

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 10/04/2022	PREPARED BY: Shirley Jones
Meeting Date Requested: 10/11/2022	PRESENTED BY: Keith Johnson
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 10 minutes	
SUBJECT: Position Reclassification for a HAPO Facilities Coordinator Position	
FISCAL IMPACT: 2022 Fiscal Impact is \$4,358.40 with a reduction of \$70,440.00 for positions which will not be filled due to the hiring of a venue management company.	
BACKGROUND: The County Administrator is requesting that the Facilities position be reclassified to Facilities Coordinator position as the scope and responsibilities of the position have changed due to additional duties which were duties previously performed by the Event Manager position. A new job description and title have been created to align with the scope of the new position. The new position has been created with the reduction of the Manager, Sales Manager and Event Manager positions and contracting with a venue management company. The current Facilities position, Grade 11, with some additional duties previously fulfilled by the Event Manager, Grade 18, will be working in tandem with the venue management company, representing Franklin County. We are requesting the new position be a Grade 15 Facilities Coordinator position.	
RECOMMENDATION: Approve the resolution and creation of the new position.	
COORDINATION: Keith Johnson, Administrator	
ATTACHMENTS: (Documents you are submitting to the Board) ASR/Resolution/PAF	
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) Administration Office	

I certify the above information is accurate and complete.



Keith Johnson, Administrator

FRANKLIN COUNTY RESOLUTION _____

BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

POSITION RECLASSIFICATION FOR A FACILITIES POSITION TO A FACILITIES COORDINATOR POSITION AT THE HAPO CENTER

WHEREAS, the County Administrator is requesting a re-evaluation of duties and compensation in reclassifying the Facilities position to a Facilities Coordinator position at the HAPO Center; and

WHEREAS, the scope and responsibilities of the position has changed due to additional duties which were previously performed by the Event Manager; and

WHEREAS, a new job description has been created and the position placed at a Grade 15; and

WHEREAS, with the reduction of Franklin County positions of Manager, Sales Manager and Event Manager and the contracting with a venue management company has changed the dynamics of the personnel needs at the HAPO Center; and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and deems this to be in the best interest of the County.

NOW THEREFORE, BE IT RESOLVED, the Board of County Commissioners of Franklin County, Washington, authorizes the Facilities position at the HAPO Center to be reclassified to a Facilities Coordinator (full-time, non-exempt, non-bargaining) at Grade 15 on the *8 hour Non-Bargaining Seven Step Matrix*.

APPROVED this 11 day of October 2022.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Chair

Chair Pro Tem

Member

ATTEST:

Clerk to the Board



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: Alex Cox Effective Date of Change: 10/11/22

Department: HAPO Center Submitted Date: 10/11/22

☐ New Hire ☐ Position Change
☐ Re-Hire ☒ Pay Change

Action Type: Select one- Required

Performance Evaluation: Select one- Required

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

Job Title:	Facilities Coordinator
Department Title:	HAPO Center
Department ID #:	101405
Grade/Step: (If N/A, enter Salary or Hourly rate)	Grade 15, Step 2
Resolution #: (If Applicable)	

Employment Type

- ☒ Full-Time
☐ Part-Time
☐ Seasonal/ Temporary
of Months: _____
☐ Variable/ On-call

Schedule

- ☐ 7.5 Hours/Day
☒ 8 Hours/Day
☐ Public Safety
☐ Flex
☐ Hourly

Hours/Days: _____

Hours/Week: _____

Comments:

Employee Separation:

Separation Code:

(Select one, then select reason code)

Last Date Physically Worked: _____

Leave hours to Pay Out?

☐ Yes* ☐ No

*Please submit payout form to HR
following last date of employment

- ☐ 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

Reason Code:

(Select One)

- ☐ 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__

10/05/2022

_____/_____/20__

_____/_____/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: 5/2019



FRANKLIN COUNTY JOB DESCRIPTION

Facilities Coordinator (HAPO Center)

Effective Date: October 2022	Bargaining Unit: N/A
Department: HAPO	FLSA Status: Non-Exempt
Reports to: County Administrator	PCN: 5405FTTFAC
Grade/Salary Schedule: Grade 15 / NB80	

SUMMARY

The Facilities Coordinator is responsible for coordinating, and assisting with the execution of events and meetings for the HAPO Center. The position performs a variety of tasks supporting the maintenance, repair, and operation of the HAPO Center buildings and grounds; keeping areas clean, sanitary, safe, secure, and orderly.

ESSENTIAL FUNCTIONS OF THE JOB

- Meets with lessees prior to event to determine event needs. Coordinates with staff and vendors to ensure that needs are met.
- Assists with the planning, organizing, directing, and communicating the development, implementation, and progress of HAPO goals, objectives, budget, policies, procedures, priorities, safety requirements, and performance standards to ensure the efficient and effective operations in compliance with County standards.
- Maintains and operates tools, equipment, and vehicles according to manufacturer specifications, and keeping service records.
- Performs janitorial duties in and around the HAPO Center.
- Performs lawn and grounds maintenance of assigned buildings; keeping lawns trimmed, weeded, mowed, and free of debris.
- Removes snow and ice from walkways, building roofs, and parking lots; keeping area safe for employees and the public.
- Maintains irrigation systems and water schedules in order to maintain grass, trees, and bushes. Repairs broken or malfunctioning irrigation systems as needed.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient knowledge of modern principles, methods, and practices of business management, public relations, marketing and advertising in regard to public assembly facility management, including knowledge of facility and equipment requirements and safety and wellbeing requirements.
- Proficient knowledge of principles, practices, and techniques and related tools, equipment, and technology as they relate to area(s) of assignment.
- Proficient knowledge of Franklin County business acumen and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment.
- Proficient computer skills and proficiency in Microsoft Office Suite, the internet for research, and the ability to learn and develop proficient skills in event management and County-wide enterprise resource planning software.
- Proficient time management and mental and physical organization skills that support the ability to focus,

FRANKLIN COUNTY JOB DESCRIPTION

Facilities Coordinator

- have clarity, and use strategy to fulfill a variety of tasks successfully.
- Ability to effectively market the programs and services of the department.
- Ability to exercise a high degree of independent judgement and discretion and maintain the confidentiality of sensitive and/or confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively orally and in writing.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.
- Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to staff.
- General knowledge of principles, practices, and techniques and related tools, equipment, and technology as they relate to area(s) of assignment.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work may be performed in the following environmental conditions:
 - constantly: outdoor weather conditions and office environment, and outdoor temperatures ranging from 1 degree in the winter to over 100 degrees in the summer.
 - frequently: near moving mechanical parts, grease, oil, vibration, water, dirt, dust, and shavings.
 - occasionally: in wet, humid conditions (non-weather), around fumes or airborne particles, in toxic or caustic chemicals, or extreme cold (non-weather).
- The noise level in the general work environment varies depending on the task and location and can range from usually moderate to high, higher levels during use of certain tools and tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
 - Constantly: talk or hear; use hands, fingers to handle or feel, or operate equipment or tools, reach with hands and arms, and climb, pull, push or balance.
 - Frequently: stand, walk for extended periods of time; stoop, kneel, crouch, or crawl, and work in cramped or confined spaces.
 - Occasionally: sit for extended periods of time and taste or smell.
- carry or transport items:
 - constantly: from 1 to 25 pounds
 - frequently: from 26 to 50 pounds
 - Occasionally: between 51 and 100 pounds.
- Have the following vision abilities: depth perception, peripheral vision, the ability to adjust focus, and have clear close and distance vision (from one inch to 20 feet or more).

FRANKLIN COUNTY JOB DESCRIPTION
Facilities Coordinator

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or GED.
- Specialized training in building and grounds maintenance and carpentry or construction.
- Three years of experience in an administrative position within client services, operations, or event management.
- OR
- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

PREFERRED EDUCATION AND EXPERIENCE

- Experience with working in a public assembly facility.

LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.

OTHER DUTIES DISCLAIMER

- The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.