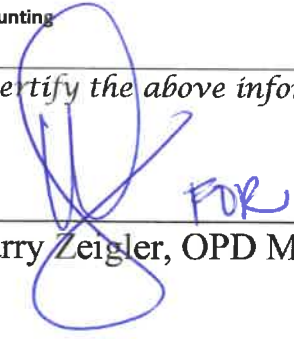


Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 08/31/2022	PREPARED BY: Office of Public Defense
Meeting Date Requested: 09/06/2022	PRESENTED BY: Larry Zeigler
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 10 minutes	
SUBJECT: Creation of Office Assistant Position for Office of Public Defense	
FISCAL IMPACT: \$21, 661.68 for 2022	
BACKGROUND: <p>Four years ago I wrote Mr. Johnson concerning the rapidly expanding duties that Ms. Conner was required to fulfill to keep this office administratively current. The expansion itself was not unforeseen. What was unforeseen was the rapidity and scope of those requirements. This office is somewhat unique in that it routinely is required to satisfy requirements or legitimate demands from other county and state offices. It also must operate under state imposed restrictions both judicial and legislative. Many of these demands and requirements are mutually contradictory which requires an inordinate amount of time to achieve workable compromises. Many of the duties that Ms. Conner is now required to handle have stringent time limits. At times these often result in almost daily surges of administrative demands. It has become very obvious that one person simply does not have enough time to fulfill all of the obligations within the context of the afore mentioned time limits. Providing Ms. Conner an assistant whom she can quickly train in these additional administrative requirements will allow her to focus in terms of priorities on the essential tasks that need to be done. Over time I would also hope that Ms. Conner can continue to train that assistant to handle additional duties as required.</p>	
RECOMMENDATION: I recommend approval of the resolution as presented.	
COORDINATION: Keith Johnson, County Administrator	
ATTACHMENTS: (Documents you are submitting to the Board) Resolution ASR 2022 Position Budget Request Form	
HANDLING / ROUTING: (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) Accounting	

I certify the above information is accurate and complete.


Larry Zeigler, OPD Manager

FRANKLIN COUNTY RESOLUTION 2022-218

BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

***CREATION OF OFFICE ASSISTANT POSITION
FOR OFFICE OF PUBLIC DEFENSE***

WHEREAS, the Office of Public Defense requested a new position be created in the Office of Public Defense; and

WHEREAS the creation of said Office Assistant position would be placed on the *7.5 Hour Non-Bargaining Seven Step Matrix* at a Grade 14; and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and deems the transfer as being in the best interest of Franklin County.

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners approves the creation of the Office Assistant position at Grade 14 on the *7.5 Hour Non-Bargaining Seven Step Matrix*.

APPROVED this 6 day of September, 2022.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Chairman

Chairman Pro Tem

Member

Attest:

Clerk to the Board

Originals: County Commissioners
Copies: Office of Public Defense
Auditor/Accounting

2023 NEW POSITION BUDGET REQUEST FORM
USE THIS FORM FOR ADDING A POSITION NEW TO THE COUNTY
(NOT CURRENTLY BUDGETED OR CLASSIFIED)

Department OPD

Position Title Office Assistant

Bargaining Unit NON BARGAINING, 7.5-hour day

Requested Grade 14

Salary Range \$ 43,700 - \$ 58,676

Requested Step 1 **Retirement Plan** PERS

Requested Hours per Week 37.50 **L&I Class** Admin/Office - 5306

Requested Salary \$ 43,700.00 OR ENTER MANUAL SALARY:

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

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

Is the position eligible for health benefits? YES

Is the position eligible for retirement benefits? YES

Requested effective date of change: 10/1/2022

JUSTIFICATION:

Cost Calculation

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

Gross Pay	\$ 10,925.00
FICA/Medicare	836.00
Health Benefits	4,138.68
Retirement	1,136.00
Labor & Industries	65.00
Unemployment	43.00
Paid Family Medical Leave	18.00
Subtotal Benefits	\$ 6,236.68
Total Salary and Benefits	\$ 17,161.68
OTHER COSTS RELATED TO REQUEST (computer, furniture, etc.)	
IS Set UP	2,500.00
Office Furnishings	2,000.00
Subtotal Other Costs	\$ 4,500.00
Total Cost of Request	\$ 21,661.68

Dept Head Signature: 

Whitney Conner

From: Office of Public Defense
Sent: Wednesday, August 31, 2022 7:43 AM
To: Whitney Conner
Subject: FW: OPD Positions

Larry W. Zeigler

Administrator
Franklin County Office of Public Defense
1016 N. 4th Ave
Pasco, WA 99301
(509)543-2997
opd@co.franklin.wa.us
www.co.franklin.wa.us

my email address has changed please use the one listed for future correspondence

From: Eric Wyant <ewyant@franklincountywa.gov>
Sent: Tuesday, August 30, 2022 7:30 PM
To: Office of Public Defense <opd1@franklincountywa.gov>; Keith Johnson <kjohnson@franklincountywa.gov>
Subject: OPD Positions

Good evening Larry,

I had the opportunity to review the memo that you submitted last week. Due to timing and my trying to wrap things up before I left, I was unable to do a full comp review with an external comparator analysis, but reviewed everything based on internal comparator positions.

First off, I definitely see where there has been an elevation of job duties as the OPD office has grown. However, when I look at internal comparator positions, I believe Grade 15 to be more appropriate as opposed to Grade 16. Most Grade 16 positions has some kind of supervisory component to their positions, or have more technical duties which are of a greater scope and complexity. It has been the recommendation of the HR Department over the last couple of years that departments don't use the "Administrative Assistant" job title, as that title doesn't necessarily reflect the duties of the position. Currently, there are only three with that title, and one will likely be moving away from that in the coming months. I would recommend something along the lines of OPD Coordinator which I believe more accurately reflects the coordination piece of the job that the admin assistant title currently does not. Additionally, the title of "coordinator" is one that is established in the County as being elevated above a standard office assistant, but below a supervisory position.

With regard to your request to add an additional positions, I would recommend your proposed position be titled Office Assistant, and be at a Grade 14, consistent with the Office Assistant in County Administration.

Thank you,

Eric Wyant, aPHR, PHR
HR Director
Franklin County Human Resources Department
1016 North 4th Ave., A101

Pasco, WA 99301

Phone: (509) 546-5819

Fax: (509) 546-5814

<https://co.franklin.wa.us/humanresources/>

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