

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

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|---|------------------------------------|
| DATE SUBMITTED: 10/11/2022 | PREPARED BY: Shirley Jones |
| Meeting Date Requested: 10/18/2022 | 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: Reclassification for the Administrative Office Assistant Position | |
| FISCAL IMPACT: 2022 Fiscal Impact is \$990 | |
| BACKGROUND: The County Administrator is requesting that the Administrative Office Assistant position be reclassified to Grade 16 as the scope and responsibilities of the position exceed those duties previously outlined in the current job description. A new job description and has been created to align with the scope of the position. | |
| RECOMMENDATION: Approve the resolution | |
| COORDINATION: Keith Johnson, Administrator | |
| ATTACHMENTS: (Documents you are submitting to the Board) ASR/Resolution/New Job Description/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 Human Resources Auditing 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 ADMINISTRATIVE OFFICE ASSISTANT

WHEREAS, the County Administrator is requesting a re-evaluation of duties and compensation for the Administrative Office Assistant; and

WHEREAS, the scope and responsibilities of the position exceed those duties previously outlined in the current job description; and

WHEREAS, a new job description has been created which reflects the multiple functions and extensive duties required in this position and the position should be placed at a Grade 16; 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 Administrative Office Assistant position to be reclassified (full-time, non-exempt, non-bargaining) at Grade 16 on the *7.5 hour Non-Bargaining Seven Step Matrix*.

APPROVED this _____ day of _____ 2022.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

Member

ATTEST:

Clerk to the Board

FRANKLIN COUNTY POSITION DESCRIPTION COUNTY ADMINISTRATION OFFICE ASSISTANT

October 10, 2022

POSITION TITLE: County Administration Office Assistant

DEPARTMENT: County Administration

REPORTS TO: County Administrator

SALARY/CLASSIFICATION: Grade 16, Non-Bargaining, Non-Exempt

SUMMARY:

The County Administration Office Assistant performs secretarial, clerical, and administrative duties to contribute to efficient office operation within County Administration. Responsibilities include a wide variety of secretarial and clerical duties such as typing, filing, data entry, preparation of forms, answering phones, Serve as Clerk of the Board to the Board of Equalization and fill in for Board of Commissioners Meetings when needed, managing calendars, and fielding questions from employees and the general public. Must be a team player with excellent interpersonal skills, outstanding customer service attitude, and the proven ability to maintain confidentiality and exercise discretion in conversation while working with sensitive matters.

ESSENTIAL JOB DUTIES:

- Provide confidential secretarial support to the County Administrator and Commissioners.
- Performs administrative duties and tasks to provide support to the activities of the department including Respond to complex inquiries, concerns, and complaints regarding services, or refers to appropriate individual and/or provides detailed information and assistance to staff.
- Type, edit and proof correspondence, documents, reports, contracts, tables, statements, minutes, and forms from handwritten or printed copy, utilizing standard office equipment.
- Serve as Clerk of the Board to the Board of Equalization. Prepare and monitor taxpayer's petitions for appeals, maintain calendar for hearings, breakdown and distribute finding documents regarding outcome to the appropriate parties.
- Conduct BOE hearings along with the BOE Board Members, Franklin County Assessor, Chief Appraiser and taxpayers.
- Processes payroll for Administration Office, Commissioners Office, Office of Public Defense and Fire Marshall.
- Tracks hours, comp time and leave for all non-exempt positions within the Administration and Commissioners' offices. *(This task is done separately from entering data into OneSolution)*
- Process accounts payable/accounts receivable, Travel Expense forms for reimbursements for County Administrator and Commissioners.

- Process purchase orders and other related requisitions, including office supplies and equipment for the departments.
- Maintain inventory of supplies and related records to assist in fiscal accountability.
- Tracking and reconciling incoming revenues, funding, credit cards and performing other accounting functions.
- Responsible for creating and/or maintaining Records Management Program including; proper retention of County Records for the Administration and Commissioners' offices.
- Responsible for tracking document shred services, assigning empty bins to departments, meeting departments in the staging area to secure full bins in the assigned locked area, witnessing documents being shredded when shred company is onsite and preparing annual billing for departments for their portion of shred services.
- Assists with requests for Public Record received through the County's website into the GovQA program and fulfill as appropriate, or tag the department with potential responsive records in the GovQA program so that department will receive notification that a Public Records Request has been received.
- Complete (if necessary), process and index Incident Reports with submittal to appropriate personnel.
- Complete (if necessary), process and index Claim for Damages with submittal to appropriate personnel.
- Process, index and notify appropriate personnel of Liquor License Applications and Notices of Expiration of licenses received from the State.
- Process, index and notify appropriate personnel of Cannabis License Applications and Notice of Expiration of licenses received from the State.
- Perform duties of the Clerk of the Board of County Commissioners when clerk is not available or needs assistance. Organize and prepare Board agendas and supporting documents, scheduling and publicizing meetings, prepare and post public notice.
- Process and /or prepare, notices, resolutions, agenda summary reports (ASR)
- Conduct Commissioner Board Meetings as the Clerk of the Board (acting)
- Breakdown agenda matters after Commissioner's Meeting and distribute documents to proper departments.
- Sort and distribute mail according to general knowledge of department activities and programs; may prepare out-going mail for the department and/or County-wide offices, including bulk and special mailings.
- Process Certified Mail and notify appropriate departments.
- Schedule appointments and meetings, reserve conference rooms and vehicles; make travel arrangements as instructed. Notify staff of itineraries and appointments.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of office practices, procedures and equipment.
- Thorough knowledge of current Microsoft Office Software programs, especially Excel, Outlook and WORD.
- Ability to maintain confidentiality of sensitive and confidential materials.
- Thorough knowledge of and ability to use business English, including composition, spelling, grammar, punctuation and letter format.
- Knowledge of departmental and county office functions and procedures and ability to apply and explain them in detail as required in performing duties.
- Knowledge of basic math, including the ability to add, subtract, multiply and divide accurately.
- Knowledge of accounting practices and procedures.
- Skill in operating standard office equipment such as computer terminal, calculator and photocopier.
- Excellent oral communications skills to interact with other county employees, agencies, vendors, elected officials and the general public using courtesy, tact and good judgment.
- Ability to work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail.
- Ability to establish and maintain filing and record keeping systems.

EDUCATION AND EXPERIENCE:

Associate Degree and three years of progressively responsible clerical or secretarial experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

- Experience with OneSolution accounting software (desired)
- Experience with GovQA records software (desired)
- Eligibility for coverage under the County's insurance carrier based on successful completion of a criminal history background check

WORKING CONDITIONS:

Work is performed in a standard office environment. Physical demands of the job include ability to get to various locations within the County, sit for long periods of time, talk, hear, manual dexterity, handle or feel, reach with hands and arms, lift up to 40 pounds.

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 work load.



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: Jennifer Medelez **Effective Date of Change:** 10/18/2022

Department: Administration **Submitted Date:** 10/18/2022

☐ **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: Administration Office Assistant
Department Title: Administration
Department ID #: 101680
Grade/Step: Grade 16, Step 3
(If N/A, enter Salary or Hourly rate)
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:

Maintain original anniversary date of 8/25

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__

10/12/2022

10/12/2022

____/____/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: 5/2019