

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 7/29/2022	PREPARED BY: Eric Wyant
Meeting Date Requested: 8/9/2022	PRESENTED BY: Eric Wyant and County Treasurer Josie Koelzer
ITEM: (Select One) Consent Agenda x Brought Before the Board Time needed: 10 minutes	
SUBJECT: Reorganization of Non-Management Treasurer's Office Positions	
FISCAL IMPACT: \$6,204 (2022 impact based on 8/9/22 effective date) <ul style="list-style-type: none">• Personal Property Deputy Reclassification - \$2,354• Segregation/Foreclosure Deputy Reclassification - \$1,249• Accounting Specialist Reclassification - \$1,287• Accounting Assistant III Reclassification - \$1,134	
BACKGROUND: <p>As a result of an increased volume of work due to both statutory changes, as well as the growth experienced in Franklin County, the County Treasurer is seeking to reclassify the bulk of the non-management positions within her office to compensate those employees for the additional workload.</p> <p>Today's request includes:</p> <ul style="list-style-type: none">• Reclassifying the Personal Property Deputy currently graded at a Grade 14 on the <i>Courthouse 7.5 Hour Salary Matrix</i> to a Senior Deputy Treasurer at a Grade 16 on the same salary matrix.• Reclassifying the Accounting Specialist currently graded at a Grade 15 on the <i>Courthouse 7.5 Hour Salary Matrix</i> to an Accounting/Investment Specialist at a Grade 16 on the same matrix.• Reclassifying the Accounting Assistant III currently graded at a Grade 14 on the <i>Courthouse 7.5 Hour Salary Matrix</i> to an Accounting Specialist at a Grade 15 on the same matrix.• Re-grading the Segregation/Foreclosure Deputy currently graded at a Grade 14 on the <i>Courthouse 7.5 Hour Salary Matrix</i> to a Grade 15 on the same matrix. <p>The funds for these changes were approved as part of the 2022 budget adoption contingent on the compensation analysis and job description revision work being completed by both the Treasurer's Office and the HR Department.</p>	
RECOMMENDATION: <p>The County Treasurer recommends approval of the resolution as presented.</p>	
COORDINATION: J Koelzer, Franklin County Treasurer worked with E Wyant, HR Director to revise and create the required job descriptions, and complete the compensation review.	


ATTACHMENTS: (Documents you are submitting to the Board)

1. Resolution
2. HR Compensation Review Memo
3. Budget Personnel Request Form (4)
4. 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 COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

***RECLASSIFICATION OF TREASURER'S OFFICE POSITIONS
and RELATED INTER-BUDGET TRANSFERS***

WHEREAS, the Franklin County Treasurer has identified a need for a reorganization of the bulk of her non-management positions in order to respond to the increasing volume of work associated with the growth in Franklin County, and applicable statutory changes; and

WHEREAS, the Franklin County Treasurer has worked with the Human Resources Department to draft job descriptions and recommended classifications for the new and updated positions; 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 Franklin County Board of Commissioners approves the reclassification of the Personal Property Deputy to a Senior Deputy Treasurer (full-time, non-exempt, bargaining) at Grade 16 on the *Local 874-CH (Courthouse) 7.5 Hour Matrix*.

AND, BE IT FURTHER RESOLVED the Franklin County Board of Commissioners approves the reclassification of the Accounting Specialist to an Accounting/Investment Specialist (full-time, non-exempt, bargaining) at Grade 16 on the *Local 874-CH (Courthouse) 7.5 Hour Matrix*.

AND, BE IT FURTHER RESOLVED the Franklin County Board of Commissioners approves the reclassification of the Accounting Assistant III to an Accounting Specialist (full-time, non-exempt, bargaining) at Grade 15 on the *Local 874-CH (Courthouse) 7.5 Hour Matrix*.

AND, BE IT FURTHER RESOLVED the Franklin County Board of Commissioners approves the re-grading of the Segregation/Foreclosure Deputy (full-time, non-exempt, bargaining) to a Grade 15 on the *Local 874-CH (Courthouse) 7.5 Hour Matrix*.

AND, BE IT FURTHER RESOLVED the Board of Franklin County Commissioners authorizes transfers from the 2022 Non-Departmental Contingency 101700 5001 totaling \$6,204 as follows:

To	Treasurer	Salaries and Wages	101680 1000	\$ 5,250
To	Treasurer	Social Security	101680 2010	\$ 404
To	Treasurer	Retirement	101680 2030	\$ 540
To	Treasurer	Paid FMLA	101680 2055	\$ 10

DATED this _____ day of _____, 2022.

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

Chair

ATTEST:

Chair Pro Tem

Clerk of 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: Josie Koelzer, Franklin County Treasurer
From: Human Resources
Date: July 27, 2022
RE: Reclassification/Compensation Review of Non-Management Positions

Josie,

Human Resources has completed the job description/compensation review of your non-management positions as part of your request submitted to HR in September of 2021. I appreciate your patience and partnership as we worked through staff turnover here in HR.

Below are my findings by position:

Reclassification of Accounting Specialist to Accounting/Investment Specialist:

As this was a position that was previously reviewed in 2019, I first went back and reviewed the compensation analysis to determine its relevancy. Based on my review, I believe that analysis still to be accurate and that reclassification of the position to a Grade 16 could be appropriate, which aligns with your request to reclassify the current position to this pay grade with a change in job title and duties.

Reclassification of Accounting Assistant III to Accounting Specialist:

As this is an established position within your office at this pay grade which was last reviewed in 2020, I again went back and looked at that analysis which was conducted at the time. Following that review, I believe Grade 15 classification is still accurate for the Accounting Specialist position.

Reclassification of Distrain Deputy to Senior Deputy Treasurer:

The Distrain Deputy position requested for review was reviewed in 2018 as part of a comprehensive review of County positions. The recommendation from that review was a Grade 14 placement which was an increase from a Grade 13. Our offices worked together to determine if there had been substantial changes to the job duties of the position since June 2018 when the job description was finalized. You identified your desire to elevate this role to directly supervise the Deputy Treasurer Cashier/Financial Specialist positions, as well as assisting the Chief Deputy in creating the annual tax roll, and overseeing all excise transactions.

Conducting a compensation review for this requested reclassification was a little more challenging as once you get to the mid-level manager level, each entity tends to do things a little differently. The best comparable position I was able to find was with Benton County which had an annual salary range of \$51,323.75 - \$67,905.00 which aligns with your request of a Grade 16 classification (\$52,903.50 - \$71,038.50). While I generally recommend not solely looking at Benton County as a comparator, I also reviewed internal comparator Grade 16 positions which include the Senior Deputy Assessor, Clerk’s Financial Manager, Assistant District Court Administrator, and Assistant Facilities Director positions and believe the requested Grade 16 placement based on the job duties to be appropriate.

Reclassification of Foreclosure Deputy:

The Foreclosure Deputy position requested for review was reviewed in 2018 as part of a comprehensive review of County positions. The recommendation from that review was a Grade 14 placement which was an increase from a Grade 13. Our offices worked together to determine if there had been substantial changes to the job duties of the position since June 2018 when the job description was finalized. You identified that the scope and complexity of the work associated with reviewing title, deed, and other associated property documents and preparation/submission of court documents related to the foreclosure process was not reflected in the job description at that time.

Reviewing comparable positions with Benton, Grant, Lewis, Whitman, and Walla Walla Counties and found their average salary range to be \$44,217.32 - \$56,204.90. The starting rate of this salary range is slightly higher than where the position is currently graded at Grade 14 (\$43,699.50 - \$58,675.50) but the end of our salary range for the position is slightly higher than the average salary range. However, their comparable positions on average amounted to about a 50% match of job duties of the updated job description. Because of the average job duty match was lower than the 75% match when determining a comparable position, and that your recommended grade placement is in line with other internal comparator positions, I believe your recommended placement of Grade 15 would be appropriate.

Reclassification of Deputy Treasurer Cashier/Financial Specialist:

The Deputy Treasurer Cashier/Financial Specialist position requested for review was reviewed in 2018 as part of a comprehensive review of County positions. The recommendation from that review was a Grade 12 placement which was an increase from a Grade 11. Our offices worked together to determine if there had been substantial changes to the job duties of the position since June 2018 when the job description was finalized. You identified there has not been a substantive change in job duties, but requested a re-evaluation as a result of the current labor market.

I reviewed the salary ranges for comparable positions with Benton, Grant, Lewis, Whitman, and Walla Walla Counties and found their average salary range to be \$37,705.82 - \$47,961.59. The starting rate of this salary range is slightly higher than where the position is currently graded at Grade 12 (\$36,094.50 - \$48,477.00) but the end of our salary range for the position is higher than the average salary range. Based on internal comparator Grade 12 positions such as the Customer Service Specialist II position in the Auditor's Office, the District Court Clerk position, and the Office Assistant in Planning and Building, I believe this position's current classification at Grade 12 is still appropriate.

Please review my findings from this analysis and let me know if you have any questions. Once you determine how you would like to proceed.

Thank you,
Eric

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

Department TREASURER

Position Title Personal Property Deputy

Bargaining Unit COURTHOUSE Clerical 874 Union, 7.5-hour day

Employee Name
(if applicable) Emelia Robie

Date of Next Scheduled
Step Increase (if applicable) _____

Will this request reset the anniversary date? YES If YES, new date of next step increase: 8/1/2023

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

Current Grade	<u>14</u>	Requested Grade	<u>16</u>
Current Step (as of 1/1/22)	<u>5</u>	Requested Step	<u>3</u>
Current Hours per Week	<u>37.50</u>	Requested Hours per Week	<u>37.50</u>
Current Salary	\$ 53,196.00	Requested Salary	\$ 58,344.00

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: 8/9/2022

JUSTIFICATION:

Reclassification to Senior Deputy Treasurer

Cost Calculation

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

Gross Pay (Increase in Annual Salary)		\$ 2,145.00
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>		
FICA/Medicare		165.00
Health Benefits		-
Retirement	PERS	220.00
Labor & Industries	5306	-
Paid Family Medical Leave		4.00
Subtotal Benefits		\$ 389.00
Total Cost of Request		\$ 2,534.00

Dept Head Signature: _____

Edward S. J. Carter

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

Department TREASURER

Position Title Segregation/Foreclosure Deputy

Bargaining Unit COURTHOUSE Clerical 874 Union, 7.5-hour day

Employee Name
(if applicable) Whitney Skelton

Date of Next Scheduled
Step Increase (if applicable) _____

Will this request reset the anniversary date? **YES** If YES, new date of next step increase: 8/1/2023

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

Current Grade	<u>14</u>	Requested Grade	<u>15</u>
Current Step (as of 1/1/22)	<u>5</u>	Requested Step	<u>4</u>
Current Hours per Week	<u>37.50</u>	Requested Hours per Week	<u>37.50</u>
Current Salary	\$ 53,196.00	Requested Salary	\$ 55,731.00

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: 8/9/2022

JUSTIFICATION:

Increase pay grade to account for revised job duties

Cost Calculation

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

Gross Pay (Increase in Annual Salary) \$ 1,057.00

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

FICA/Medicare 81.00

Health Benefits -

Retirement 109.00

Labor & Industries -

Paid Family Medical Leave 2.00

Subtotal Benefits \$ 192.00

Total Cost of Request \$ 1,249.00

Dept Head Signature: _____

Whitney Skelton

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

Department TREASURER

Position Title Accounting Specialist

Bargaining Unit COURTHOUSE Clerical 874 Union, 7.5-hour day

Employee Name
(if applicable) Amber Huminsky

Date of Next Scheduled
Step Increase (if applicable) _____

Will this request reset the anniversary date? **YES** If YES, new date of next step increase: 8/1/2023

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

Current Grade	<u>15</u>	Requested Grade	<u>16</u>
Current Step (as of 1/1/22)	<u>4</u>	Requested Step	<u>3</u>
Current Hours per Week	<u>37.50</u>	Requested Hours per Week	<u>37.50</u>
Current Salary	\$ 55,731.00	Requested Salary	\$ 58,344.00

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: 8/9/2022

JUSTIFICATION:

Reclassification to Accounting/Investment Specialist

Cost Calculation

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

Gross Pay (Increase in Annual Salary) \$ 1,089.00

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

FICA/Medicare 84.00

Health Benefits -

Retirement PERS 112.00

Labor & Industries 5306 -

Paid Family Medical Leave 2.00

Subtotal Benefits \$ 198.00

Total Cost of Request \$ 1,287.00

Dept Head Signature: 

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

Department TREASURER

Position Title Accounting Assistant III

Bargaining Unit COURTHOUSE Clerical 874 Union, 7.5-hour day

Employee Name
(if applicable) Evelyn Sanchez

Date of Next Scheduled
Step Increase (if applicable) _____

Will this request reset the anniversary date? YES If YES, new date of next step increase: 8/1/2023

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

Current Grade	<u>14</u>	Requested Grade	<u>15</u>
Current Step (as of 1/1/22)	<u>3</u>	Requested Step	<u>2</u>
Current Hours per Week	<u>37.50</u>	Requested Hours per Week	<u>37.50</u>
Current Salary	\$ 48,204.00	Requested Salary	\$ 50,505.00

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: 8/9/2022

JUSTIFICATION:

Reclassification to Accounting Specialist

Cost Calculation

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

Gross Pay (Increase in Annual Salary) \$ 959.00

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

FICA/Medicare 74.00

Health Benefits -

Retirement 99.00

Labor & Industries -

Paid Family Medical Leave 2.00

Subtotal Benefits \$ 175.00

Total Cost of Request \$ 1,134.00

Dept Head Signature: _____

[Signature]

