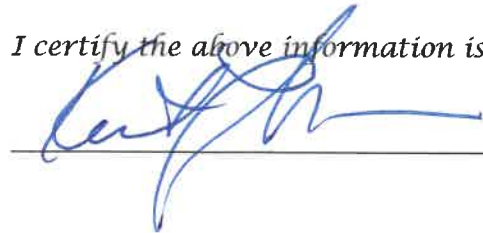


Agenda Summary Report (ASR)

Franklin County Board of Commissioners

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: Position Reclassification for the Administrative Assistant to the County Administrator Position	
FISCAL IMPACT: 2022 Fiscal Impact is \$1327.50	
BACKGROUND: The County Administrator is requesting that the Administrative position be reclassified to Administrative Assistant to the County Administrator/Special Projects Manager position as the scope and responsibilities of the position have changed to better assist the County Administrator. A new job description and title have been created to align with the scope of the new position. The current Administrative position, Grade 16, with the additional duties which have been added over the last few years, we request the new position be a Grade 18 County Administrative 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 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 ASSISTANT TO THE COUNTY
ADMINISTRATOR TO ADMINISTRATIVE ASSISTANT TO THE COUNTY
ADMINISTRATOR/ SPECIAL PROJECTS MANAGER POSITION***

WHEREAS, the County Administrator is requesting a re-evaluation of duties and compensation in reclassifying the Administrative position to add Special Projects Manager to the position in the County Administration Office; and

WHEREAS, the scope and responsibilities of the position have changed due to additional duties which have been added to better assist the County Administrator; and

WHEREAS, a new job description has been created and the position placed at a Grade 18; 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 Assistant to the County Administrator position to be reclassified to an Administrative Assistant to the County Administrator/ Special Project Manager position (full-time, non-exempt, non-bargaining) at Grade 18 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 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: Shirley Jones 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:	Administrative Assistant to the County Administrator/Special Projects Manager
Department Title:	Administration
Department ID #:	101680
Grade/Step: (If N/A, enter Salary or Hourly rate)	18/5
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 for annual increases

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

_____/_____/20__

Elected Official/Department Head

X

10/12/2022

Supervisor (If Applicable)

X

10/12/2022

Human Resources

X

_____/_____/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

Administrative Assistant to the County Administrator/Special Projects Manager

Effective Date: October 2022	Bargaining Unit: N/A
Department: County Administration	FLSA Status: Non-Exempt
Reports to: County Administrator	PCN:
Grade/Salary Schedule: 18/NBRG	

SUMMARY

The Administrative Assistant assists with creating short and long term goals for the County Administration Department and provides strategic and operational administrative services in support of the County Administrator and the Board of County Commissioners. This position plans, organizes, and manages the operations, facilities, equipment, materials, technology, tools, policies, procedures, documentation, communication, and coordination, according to current department and County practices, ensuring all statutory and defined functions of the department are accomplished.

The Special Project Manager is performing, coordinating, and directing all aspects of projects with community agencies, governmental agencies and public companies. Facilitating the full process to completion. Work is performed independently under the general direction of the County Administrator.

ESSENTIAL FUNCTIONS OF THE JOB

- Provides senior-level confidential administrative support to the County Administrator, County Commissioners, and oversees the operations and activities of the department including creating documents and correspondence, disseminating information, preparing reports, proofreading, scheduling, providing phone support, mail, supplies, inventory, and communication with vendors.
- Responsible for independently coordinating, planning, and managing logistics related to special programs, including grant-related activities. May include vetting of businesses, coordination with internal departments, governmental agencies or outside agencies, correspondence with potential or valid recipients, payments of funds, reconciliation, organizational spreadsheets and documentation, seeking reimbursements from and/or reporting to governmental entities.
- Develop and maintain systems and records that provide for proper evaluation, control and documentation of assigned operations.
- Administrative contact for RV Park Manager for operational questions and project improvements. Major issues or potential improvements then presented to the County Administrator with supporting documentation, if needed.
- Administrative contact for the HAPO Center personnel and venue management company. Major issues or potential improvements then presented to the County Administrator with supporting documentation, if needed.
- Creation of resolutions, summaries and contracts or amendments to contracts.
- Respond to complex inquiries, concerns, and complaints regarding services.

FRANKLIN COUNTY JOB DESCRIPTION

Administrative Assistant to the County Administrator/Special Project Manager

-
- Provides assistance and training to staff.
 - Maintain Crime, Cyber Security, Terrorism, Liability and Property Insurance Policy information to ensure accurate County information is provided to insurer, Washington Counties Risk Pool (WCRP).
 - Serve as administrator for the AMP software program provided by WCRP with new input and updates to vehicles and property, specs and values.
 - Calculate, prepare, and submit invoices to appropriate County departments for reimbursement of appropriate portion of the various annual WCRP premiums. The calculations are based on departmental liability, employee hours and number of vehicles.
 - Collect, analyze, and interpret statistics and other data; prepare written and summary reports and make recommendations regarding their feasibility based on studies, surveys and analysis.
 - Process and update the .09 Economic Development projects appendix found in the Planning website. Maintain updates and balances of the summary spreadsheet. Ensure disbursement agreements are executed with the appropriate entities prior to release of funds.
 - Maintain Franklin County cell phone/wireless device requests and master list used by Accounts Payable for proper payment of monthly charges where applicable.
 - Coordinate the dissemination of departmental information as appropriate, ensuring compliance with legal requirements.
 - Providing service and performing department functions for the public or other departments and personally responds to complex or sensitive issues by researching, reviewing, analyzing, and communicating interpretation, making recommendations, and providing advice, reports, or results according to established policies, procedures, and in compliance with applicable regulations.
 - Entry of Public Records Requests into GovQA program, research emails and drives for potential responsive records. Train Franklin County personnel from all departments in need of assistance regarding the records request process, research and entry of responsive records, and responding to the public. Governmental reporting of entirety of records request information for Franklin County.
 - Assists with budget planning and monitors, tracks, and reconciles various fiscal functions, accounts, or expenses for the department and the Commissioners according to current department standards and in compliance with Franklin County standard practices.
 - Manages 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, retention, destruction, and documentation of assigned operations according to current department and County practices.
 - Pursues self-development and continuing development of skills and knowledge by attending ongoing educational workshops, reviewing professional or technical publications, and establishing personal networks.
 - Develops, implements, monitors, evaluates, and makes improvements to the performance standards, processes, policies, procedures, systems, technology, forms, workflow, and recordkeeping, to ensure efficiency, effectiveness, and compliance.
 - Research, calculate and prepare invoicing for utilities, security and facilities personnel for various government entities leasing office or court space from Franklin County.
 - Acts as liaison for internal and external contacts and may represent the department to the community or the

FRANKLIN COUNTY JOB DESCRIPTION

Administrative Assistant to the County Administrator/Special Project Manager

Commissioners. Coordinate press coverage according to current department and County standards.

- Monitors, reports, interprets, and communicates new trends, innovations, or changes to federal, state and local rules, laws, appeals, regulations, codes, and ordinances as they relate to the assigned areas and responsibilities and recommends and leads changes to written policies, procedures, manuals, forms, workflow documents, and recordkeeping to ensure efficiency, effectiveness, and compliance.
- In the absence of the Clerk to the Board and the Office Assistant, performs the duties of the Clerk to the Board of County Commissioners.
 - Preparation of the Board agenda, organizing supporting documentation, scheduling and publicizing meetings, preparation and posting of public notices and/or newspaper ads.
 - Conduct the Clerk's duties during the Commissioner meeting.
 - Scan, archive and distribute executed documents post meeting.
- In the absence of the Clerk to the Board of Equalization/Office Assistant, performs these duties.
 - Clerk to the Board of Equalization in scheduling hearings, organizing, and distributing documentation. Corresponding with the petitioner and the Appraisers' Office. Conduct the Clerk's duties during the Boards' hearings process. Petitioner notification of hearing decisions, finalizing and filing of documentation for archiving.
 - Process payroll.
 - Accounts Payables/Receivables.
 - Bank purchasing card reconciling.
 - Records Management.
 - Incident Report indexing and reporting, as necessary.
 - Cannabis and Liquor license applications processing and indexing.
- Receive, process and index Claim for Damages with submittal to the appropriate personnel.
- Develop office forms and clerical policies and procedures for the department.
- Coordinate the scheduling of major activities and the workflow to accomplish operating objectives.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient knowledge, interpretation, and application of Franklin County business and financial acumen, County policies and procedures, as well as federal, state, and local rules, laws, regulations, legislation, codes, and ordinances.
- Proficient knowledge of principles, practices, procedures, techniques, terminology, and related tools and technology as they relate to area(s) of assignment. This includes functions of the department such as accounting practices and procedures and budgeting.
- Proficient knowledge of principles and practices of governmental fiscal management including budget preparation, expenditure control, and sound recordkeeping.
- Proficient skills in troubleshooting and resolving issues or problems by analyzing information, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.

FRANKLIN COUNTY JOB DESCRIPTION

Administrative Assistant to the County Administrator/Special Project Manager

- Expert time management and mental and physical organization skills that support the ability to focus, pay attention to details, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Expert skills in data entry, typing, and in the following programs or systems: Word, Excel, Outlook, Adobe Pro, and using the internet for research. The ability to learn and attain expert skills using the County-wide enterprise resource planning and the state records management systems.
- Ability to write and speak clearly and concisely, to express ideas and recommendations effectively orally and in writing, and communicate department, technical, or industry information, policies, requirements, and procedures in a language understood by co-workers and the general public.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive or confidential information.
- 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 discretion.
- Ability to lead by remaining open to new ideas and approaches, managing 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 work independently and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to supervisor and staff, remaining calm during emergency situations.

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.

- The work is performed primarily in an office environment.
- The noise level in the work environment is usually quiet to moderate, a typical office environment.

SPECIAL CONSIDERATIONS

- Occasionally required to attend meetings or events outside of regular business hours.
- Occasionally required to travel in the county for meetings or in the region to attend training or conferences which may require an overnight stay.

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:

ADMINISTRATIVE ASSISTANT TO THE COUNTY ADMINISTRATOR/SPECIAL PROJECT MANAGER,
COUNTY ADMINISTRATION
OCTOBER 2022

FRANKLIN COUNTY JOB DESCRIPTION

Administrative Assistant to the County Administrator/Special Project Manager

- constantly: to talk or hear and use hands, fingers to handle, feel, or operate equipment or tools, and
 - frequently: stand, sit or walk for extended periods of time, stoop, kneel, crouch, or crawl, and reach with hands and arms, and
 - occasionally: climb, pull, push, or balance.
- constantly carry or transport up to 10 pounds and occasionally up to 50 pounds.
- have the following vision abilities:
 - have peripheral vision, ability to adjust focus, and have close vision (from one to twenty inches).

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- Four years progressively responsible related experience.
- One year of lead or supervisory responsibilities.

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

- Bachelor's degree in business, public administration, accounting, or related field.

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, 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 to otherwise balance the workload.