

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 10/12/2022	PREPARED BY: Shirley Jones
Meeting Date Requested: 10/18/2022	PRESENTED BY: Keith Johnson
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Professional Services Agreement with Debra "Sam" Hughes	
FISCAL IMPACT: \$26,400 is the fiscal impact for 2022, already included in the HR Department Budget	
BACKGROUND: The County has been recruiting for the vacant position of Human Resources Director since July of 2022. After two postings, including local and regional advertising, interviews were conducted, Debra "Sam" Hughes was identified as the top candidate for this critical position. Ms. Hughes accepted the offer of employment on a trial basis for an October 17, 2022 effective date, continuing through December 31, 2022. Today we are requesting approval of the Employment Agreement, and authorizing the Chair to sign both the Employment Agreement, and Personnel Action Form.	
RECOMMENDATION: Parties below recommend approval of the Agreement as presented.	
COORDINATION: County Administrator, K Johnson led the recruitment efforts for this position in collaboration with Chief Deputy Prosecuting Attorney, Jennifer Johnson approved the Agreement as to form.	
ATTACHMENTS: (Documents you are submitting to the Board) 1. Employment Agreement – 2 originals 2. Personnel Action 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) Originals – HR; PDF – Tim Anderson and Debra "Sam" Hughes	

I certify the above information is accurate and complete.



Keith Johnson, County Administrator



FRANKLIN COUNTY WASHINGTON

PROFESSIONAL SERVICES AGREEMENT BETWEEN FRANKLIN COUNTY AND DEBRA "SAM" HUGHES EFFECTIVE October 17, 2022 - December 31, 2022

This contract entered into between **FRANKLIN COUNTY**, County, hereinafter called, "County," and **DEBRA HUGHES**, hereinafter called, "Contractor," is effective as of October 17, 2022. For and in consideration of the mutual promises and covenants exchanged herein, the parties agree as follows:

ARTICLE I – SERVICES

The Contractor shall perform as Human Resources Director for Franklin County. The Contractor shall assist the County in creating short and long-term strategic direction and develops and implements policies, procedures, programs and related technology and support systems, to achieve related goals and objectives for the Human Resources (HR) department and the County. The Director directs, evaluates, and continuously improves the operation of the department and oversees HR employees and the development, modification, and implementation of HR functions including employee relations initiatives, talent acquisition, employee development, retention, legal compliance, benefits administration, labor relations, and employment practices and procedures, according to current department and County practices, in order to maximize the productivity of the County by optimizing the effectiveness of its employees. The Director represents the County in labor negotiations with both direct and bi-County bargaining units and oversees the Civil Service and LEOFF I Disability Board records maintenance and compliance.

ARTICLE II – DEPARTMENTAL SUPPORT AND ASSISTANCE

The County shall provide support for the department by providing information technology services, financial and clerical support as is mutually determined necessary by both parties.

ARTICLE III – CONSIDERATION

In consideration of the Contractor's performance hereunder, the County shall pay a stipend rate of Sixty dollars (\$60.00) for actual hours worked from October 17, 2022 and ending on December 31, 2022.



FRANKLIN COUNTY WASHINGTON

ARTICLE IV - INSURANCE

The parties agree that the Contractor's status as a "Contractor", it is the intention of the County to provide necessary coverage for the administrative acts by the Contractor pursuant to this contract. It is also the intentions of the County that said coverage would be retroactive to Contractor's first date of retention as a Contractor.

ARTICLE V – INDEPENDENT CONTRACTOR

The Contractor hereunder shall act in an independent capacity and not as an employee of the County in the performance of this contract.

Contractor, in its selection or hiring of vendors, suppliers, employees and contractors to provide products, equipment and/or services pursuant to this Agreement, shall not discriminate on the grounds of race, color, religion, creed, national origin, age, marital status, sex, sexual orientation, disability, military status or handicap. The Contractor shall comply with all federal, state and local non-discrimination laws and requirements.

ARTICLE VI – WAIVER

No term or condition or the breach thereof shall be deemed waived except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any term or condition shall not be deemed to be a waiver of any preceding or succeeding breach of same of any other term or condition. Additionally, the acceptance by the County of any performance by Contractor after the time same shall have become due for payment to Contractor for any portion of the work shall not constitute a waiver by the County of the breach or default of any term or condition unless otherwise expressly agreed to by the County in writing.

ARTICLE VII – SEVERABILITY

If any term or provision of this Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Contract shall not be affected thereby, and each term and provision of this Contract shall be valid and enforceable to the fullest extent permitted by law.



FRANKLIN COUNTY WASHINGTON

ARTICLE VIII – TERM OF CONTRACT

This contract shall be effective for the period beginning with October 17, 2022 through December 31, 2022 unless terminated earlier by either party upon *20 days* written notice.

Dated this ____ day of _____, 2022

Dated this ____ day of _____, 2022

**CONTRACTOR
FOR FRANKLIN COUNTY**

BOARD OF COMMISSIONERS

Debra Hughes

Chair

Chairman Pro Tem

Member

ATTEST:

Clerk of the Board



FRANKLIN COUNTY JOB DESCRIPTION

Human Resources Director

Effective Date: November 2021	Bargaining Unit: N/A
Department: Human Resources	FLSA Status: Exempt
Reports to: County Administrator	PCN: 1685HRDRCT
Grade/Salary Schedule: Grade 21 / NB80	

SUMMARY

The Human Resources Director creates short and long-term strategic direction and develops and implements policies, procedures, programs and related technology and support systems, to achieve related goals and objectives for the Human Resources (HR) department and the County. This position directs, evaluates, and continuously improves the operation of the department and oversees HR employees and the development, modification, and implementation of HR functions including employee relations initiatives, talent acquisition, employee development, retention, legal compliance, benefits administration, labor relations, and employment practices and procedures, according to current department and County practices, in order to maximize the productivity of the County by optimizing the effectiveness of its employees. The Director represents the County in labor negotiations with both direct and bi-County bargaining units and oversees the Civil Service and LEOFF I Disability Board records maintenance and compliance.

ESSENTIAL FUNCTIONS OF THE JOB

- Monitors federal, state, and local legal requirements in order to evaluate impact, anticipate needs, and advise management on necessary actions to ensure compliance and mitigate risk.
- Plans, organizes, and leads research, review, development, and implementation of new or updated personnel policies and procedures, employee handbooks, and other employee communications.
- Conducts research, communicates results, and makes recommendations on compensation and classification related actions.
- Evaluates, interprets, and communicates information and/or recommendations to employees, management, and elected officials on topics related to personnel policies, established practices and procedures, and labor contracts. Manages information and provides general administration of labor contracts.
- Formulates and develops organizational strategies by identifying and researching HR issues, contributing information, analysis, and recommendations and establishing and aligning HR objectives with County objectives.
- Conducts investigations and makes recommendations pertaining to allegations of misconduct or employee grievances.
- Serves as the Public Records Officer for HR and employee records.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.
- Plans, organizes, assists, and directs the work assignments/schedules for the programs, plans, requirements, and administration of services for the HR department in accordance with related codes, ordinances, regulations, laws and County guidelines.
- Develops, administers, and monitors an accurate, realistic, and fiscally sound department budget and fiscal operation, including payroll, of the department. Approves, monitors and manages expenditures, revenues, and costs in a timely manner, ensuring compliance with approved budget and in accordance department goals, objectives and County standard practices.

FRANKLIN COUNTY JOB DESCRIPTION

Human Resources Director

- Evaluates employee performance and provides consistent and timely performance feedback and coaching to direct reports. Provides support, identifies and coordinates training or development activities as needed to enhance employee's effectiveness, and manages performance issues up to and including administering discipline and termination. Supports supervisors in their role of managing employee performance.
- Plans, organizes, directs, and communicates the development, implementation, and progress of the department goals, objectives, budget, policies, procedures, priorities, safety requirements, and performance standards to ensure the efficient and effective operations in compliance with County standards.
- Communicates information and recommendations regarding the HR department services in Franklin County Board of Commissioner meetings and meetings with individuals, other directors, elected officials, and/or the general public, according to current department and County practices.
- Oversees the creation, development, and maintenance of systems and records including files, lists, logs, and other recordkeeping systems utilizing computerized and manual systems that provide for proper evaluation, control, and documentation of assigned operations according to current department and County practices. Ensures records are accurate and available for annual audit.
- Monitors, reports, interprets, communicates and implements changes to policy, procedures, or programs due to new trends, innovations, federal, state and local rules, laws, regulations, legislation, codes, and ordinances as they relate to the HR department operation.
- Oversees the selection, development, and maintenance of HRIS and HR components of the County's financial software system.

KNOWLEDGE, SKILLS, AND ABILITIES

- Expert knowledge of modern principles, methods, and practices in HR.
- Expert knowledge of Franklin County business and financial 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.
- Expert knowledge of principles and practices of management as applied to supervision, training, performance evaluations, program planning, staffing, budgeting, coordination, analysis, and evaluation of programs, policies, operational needs, and staff development.
- Proficient knowledge of principles and practices of governmental fiscal management including budget preparation, expenditure control, and sound record keeping.
- Proficient knowledge of the principles and application of public sector collective bargaining.
- Proficient project management skills including creating scope and sequence, communication, leadership (providing direction, vision, coaching team, sound judgment, issue and conflict resolution, and effective decision making), negotiation, team building, use of project management tools and techniques, organizational savvy, personal organization, risk management, and breadth in specific application or industry knowledge.
- Expert troubleshooting skills to resolve issues or problems by analyzing trends and problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and communicating and/or implementing recommendations in support of goals and maintaining compliance.
- Expert time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient Skills in Word, Outlook, and the ability learn and develop proficient skills in the County-wide enterprise resource planning software, Access Washington, and other online portals for state agencies and benefits. Expert skills in using the internet for research.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively, orally, and in writing.

FRANKLIN COUNTY JOB DESCRIPTION

Human Resources Director

- 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 lead the department by remaining open to new ideas and approaches, managing and influencing change, solving problems and making decisions, managing politics and influencing others, taking risks and innovating, setting vision and strategy, managing the work, demonstrating commitment to staff development, communicating information and expectations often and openly, enhancing business skills and knowledge, understanding and navigating the organization, and creating a feeling of succeeding and failing together.
- Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.
- 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.

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: in an office environment, and
 - occasionally: near moving mechanical parts, outdoor weather conditions, and near dirt, dust, and shavings, exposed to other environmental conditions when interacting with employees who work in those conditions.
- The noise level in the general work environment is moderate as in a standard business office setting.

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 and use hands, fingers to handle or feel, or operate equipment or tools,
 - frequently: stand, walk, or sit for extended periods of time; climb, pull, push or balance, and
 - occasionally: stoop, kneel, crouch, or crawl; reach with hands and arms.
- carry or transport items:
 - frequently: up to 10 pounds, and
 - occasionally: between 11 and 50 pounds.
- have close vision (1- 20 inches) and have the ability to adjust focus.

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor degree in Human Resources or a related field.
- Seven years of exempt-level Human Resources experience.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

FRANKLIN COUNTY JOB DESCRIPTION

Human Resources Director

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.
- Human Resources certification (HRCI or SHRM).
- Valid driver's license if driving a vehicle for County business.

PREFERRED EXPERIENCE

- Experience with the selection and development of HR Information Systems (HRIS).
- Experience with union negotiations, including drafting of proposals and contracts.

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, Washington 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 workload.