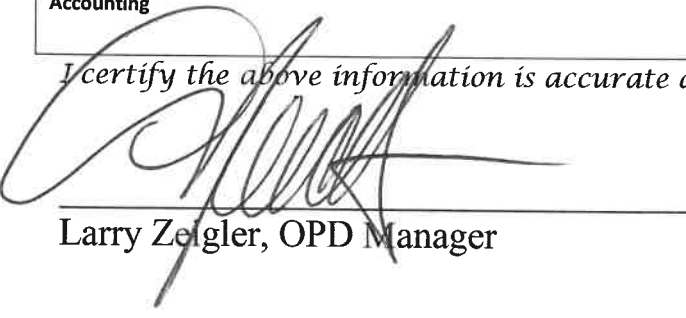


Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 09/01/2022	PREPARED BY: Office of Public Defense
Meeting Date Requested: 09/13/2022	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: Position Reclassification for OPD Administrative Assistant	
FISCAL IMPACT: \$1038 for 2022	
BACKGROUND: <p>Ms. Conner is now serving in an "Administrative Assistant" position. Based on a job analysis was conducted by Human Resources approximately four years ago. At that time it was recognized that Ms. Conner's job duties did not fit the existing title. At that time her position was changed to Administrative Assistant. However, the pay grade was not changed to reflect the increased responsibilities and expectations for even more duties in the future. The position is still a grade 14 and is the lowest administrative assistant position in the County.</p> <p>On August 30, 2022, prior to the Board's approval for an office assistant for Ms. Conner, HR concluded that grade 15 would be more appropriate based only on the significant increase in administrative responsibilities. Approval of an assistant for her will now impose supervisory duties as regards the office assistant. The changes in title plus the additional duties and addition of supervisory duties more than justifies the request for grade 16.</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 _____

BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

***POSITION RECLASSIFICATION FOR OFFICE OF
PUBLIC DEFENSE ADMINISTRATIVE ASSISTANT***

WHEREAS, the Office of Public Defense requested a re-classification of compensation for the Administrative Assistance position; and

WHEREAS the Administrative Assistant position is currently placed on the *7.5 Hour Non-Bargaining Seven Step Matrix* at a Grade 14; and

WHEREAS the Office of Public Defense is requesting this position be graded at Grade 16 Step 4 on the *7.5 Hour Non-Bargaining Seven Step Matrix*; and

WHEREAS the Office of Public Defense is requesting the Administrative Assistant title be amended to OPD Coordinator; 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 placement of the Administrative Assistant position at Grade 16 Step 4 on the *7.5 Hour Non-Bargaining Seven Step Matrix*.

APPROVED this _____ day of _____, 2022.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Chairman

Chairman Pro Tem

Member

Attest:

Clerk to the Board

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

Department	<u>OPD</u>		
Position Title	<u>OPD Administrative Assistant</u>		
Bargaining Unit	<u>NON BARGAINING, 7.5-hour day</u>		
Employee Name (if applicable)	<u>Whitney Conner</u>		
Date of Next Scheduled Step Increase (if applicable)	<u>9/13/2022</u>		
Will this request reset the anniversary date?	<u>YES</u>	If YES, new date of next step increase:	<u>9/13/2023</u>
Is the employee's current salary frozen?	<u>YES</u>	If YES, enter current bi-weekly salary :	<u>\$ 2,256.75</u>
Current Grade	<u>14</u>	Requested Grade	<u>16</u>
Current Step (as of 1/1/22)	<u>7</u>	Requested Step	<u>4</u>
Current Hours per Week	<u>37.50</u>	Requested Hours per Week	<u>37.50</u>
Current Salary	<u>\$ 58,676.00</u>	Requested Salary	<u>\$ 61,308.00</u>
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>YES</u>	
If not, does this request include the addition of health benefits?		<u>YES</u>	
Is the position eligible for retirement benefits?		<u>YES</u>	
Requested effective date of change:		<u>9/13/2022</u>	

JUSTIFICATION:

Increase pay grade consistent with job duties and change job title to OPD Coordinator.

Cost Calculation

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

Gross Pay (Increase in Annual Salary)		\$ 878.00
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>		
FICA/Medicare		68.00
Health Benefits		-
Retirement	PERS	90.00
Labor & Industries	5306	-
Paid Family Medical Leave		2.00
Subtotal Benefits		\$ 160.00
Total Cost of Request		\$ 1,038.00

Dept Head Signature: _____

 9/7/22

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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