

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 10/12/2022	PREPARED BY: Margot Wilder
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: 5 minutes	
SUBJECT: Compensation Change for Human Resources Generalist 1 and Human Resources Specialist	
FISCAL IMPACT: \$2104 annual impact	
<p>BACKGROUND:</p> <p>With the vacancy of the Generalist 2 and HR Director positions, many duties have fallen on the remaining staff of the HR Department. The two employees have absorbed several of the duties that are not outlined in their job descriptions.</p> <p>Those duties include:</p> <ul style="list-style-type: none">Labor NegotiationsCompensation ReviewBenefits/ Open EnrollmentBoard of County Commissioners paperwork prepJob DescriptionsEmployee RelationsPolicy/ProcedureHR/Payroll SystemsCompliance <p>These two employees have maintained a smooth and efficient HR department to the best of their ability. There are time constraints but Ms. Henry and Ms. Wilder have identified the priorities and ensured the County employees and departments needs are met.</p> <p>It is recommended to financially compensate them for the increased workload with step increases.</p>	
<p>RECOMMENDATION:</p> <p>Financially compensate these positions by increasing Ms. Henry to a Step 3 in current Grade 14 and Ms. Wilder to a Step 4 in current Grade 16.</p>	
COORDINATION: Keith Johnson, County Administrator	
<p>ATTACHMENTS: (Documents you are submitting to the Board)</p> <p>Resolution and PAFs</p>	

HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list name(s) of parties that will need a pdf)

Human Resources – Resolution PDF and original PAFs

I certify the above information is accurate and complete.

A handwritten signature in blue ink, appearing to read 'Keith Johnson', is written over a horizontal line.

Keith Johnson, County Administrator

FRANKLIN COUNTY RESOLUTION _____

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

***COMPENSATION CHANGE FOR
HUMAN RESOURCES GENERALIST 1 AND HUMAN RESOURCES SPECIALIST***

WHEREAS, the County Administrator is requesting compensation step increases for the Human Resources Generalist 1 and the Human Resources Specialist; and

WHEREAS, the scope and responsibilities of these positions exceed those duties previously outlined in the job descriptions with the vacancies of the HR Director and Generalist 2 positions;

WHEREAS, the County Administrator is requesting financial compensation for the additional duties and work load absorbed by these positions and that each position receive a step increase for said compensation; 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 IT IS HEREBY RESOLVED the Board of Franklin County Commissioners approves the compensation increase for the Generalist 1 to Step 4 at Grade 16 and an increase for the HR Specialist to Step 3 at Grade 14.

DATED this _____ day of _____, 2022.

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

Chair

Chair Pro Tem

Member

ATTEST:

Clerk of 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: Devon Henry Effective Date of Change: 10/18/22

Department: Human Resources Submitted Date: _____

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

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

Job Title:	<u>Specialist</u>
Department Title:	<u>Human Resources</u>
Department ID #:	<u>101685</u>
Grade/Step: <small>(If N/A, enter Salary or Hourly rate)</small>	<u>14 / 3</u>
Resolution#: <small>(If Applicable)</small>	

Employment Type	Schedule
<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> 7.5 Hours/Day
<input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> 8 Hours/Day
<input type="checkbox"/> Seasonal/ Temporary	<input type="checkbox"/> Public Safety
# of Months: _____ <small>(Maximum 120 Working Days)</small>	<input type="checkbox"/> Flex
<input type="checkbox"/> Variable/ On-call	<input type="checkbox"/> Hourly
<input type="checkbox"/> Provisional	# Hours/Day: _____
	# Days/Week: _____

Comments:

Employee Separation:

Separation Type:

(Select one, please submit corresponding notice with PAF)

Last Date Physically Worked: _____
Leave hours to Pay Out?
☐ Yes* ☐ No

☐ Voluntary Termination
☐ Involuntary Termination

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

Leave:

Last Date Physically Worked: _____
Leave Begin Date: _____
Leave End Date: _____

☐ Family and Medical Leave (Report hours used to HR for tracking) ☐ Paid
☐ Military (Report hours used to HR for tracking) ☐ Unpaid
☐ Administrative
☐ Other (Please Specify): _____

Authorization/Approval Signatures

Commissioner (If Applicable)	X	_____/_____/20__
Elected Official/Department Head	X	<u>10/12/2022</u>
Supervisor (If Applicable)	X	<u>10/12/2022</u>
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 #: _____ Term Cd 2: _____ ☐ Entered into Benefits Admin System
☐ HR Audit _____

Revised 12/2021



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: Margot Wilder

Effective Date of Change: 10/18/22

Department: Human Resources

Submitted Date: _____

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

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

Job Title:	Generalist 1
Department Title:	Human Resources
Department ID #:	101685
Grade/Step: <small>(if N/A, enter Salary or Hourly rate)</small>	16 / 4
Resolution #: <small>(if Applicable)</small>	

Employment Type

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

Schedule

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

Hours/Day: _____

Days/Week: _____

Comments:

Employee Separation:

Separation Type:

(Select one, please submit corresponding notice with PAF)

Last Date Physically Worked: _____

Leave hours to Pay Out?

☐ Yes* ☐ No

☐ Voluntary Termination
☐ Involuntary Termination

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

Leave:

Last Date Physically Worked: _____

Leave Begin Date: _____

Leave End Date: _____

☐ Family and Medical Leave (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 #: _____
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☐ HR Audit _____

Revised 12/2021