

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 10-03-2022	<b>PREPARED BY:</b> Michael Killian, County Clerk
<b>Meeting Date Requested</b> 10-11-2022	<b>PRESENTED BY:</b> Michael Killian, County Clerk
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda Brought Before the Board Time needed:	
<b>SUBJECT / ISSUE:</b> Offer of Employment Grade 13 step 4.	
<b>FISCAL IMPACT:</b> None, due to positions not being immediately filled or employees starting at steps lower than the previous employee's the Clerk has sufficient funds in Salaries and Wages.	
<b>BACKGROUND:</b> The County Clerk has hired (to begin October 18, 2022), Johnny Izaguirre to fill the vacant Deputy Clerk, LPA II position in our Civil/Probate/Guardianship/Appeals department. Mr. Izaguirre previously worked for the Clerk's office in this department from 11/2013 – 3/2016, he then moved to Superior Court Administration from 4/2016 – 6/2021, and is currently working for the Pasco Municipal Court. This former employee has all the training and experience needed to be placed at Grade 13 Step 4. This request is in line with similar requests that have been approved by this board.	
<b>RECOMMENDATION:</b> I respectfully request approval of the Personnel Action Form (PAF) as presented.	
<b>COORDINATION:</b> Payroll, HR	
<b>ATTACHMENTS:</b> Offer Letter, PAF, Application, Salary Matrix 7.5 Hour Matrix.	
<b>HANDLING / ROUTING:</b> Michael Killian, County Clerk, Payroll, HR.	

*I certify the above information is accurate and complete.*

Michael J. Killian, County Clerk and Clerk of the Superior Court: Name, Title





**Franklin County Clerk  
And Clerk of Superior Court  
Michael J. Killian, Clerk**

October 3, 2022

Mr. Johnny Izaguirre  
5503 Oriole Lane  
Pasco, WA 99301

RE: Offer of Employment

Dear Johnny,

It is my pleasure to extend to you an offer to join Franklin County as a Deputy Clerk LPA II. The offer includes an annual starting salary of \$46,020.00, paid bi-weekly. This bargaining unit position also includes a comprehensive benefits program including medical, dental, vision, disability, retirement plans, and generous paid leave benefits.

This offer is contingent on the following:

- The successful completion of all background investigations and screenings as required by Franklin County.
- Your signature confirming acceptance of this offer returned no later than Monday, October 3, 2022 at 12:00 p.m.

Your acceptance of this offer can be acknowledged by your signature below and forwarding a scanned copy to Ruby Ochoa at [rochoa@franklincountywa.gov](mailto:rochoa@franklincountywa.gov). We would like to start you on Tuesday, October 18, 2022 at 8:30 am.

We are delighted to extend this offer and look forward to welcoming you back to Franklin County. Please don't hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael J. Killian", written over a horizontal line.

Michael J. Killian  
Franklin County Clerk  
and Clerk of the Superior Court

Offer accepted:

A handwritten signature in black ink, appearing to read "Johnny Izaguirre", written over a horizontal line.

Signature

10/3/22  
Date



# 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: Johnny Izaguirre Effective Date of Change: 10/18/2022

Department: Clerk's Office Submitted Date: 10/3/2022

☒ **New Hire** ☐ **Position Change** ☐ **Action Type:** Select one- Required  
☐ **Re-Hire** ☐ **Pay Change** ☐ **Performance Evaluation:** Select one- Required

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

## Employment Type

## Schedule

☒ Full-Time  
☐ Part-Time  
☐ Seasonal/ Temporary  
 # of Months: \_\_\_\_\_  
 (Maximum 120 Working Days)  
☐ Variable/ On-call  
☐ Provisional

☒ 7.5 Hours/Day  
☐ 8 Hours/Day  
☐ Public Safety  
☐ Flex  
☐ Hourly  
 # Hours/Days: \_\_\_\_\_  
 # Hours/Week: \_\_\_\_\_

Job Title: Deputy Clerk LPA II - Customer Service  
 Department Title: Clerk's Office  
 Department ID #: 160  
 Grade/Step: 13/4  
 (If N/A, enter Salary or Hourly rate)  
 Resolution #: \_\_\_\_\_  
 (If Applicable)

Comments:

## Employee Separation:

## Separation Code:

## Reason Code:

(Select one, then select reason code)

(Select One)

Last Date Physically Worked: \_\_\_\_\_

Leave hours to Pay Out?

☐ Yes\* ☐ No

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

☐ Resignation (Attach Resignation Notice)  
☐ Involuntary Termination (Attach Termination Letter)  
☐ End of Assignment  
☐ Retirement (Attach Retirement Notice)  
☐ Quit in Lieu of Involuntary Termination  
 (Attach Resignation Notice)  
☐ Reduction of Force (Attach RIF Notice)  
☐ Death

☐ Attendance  
☐ Gross Misconduct  
☐ Probation  
☐ Job Abandonment  
☐ Separation (Employer Initiated)  
☐ N/A

## Leave:

Last Date Physically Worked: \_\_\_\_\_

Leave Begin Date: \_\_\_\_\_

Leave End Date: \_\_\_\_\_

☐ FMLA (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

Elected Official/Department Head

X

Supervisor (If Applicable)

X

Human Resources

X

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_  
 10/03/2022  
 10/03/2022  
 \_\_\_\_/\_\_\_\_/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 #: \_\_\_\_\_ ☐ Entered into Benefits Admin System  
☐ HR Audit \_\_\_\_\_

Revised 2/2021

1822

Johnny Izaguirre | Candidate ID: 1838816 | katyandjohnnyizaguirre@gmail.com | 9715065289

## General Job Application

Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. If you are notified that a field is required, please complete it to the best of your knowledge before submitting.

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**Job Title**

LPA II Deputy Clerk

**Requisition Number**

104783

## Personal Data

### Contact

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**First Name**

Johnny

**Middle Name**

Garza

**Last Name**

Izaguirre

**Address**

5503 Oriole Lane

**City**

Pasco

**State**

Washington

**Zip Code**

99301

**Primary Phone**

9715065289

**Alternate Phone****Email Address**

katyandjohnnyizaguirre@gmail.com

### Eligibility

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Do you have a legal right to work in the U.S.?

Yes

If yes, are you able to provide documents as required by law to verify your eligibility to work in the U.S.?

Yes

### Previous County Employment & Relatives

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Have you ever worked for Franklin County?

Yes

If you have worked for Franklin County before, where and when?

11/2013 - 3/2016 Deputy Clerk - Superior Court Clerk's Office

Do you have any relatives working for Franklin County?

No

If so, provide the names of all relatives and their relationship to you.

### Education Information

## High School

**High School Name**

Pasco High School

**City**

Pasco

**Did you graduate?**

Yes

**State**

Washington

## Employment Information

**Do you have any previous employment experience?**

Yes

Please enter at least 10 years of work history; include periods of unemployment longer than 30 days.

## Most Recent Employer

**Start Date**

6/28/2021

**End Date**

Current

**Status**

Full Time

**Employer**

City of Pasco - Municipal Court

**City**

Pasco

**State**

Washington

**Phone Number**

5095453491

**Position Title**

Administrative Assistant

**Duties****Financial Duties Performed:**

- Process daily online fine payments; reconciling with bank deposits
- Process fine payments received in mail as checks/money orders
- Reconcile all cashier totals at end of day with ledger totals in system
- Process end of month accounting; issuing two checks to City Treasurer; one for revenue from normal fine payments, one for revenue from automatic red light camera tickets
- Process all Accounts Payable invoices for all service and supply expenses incurred by the court
- Process Advance Travel Requests for trainings/conferences
- Monitor court's 2022 budget while ordering all supplies needed for clerk's office
- Entered projected figures for 2023-2024 budget

**Other Duties Performed:**

- Coordinated office remodel, including replacement of furniture, and streamlining every workstation.
- Helped coordinate reinstitution of collections process after 18 month pause due to Covid
- Obtained grant funding for Audio/Visual upgrade in the courtrooms
- Process all records requests received from the public

**Reason for leaving?**

Would like to be a part of Franklin County again.

**Supervisor Name**

M. Elizabeth Porras

**Supervisor Contact Information**

porrase@pasco-wa.gov; (509)545-3492

**May we contact for reference?**

Yes

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	<b>Status</b>
4/1/2016	6/25/2021	Full Time
<b>Employer</b>		
Benton County - Superior Court Administration		
<b>City</b>	<b>State</b>	<b>Phone Number</b>
Kennewick	Washington	5097363071

### Position Title

Civil Case Manager

### Duties

Prepare & monitor case schedules\* Schedule & send notice for status/settlement/pretrial conferences/trials  
\*Coordinate with litigants to provide available trial dates for continuances\* Further information available

### Reason for leaving?

Moved on to City of Pasco

<b>Supervisor Name</b>	<b>Supervisor Contact Information</b>	<b>May we contact for reference?</b>
Tiffany Runge	(509)736-3070	Yes

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	<b>Status</b>
11/11/2013	3/31/2016	Full Time
<b>Employer</b>		
Franklin County Clerk's Office		
<b>City</b>	<b>State</b>	<b>Phone Number</b>
Pasco	Washington	5095453525

### Position Title

Deputy Clerk

### Duties

\*Processed payments & passports \*Processed all civil & probate case filings including garnishments, judgments, foreclosures, evictions, tax warrants etc. \*Processed appellate filings \*Clerked judicial proceedings

### Reason for leaving?

Moved on to Court Administration

<b>Supervisor Name</b>	<b>Supervisor Contact Information</b>	<b>May we contact for reference?</b>
Michael J. Killian	(509)545-3525	Yes

## Skills & Certifications

### Office & Other Skills

Please list applicable skills, including: supervision skills, specialized equipment or software, or information regarding the career/occupation you wish to bring to the County's attention.

During my time in court admin I was selected by the Administrative Office of the Courts to provide support & training to other counties as they implemented a new data management system. This opportunity allowed me to strengthen my communication skills, making it easy to introduce myself to new people, actively listen, & adjust communication based on the needs of the individual or team.

### Additional Languages

**Do you speak any additional languages?**

No

**If yes, please list:**

**Language 1**

**Fluency 1**

**Language 2**

**Fluency 2**

**Language 3**

**Fluency 3**

## **Professional Licenses & Certifications**

## **References**

Provide requested information about all licenses and certifications you hold which are related to the job for which you are applying.

Please provide 3 references.

### **Reference 1**

<b>Reference Type</b>	<b>Name</b>	<b>Occupation</b>
Professional	Cameron Mitchell	Retired Judge
<b>Email</b>	<b>Phone Number</b>	<b>Years Known</b>
n/a	5095314478	9

### **Reference 2**

<b>Reference Type</b>	<b>Name</b>	<b>Occupation</b>
Professional	Sandra Alarcon	Family Court Investigator
<b>Email</b>	<b>Phone Number</b>	<b>Years Known</b>
Sandra.Alarcon@co.benton.wa.us	5097363071	6

### **Reference 3**

<b>Reference Type</b>	<b>Name</b>	<b>Occupation</b>
Professional	Lew Reed	Bailiff
<b>Email</b>	<b>Phone Number</b>	<b>Years Known</b>
n/a	5092054390	6

## **Applicant Statement**

**Johnny Izaguirre | Candidate ID: 1838816 | katyandjohnnyizaguirre@gmail.com | 9715065289**

I hereby certify that all of the information provided by me in this application (or any other accompanying or required document) is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery. I have read the job announcement and I am able to perform the essential functions of the position for which I am applying, with or without reasonable accommodation.

I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be extended by Franklin County that such employment is at will, for no specified duration, and may be terminated by either Franklin County or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Franklin County or its representatives used during the employment process is deemed a contract of employment, real or implied.

I understand that offers of employment at Franklin County are contingent upon the results of a background check. Depending on the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, criminal history, fingerprinting, polygraph and/or psychological examination.

I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a conditional offer of employment for a position requiring a Commercial Driver's License (CDL) or other position deemed by Franklin County to require such a test.

I understand unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these preemployment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I authorize investigation of all statements in this application and I authorize Franklin County, in consideration of the review of my employment application, to solicit information regarding my character, general reputation, previous employment and similar background information, and to contact any and all references necessary to obtain such information. I hereby release all parties and persons connected with any such requests for information from all claims, liabilities and damages for any reason arising out of the furnishing of such information. If employed, I release Franklin County from any liability for future references it may provide regarding my work history at Franklin County.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application. It is my intention that any copy of this authorization be as effective as the original.

BY SIGNING BELOW I ACKNOWLEDGE I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE STATEMENTS.

**I Agree**

Yes

**Signature**

*Johnny G Izaguirre*

Date Signed: 10/2/2022 11:41 AM

Date Submitted: 10/2/2022 11:41 AM

IP Address: 131.150.234.10



## Appendix A – Salary Matrix

2022 FRANKLIN COUNTY LOCAL 874-CH 7.5 HOUR MATRIX (Effective 1/1/2022)								
		1	2	3	4	5	6	7
	<b>18</b>	<b>64,038.00</b>	<b>67,255.50</b>	<b>70,629.00</b>	<b>74,197.50</b>	<b>77,941.50</b>	<b>81,841.50</b>	<b>85,975.50</b>
Bi-Weekly		2,463.00	2,586.75	2,716.50	2,853.75	2,997.75	3,147.75	3,306.75
7.5 Hr Hourly		32.84	34.49	36.22	38.05	39.97	41.97	44.09
7.5 Hr OT		49.26	51.74	54.33	57.08	59.96	62.96	66.14
	<b>17</b>	<b>58,207.50</b>	<b>61,132.50</b>	<b>64,194.00</b>	<b>67,450.50</b>	<b>70,843.50</b>	<b>74,392.50</b>	<b>78,156.00</b>
Bi-Weekly		2,238.75	2,351.25	2,469.00	2,594.25	2,724.75	2,861.25	3,006.00
7.5 Hr Hourly		29.85	31.35	32.92	34.59	36.33	38.15	40.08
7.5 Hr OT		44.78	47.03	49.38	51.89	54.50	57.23	60.12
	<b>16</b>	<b>52,903.50</b>	<b>55,555.50</b>	<b>58,344.00</b>	<b>61,308.00</b>	<b>64,389.00</b>	<b>67,626.00</b>	<b>71,038.50</b>
Bi-Weekly		2,034.75	2,136.75	2,244.00	2,358.00	2,476.50	2,601.00	2,732.25
7.5 Hr Hourly		27.13	28.49	29.92	31.44	33.02	34.68	36.43
7.5 Hr OT		40.70	42.74	44.88	47.16	49.53	52.02	54.65
	<b>15</b>	<b>48,087.00</b>	<b>50,505.00</b>	<b>53,040.00</b>	<b>55,731.00</b>	<b>58,519.50</b>	<b>61,464.00</b>	<b>64,564.50</b>
Bi-Weekly		1,849.50	1,942.50	2,040.00	2,143.50	2,250.75	2,364.00	2,483.25
7.5 Hr Hourly		24.66	25.90	27.20	28.58	30.01	31.52	33.11
7.5 Hr OT		36.99	38.85	40.80	42.87	45.02	47.28	49.67
	<b>14</b>	<b>43,699.50</b>	<b>45,903.00</b>	<b>48,204.00</b>	<b>50,641.50</b>	<b>53,196.00</b>	<b>55,867.50</b>	<b>58,675.50</b>
Bi-Weekly		1,680.75	1,765.50	1,854.00	1,947.75	2,046.00	2,148.75	2,256.75
7.5 Hr Hourly		22.41	23.54	24.72	25.97	27.28	28.65	30.09
7.5 Hr OT		33.62	35.31	37.08	38.96	40.92	42.98	45.14
	<b>13</b>	<b>39,721.50</b>	<b>41,710.50</b>	<b>43,816.50</b>	<b>46,020.00</b>	<b>48,340.50</b>	<b>50,778.00</b>	<b>53,332.50</b>
Bi-Weekly		1,527.75	1,604.25	1,685.25	1,770.00	1,859.25	1,953.00	2,051.25
7.5 Hr Hourly		20.37	21.39	22.47	23.60	24.79	26.04	27.35
7.5 Hr OT		30.56	32.09	33.71	35.40	37.19	39.06	41.03
	<b>12</b>	<b>36,094.50</b>	<b>37,908.00</b>	<b>39,819.00</b>	<b>41,827.50</b>	<b>43,933.50</b>	<b>46,156.50</b>	<b>48,477.00</b>
Bi-Weekly		1,388.25	1,458.00	1,531.50	1,608.75	1,689.75	1,775.25	1,864.50
7.5 Hr Hourly		18.51	19.44	20.42	21.45	22.53	23.67	24.86
7.5 Hr OT		27.77	29.16	30.63	32.18	33.80	35.51	37.29
	<b>11</b>	<b>32,799.00</b>	<b>34,456.50</b>	<b>36,192.00</b>	<b>38,005.50</b>	<b>39,936.00</b>	<b>41,944.50</b>	<b>44,050.50</b>
Bi-Weekly		1,261.50	1,325.25	1,392.00	1,461.75	1,536.00	1,613.25	1,694.25
7.5 Hr Hourly		16.82	17.67	18.56	19.49	20.48	21.51	22.59
7.5 Hr OT		25.23	26.51	27.84	29.24	30.72	32.27	33.89