hired for the vacant Parts and Service Technician within the Public Works ER&R in February of 2022. She was hired with years of experience as a service manager, service technician, parts and inventory, and customer service within the private sector.</p> <p>In the six (6) months since she was hired with Public Works, she has grasped Franklin County's purchasing, invoice processing, inventory control, and coding mechanism processes, and has demonstrated an Impeccable customer service attitude, has reorganized the entire parts room thereby creating efficiencies that didn't previously exist, and makes a significant and positive impact on the functions of the department.</p> <p>Per the CBA, at the completion of probation on 8/1/22, she is scheduled to go to Step 2 of her pay grade. Shop Supervisor, Greg Snyder has recommended the additional step as employees of her caliber are difficult to attract and retain.</p>	
<p>RECOMMENDATION: Staff recommends that K Doshier receive an additional step as part of her transition from a probationary employee to a regular employee, taking her from her current Grade 13, step 1 to Grade 13, step 3 with an effective date of August 1, 2022.</p> <p>RECOMMENDED MOTION: I MOVE THAT THE BOARD APPROVE THE PLACEMENT OF KRISTEN DOSHIER AT A GRADE 13, STEP 3 WITH AN EFFECTIVE DATE OF AUGUST 1, 2022.</p> <p>I FURTHER MOVE THAT THE CHAIRMAN SIGN THE PROPOSED PERSONNEL ACTION FORM.</p>	
<p>COORDINATION: This matter has been discussed with Craig Erdman, Public Works Director, Laura Stark, Administration & Finance, and Greg Snyder, Shop Supervisor, with consensus received that this action is appropriate and fully supported. The requested action was reviewed by Eric Wyant, HR Director and determined to be consistent with other similar requests in the past. Due to previously scheduled time off, and the requested effective date, Eric recommended we bring this request to the Board.</p>	
<p>ATTACHMENTS:</p> <ul style="list-style-type: none">• Craig Erdman Memo• PROPOSED Resolution• PROPOSED Personnel Action Form	

HANDLING / ROUTING:

- Clerk of the Board: Original Resolution
- Human Resources: Copy of Resolution, Original Personnel Action Form
- Public Works-Laura Stark, Copy of Resolution, Copy of Personnel Action Form

I certify the above information is accurate and complete.



Craig Erdman, P.E. Public Works Director/County Engineer

FRANKLIN COUNTY RESOLUTION _____
BEFORE THE BOARD OF COMMISSIONERS OF
FRANKLIN COUNTY WASHINGTON

STEP EXCEPTION FOR PUBLIC WORKS EMPLOYEE

WHEREAS, K. Doshier applied and was ultimately hired for the vacant Parts and Service Technician within the Public Works ER&R in February, 2022 and brought with her many years of experience in this field from the private sector; and

WHEREAS, in the six (6) months since she was hired by Public Works, employee has grasped Franklin County's purchasing, invoice processing, inventory control, coding mechanism processes, and has demonstrated an impeccable customer service attitude; and

WHEREAS, due to the employee's experience, she has created efficiencies and makes a significant and positive impact on the functions of the department; and

WHEREAS, the Public Works Director recommends that K. Doshier receive an additional step as part of her transition from a probationary employee to a regular employee; and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and finds the change of status for this position taking her from a probationary employee at Grade 13, step 1 to a regular employee at Grade 13, step 3 as being in the best interest of Franklin County;

NOW, THEREFORE, BE IT RESOLVED that the Board of Franklin County Commissioners approve the step exception and change of status for the employee, taking her from a Grade 13, step 1 to Grade 13, step 3, effective August 1, 2022.

BE IT FURTHER RESOLVED that the Chairman of the Board of Franklin County Commissioners be, and hereby is, authorized to sign the attached Personnel Action Form.

APPROVED this _____ of _____, 2022.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Chair

Chair Pro Tem

Attest: _____
Clerk of the Board

Member

Original: Clerk of the Board

Copy: Public Works Department
Human Resources



Franklin County Personnel Action Form

(Check personnel action below, then fill out corresponding section)

☐ New Hire ☐ Re-Hire ☐ Position Change ☐ Pay Change ☐ Employment Separation ☐ Leave

Employee Name: DOSHIER, KRISTIN

Effective Date of Change: AUGUST 1, 2022

Department: PUBLIC WORKS - MOTOR VEHICLE

Submitted Date: JULY 19, 2022

☐ New Hire ☐ Position Change* ☒ *Action Type: Length of Service Increase
☐ Re-Hire ☐ Pay Change* ☒ Performance Evaluation: Yes

For position changes/new hire/re-hire
Please select at least one from each column below

Employment Type

Schedule

☐ Full-Time
☐ Part-Time
☐ Seasonal/ Temporary

☐ 7.5 Hours/Day
☐ 8 Hours/Day
☐ Public Safety
☐ Flex

of Months: _____
(Maximum 120 Working Days)

☒ Hourly

☐ Variable/ On-call
☐ Provisional

Hours/Day: 10
 # Days/Week: 4

Job Title: PARTS & SERVICE TECHNICIAN

Department Title: MOTOR VEHICLE

Department ID #: 500-000-001

Grade/Step: 13-3
(If N/A, enter Salary or Hourly rate)

Resolution#: _____
(If Applicable)

Comments:

Employee Separation:

Separation Type:

(Select one, please submit corresponding notice with PAF)

Last Date Physically Worked: _____

Leave hours to Pay Out?

☐ Yes* ☐ No

☐ Voluntary Termination
☐ Involuntary Termination

* Please submit payout form to HR
 following employee's last date physically worked

Leave:

Last Date Physically Worked: _____

Leave Begin Date: _____

Leave End Date: _____

☐ Family and Medical Leave (Report hours used to HR for tracking)
☐ Military (Report hours used to HR for tracking)
☐ Administrative
☐ Other (Please Specify): _____

☐ Paid
☐ Unpaid

Authorization/Approval Signatures

Commissioner (If Applicable)

X

_____/_____/20__

Elected Official/Department Head

X

7/20/2022

Supervisor (If Applicable)

X

7/19/2022

Human Resources

X

_____/_____/20__

For Human Resources Use Only:

☐ Original Document- HR ☐ Electronic Copy- Payroll ☐ Electronic Copy- EO/Dept. Head ☐ Salary Matrix Wage Verification - Matrix Resolution #: _____
☐ Entered into One Solution - PCN #: _____ Term Cd 2: _____ ☐ Entered into Benefits Admin System
☐ HR Audit _____

Revised 12/2021

Memo



Public Works Department

To: Greg Snyder, Shop Supervisor
From: Craig Erdman PE, Director/County Engineer
cc: Laura Stark, Administrative Assistant
Date: July 18, 2022
Re: Kristen Doshier, Parts and Service Specialist

Greg,

I have read your evaluation of Kristen Doshier. I concur with your recommendation and will instruct Laura to initiate the process for her step increase as soon as possible.

Thank you for bring Kristen's performance to my attention.