

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 11/15/2022	PREPARED BY: Michael Killian, County Clerk
Meeting Date Requested 11/2/2022	PRESENTED BY: Michael Killian, County Clerk
ITEM: (Select One) Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 10 minutes	
SUBJECT / ISSUE: STEP INCREASES OF TWO STEPS FOR 12 DEPUTY CLERK LPA II	
FISCAL IMPACT: None, due to positions not being immediately filled or employees starting at steps lower than the previous employee's the Clerk has sufficient funds in Salaries and Wages.	
BACKGROUND: The Superior Court Clerk's Office has lost over 50 percent of Deputy Clerks in the last 9 months, including three Deputy Clerks within the last several weeks. The underlying issue is low salary for level of responsibility, skill, competency and liability to the County. I currently have two open positions and the last three applicants interviewed either declined our offer of employment due to the starting wage or expressed concern about the salary range. My proposal to ensure retention of current staff and ability to fill open positions, is to move each Deputy Clerk LPA II position up two steps for those that have that movement available and for those that do not, move them to a Grade 14 at the appropriate step preserving fairness for all 12 positions. I had met with each Commissioner and the prior County Administrator and was assured that these positions would be approved to Grade 15's in the 2023 budget. Even with justification, the request was tabled pending a county wide comp study. Based on the attached comparables, I am confident the comp/salary study will set these positions at the appropriate grade of at least 15; however, I will defer to the compensation experts.	
RECOMMENDATION: I respectfully request approval of the resolution as presented.	
COORDINATION: Payroll, HR	
ATTACHMENTS: Salary Matrix 7.5 Hour Matrix, Franklin County Clerk LPA job posting indicating level 13 salaries will advance two steps. For example, a \$39,721.50 will advance 2 steps to \$43,816.50. If the employee is at grade 13, step 7, they will advance 2 steps into grade 14.	
HANDLING / ROUTING: Michael Killian, County Clerk, Payroll, HR.	

I certify the above information is accurate and complete.

Michael J. Killian, County Clerk:

 11/15/2022

Sam Hughes Interim HR Director:





FRANKLIN COUNTY JOB DESCRIPTION

Deputy Clerk LPA II

Effective Date: January 2022	Bargaining Unit: CH75
Department: Clerk's Office	FLSA Status: Non-Exempt
Reports to: Franklin County Clerk	PCN: 1160DCLPA2
Grade/Salary Schedule: Grade 13 / CTHS	

SUMMARY

The Deputy Clerk LPA II position provides customer service to internal and external customers by performing a variety of administrative and technical support activities, to the public, the judiciary, Prosecuting Attorney's Office, Corrections Department, and various law offices on legal processes, and courtroom proceedings, contributing to efficient office operations according to established department, and County policies, State Laws, State Court rules, Local Superior Court Rule, office procedures, and in compliance with applicable Federal regulations.

ESSENTIAL FUNCTIONS OF THE JOB

- Assists with the orderly flow of courtroom proceedings, including but not limited to setting up courtrooms, ensuring presence of all necessary participants, managing exhibits, ensuring operation of all electronic equipment, and taking journal minutes of proceedings.
- Prepares, reviews, and processes a variety of legal documents, and correspondence including bench warrants, warrants of arrest, writs of restitution, garnishments, and letters of testamentary, guardianship, abstracts of judgement, summons, and warrants of commitment, protection orders, and involuntary treatment commitments, certifying and distributing Domestic Violence protection orders in criminal cases to law enforcement agencies, prosecuting attorneys, public defenders, and Sheriff, and victims.
- Entering judgment and sentences, disposition information, enters and updates account receivables for juvenile and adult offenders to pay restitution and court costs.
- Assists with the creation, development, and maintenance of systems and records including files, lists, reports, 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, State and County practices.
- Receipts monies into the Clerk's trust fund for fines, bail, penalty assessments and fees according to established State Auditor's office and office policy and procedures.
- Performs technical and audit review of court documents for completeness and compliance with statutory requirements and approves documents for filing or requests additional information from parties. Identifies and provides information to appropriate local, state, and federal agencies under strict statutory timelines and guidelines.
- Ability to maintain honesty, integrity and impartiality, be accountable, accurate, organized, flexible and intuitive, exercise sound judgment and decision making, work under pressure, work effectively in a multi-task environment, and be a team player.
- Monitors cases for dismissal, prepares dismissal notices and monitors case disposition for compliance with court orders.

FRANKLIN COUNTY JOB DESCRIPTION

Deputy Clerk LPA II

- Proficient understanding of RCW 36.23.070 and Civil Rule 79 relating to the security and custody of trial exhibit protocols. Including numbering and marking, handling of high risk or contaminated exhibits, preparing exhibit lists, handling sealed exhibits, storage, substituting and destruction.
- Expedites documents for court proceedings and ensures review by judicial officer following established procedures and guidelines. Determines process for coordination of emergency orders needing presentation before the court.
- Provides efficient and prompt customer service at the public counter, email and phone to include status of cases, information to defendants, litigants, general public, media, attorneys, and our law and justice partners, regarding court process, forms and rules. Performs department functions by responding to records requests, inquiries, or questions by researching, reviewing, analyzing, tracking, or reconciling and communicating policy interpretation, sharing detailed and/or technical information, making recommendations, and providing procedural advice, reports, or answers in scope of knowledge or authority or referring to appropriate individual.
- Acts as a US Passport Agent, in executing passport applications by screening documents submitted as evidence of U.S. citizenship, and ensuring the application form and supporting documents are correctly submitted. Collecting the passport fees and administering the oath and witnessing signatures on the form, affixing the authorized seal and endorsing the passport transmittal form. Agents must meet strict requirements and attend rigorous annual training to maintain national security.
- Pursues self-development and continuing development of skills and knowledge by attending ongoing educational workshops, reviewing professional or technical publications, and establishing personal networks.

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of laws and regulations, County policies and procedures, as well as principles, practices, procedures, techniques, terminology, and related tools and technology as they relate to area(s) of assignment including court administration, and jury management. Must stay current with legislative changes, State and Local court rule changes affecting the Superior Court Clerk's office.
- General 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.
- Handling money, basic bookkeeping and mathematics, knowledge of computerized cashiering systems, ability to follow financial guidelines in accordance with the State Auditors' Office and approved office policy and procedures.
- Proficient 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.
- General skills in data entry, typing, Microsoft Office Suite, and the ability to learn and have proficient skills in the current County-wide enterprise resource planning software. General skills in Outlook, the internet for research, and the ability to learn and have expert skills in the Odyssey case and document management system, which is the official court record for the Superior Court for Franklin County. FTR (digital recording) software or systems, WebEx video conferencing, Judicial Access Browser System (JABS), Department of Licensing (DOL) reporting, Federal Bureau of Investigation (FBI), reporting.
- 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 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.

FRANKLIN COUNTY JOB DESCRIPTION

Deputy Clerk LPA II

- Ability to work independently 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.
- Ability to remain calm during potentially serious or 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.

- Work may be performed in the following environmental condition:
 - constantly: in an office environment.
- The noise level in the work environment is usually quiet to moderate, a typical office environment.
-

HAZARDS

Those present in a normal office environment. Some exposure to offensive, bio hazard or toxic court exhibits. Exposure to disgruntled, aggressive or unstable individuals, in person or on the phone.

SPECIAL CONSIDERATIONS

- Occasionally required to travel to Benton County for court hearings, and in state for affiliate or associate meetings or training and 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:
 - constantly: talk or hear, and use hands, fingers to handle or feel, or operate equipment or tools, and
 - frequently: sit, stand, or walk for extended periods of time and reach with hands and arms, and
 - occasionally: stoop, kneel, crouch, or crawl.
- frequently carry or transport items up to 30 pounds.
- have the following vision abilities:
 - have close vision (from one to twenty inches).

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- Associate Degree.
- Experience in public service or a government office.
- High School Diploma, OR G.E.D.
- Three years of progressively responsible office experience in a court or legal environment, or related field.

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

Deputy Clerk LPA II

PREFERRED EDUCATION AND EXPERIENCE

- Ability to speak, read, and write Spanish
- Completion of an accredited legal assistant or paralegal program

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, and must obtain yearly safe driving certificate
- Must be able to obtain certification as a US Passport Agent.
 - Must be US Citizen.
 - Complete certification within six months of hire.

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.



BENTON COUNTY, WASHINGTON
invites applications for the position of:

Legal Process Assistant II

SALARY:	\$4,063.00 - \$4,144.00 Monthly
OPENING DATE:	09/20/22
CLOSING DATE:	Continuous
SUMMARY:	

Performs a wide variety of technical legal operations requiring specialized knowledge of a specific area of an administrative support office of the court, and/or performs senior level, technical legal clerical duties requiring a broad knowledge of the court system. Duties may include: coordinating the jury process; answering detailed, technical questions from defendants and the public; coordinating the records retention and filing program; and setting and coordinating hearings.

The Legal Process Assistant III classification is distinguished from the Legal Process Assistant II by the responsibility for performing specialized, technical functions and/or senior level, technical, legal clerical duties within an administrative support office of the court, requiring greater technical, specialized knowledge of a specific area of the court system or broad knowledge of the court system and greater independent judgment in applying knowledge of legal policies and procedures to complete assignments. Work is performed within broadly defined practices and procedures.

EXAMPLE OF DUTIES:

Organizes, establishes, and maintains court trial calendar for jury and non jury trials, hearings, motions, or arguments; assigns court dates, assuring compliance with Washington State Codes and statutory requirements for due process and timely hearings; coordinates court appearance with court staff, attorneys, police, jurors and the public. Reviews and/or prepares daily court files and verifies that Judges receive correct Court papers for hearings, trials, etc.

Independently prepares and processes a variety of legal documents and correspondence; assures proper notification is received by appropriate parties of dates, hearings, and other Court activities; prepares security release agreements, Court appointed attorney, and other documents.

Establishes, maintains, and updates accurate, detailed, and complete case files and records making required docket entries; assures inclusion of all pertinent information from sources; assures compliance with Court records regulations; completes court orders and complaints as necessary; tracks case from filing to clearing.

Analyzes incoming court orders, legal documents and requests for action; determines appropriate action and processes accordingly; may determine if warrants should be issued for failure to appear, quashed, or cancelled.

Interprets court orders and receives payment of court fines, bail, penalty assessments and fees; arranges for time payment of fines as authorized; monitors payments and takes appropriate action for delinquent payments in accordance with court policy.

Responds to telephone and in person inquiries from the public and other agencies, providing detailed and technical assistance, explaining court policies, procedures, and processes and providing services within scope of authority; refers inquiries/visitors to appropriate department or individual when necessary.

Coordinates the jury notification, summons and orientation process; processes questionnaires, responses, certificates, compensation abstracts, and miscellaneous related forms; tracks jury related expenses, master list, and other statistical information.

Coordinates the records retention and management program performing accurate microfilming, storage, destruction, and documentation of all cases processed through the court system; researches old files and microfilm records as requested.

Prepares, types and proofs forms, letters, court documents, orders, statistical reports and other documentation. Composes correspondence in accordance with established procedures or instructions.

Initiates completion of regularly recurring reports and standard form letters. Maintains accumulative, statistical records, making periodic audits as necessary; maintains follow up system on reports and other forms requiring action on a periodic basis, assuring timely action and/or review.

Compiles data from varied sources and makes summary reports. May involve complex statistical calculations and tabulations in accordance with established formulas and equations.

Recommends procedural changes within department to supervisor or department director.

May assist in training and/or providing technical assistance to other clerical staff and/or volunteers.

Provides back up support and assistance to other legal process assistant positions in case of absence or work overload.

Performs other related duties as assigned.

QUALIFICATIONS:

High school diploma, or G.E.D., three years of progressively responsible clerical experience, including two years of legal office or court 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. Valid Washington State Driver's License. Notary Public helpful.

KNOWLEDGE, SKILLS, & ABILITIES:

Thorough knowledge of court procedures, legal processes, and the criminal justice system.

Thorough knowledge of legal terminology, forms, and documents.

Knowledge of office practices, procedures and equipment.

Specific knowledge of department functions, procedures and related legal regulations and requirements.

Knowledge of basic math, including the ability to add, subtract, multiply and divide accurately.

Skill in operating standard office equipment such as typewriter, computer terminal, word processor, calculator and photocopier.

Excellent oral communications skills to explain detailed and technical policies and procedures and to deal with other employees, law enforcement agencies, attorneys, and the general public using courtesy, tact and good judgment.

Ability to read, understand, apply and explain complex County/department policies and procedures.

Ability to work independently, organizing work with a minimum of supervision.

Ability to establish and maintain complex manual and computerized filing and recordkeeping systems.

Ability to work quickly, accurately and thoroughly with close attention to detail to meet deadlines.

Ability to interpret and prepare accurate legal documents, forms, correspondence, and records, using accurate business English, composition, spelling, grammar and punctuation.

Ability to type at level required for specific position.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.benton.wa.us>

7122 W. Okanogan Place, Pl E#310
Kennewick, WA 99336
509-737-2777

alisha.liniger@co.benton.wa.us

Position #2022-00102
LEGAL PROCESS ASSISTANT II
AL

Appendix A – Salary Matrix

2022 FRANKLIN COUNTY LOCAL 874-CH 7.5 HOUR MATRIX (Effective 1/1/2022)								
		1	2	3	4	5	6	7
	18	64,038.00	67,255.50	70,629.00	74,197.50	77,941.50	81,841.50	85,975.50
Bi-Weekly		2,463.00	2,586.75	2,716.50	2,853.75	2,997.75	3,147.75	3,306.75
7.5 Hr Hourly		32.84	34.49	36.22	38.05	39.97	41.97	44.09
7.5 Hr OT		49.26	51.74	54.33	57.08	59.96	62.96	66.14
	17	58,207.50	61,132.50	64,194.00	67,450.50	70,843.50	74,392.50	78,156.00
Bi-Weekly		2,238.75	2,351.25	2,469.00	2,594.25	2,724.75	2,861.25	3,006.00
7.5 Hr Hourly		29.85	31.35	32.92	34.59	36.33	38.15	40.08
7.5 Hr OT		44.78	47.03	49.38	51.89	54.50	57.23	60.12
	16	52,903.50	55,555.50	58,344.00	61,308.00	64,389.00	67,626.00	71,038.50
Bi-Weekly		2,034.75	2,136.75	2,244.00	2,358.00	2,476.50	2,601.00	2,732.25
7.5 Hr Hourly		27.13	28.49	29.92	31.44	33.02	34.68	36.43
7.5 Hr OT		40.70	42.74	44.88	47.16	49.53	52.02	54.65
	15	48,087.00	50,505.00	53,040.00	55,731.00	58,519.50	61,464.00	64,564.50
Bi-Weekly		1,849.50	1,942.50	2,040.00	2,143.50	2,250.75	2,364.00	2,483.25
7.5 Hr Hourly		24.66	25.90	27.20	28.58	30.01	31.52	33.11
7.5 Hr OT		36.99	38.85	40.80	42.87	45.02	47.28	49.67
	14	43,699.50	45,903.00	48,204.00	50,641.50	53,196.00	55,867.50	58,675.50
Bi-Weekly		1,680.75	1,765.50	1,854.00	1,947.75	2,046.00	2,148.75	2,256.75
7.5 Hr Hourly		22.41	23.54	24.72	25.97	27.28	28.65	30.09
7.5 Hr OT		33.62	35.31	37.08	38.96	40.92	42.98	45.14
	13	39,721.50	41,710.50	43,816.50	46,020.00	48,340.50	50,778.00	53,332.50
Bi-Weekly		1,527.75	1,604.25	1,685.25	1,770.00	1,859.25	1,953.00	2,051.25
7.5 Hr Hourly		20.37	21.39	22.47	23.60	24.79	26.04	27.35
7.5 Hr OT		30.56	32.09	33.71	35.40	37.19	39.06	41.03
	12	36,094.50	37,908.00	39,819.00	41,827.50	43,933.50	46,156.50	48,477.00
Bi-Weekly		1,388.25	1,458.00	1,531.50	1,608.75	1,689.75	1,775.25	1,864.50
7.5 Hr Hourly		18.51	19.44	20.42	21.45	22.53	23.67	24.86
7.5 Hr OT		27.77	29.16	30.63	32.18	33.80	35.51	37.29
	11	32,799.00	34,456.50	36,192.00	38,005.50	39,936.00	41,944.50	44,050.50
Bi-Weekly		1,261.50	1,325.25	1,392.00	1,461.75	1,536.00	1,613.25	1,694.25
7.5 Hr Hourly		16.82	17.67	18.56	19.49	20.48	21.51	22.59
7.5 Hr OT		25.23	26.51	27.84	29.24	30.72	32.27	33.89

FRANKLIN COUNTY RESOLUTION _____

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

***APPROVAL OF DEPUTY CLERK LPA II
MOVEMENT OF TWO STEPS***

WHEREAS, the County Clerk desires to move his Deputy Clerk's up two steps on the Courthouse 2022-2024 Collective Bargaining Group Agreement – Appendix A – Salary Matrix, for those that have that movement at Grade 13 and to a Grade 14 at the appropriate step for those that do not, preserving fairness for all 12 positions.

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority for Franklin County and desires to approve this resolution.

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners hereby approves the attached Personal Action Forms for 12 Deputy Clerk LPA II's in the County Clerk's Office.

APPROVED this 22nd day of November, 2022

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

Chairman

Chairman Pro Tem

Member

ATTEST:

Clerk to the Board

*Originals: Commissioners Office
Copy: County Clerk, HR, Payroll*



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: Gloria Berry Effective Date of Change: 11/22/2022

Department: Clerk's Office Submitted Date: 11/22/2022

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

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

Job Title:	Deputy Clerk LPA II - Customer Service
Department Title:	Clerk's Office
Department ID #:	160
Grade/Step: <small>(If N/A, enter Salary or Hourly rate)</small>	13/3
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/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 employee's last date physically worked

☐ 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

11/15/2022

Supervisor (If Applicable)

X

11/15/2022

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 2/2021



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: FRANCISCO CRUZ Effective Date of Change: 11/22/2022

Department: CLERK'S OFFICE Submitted Date: 11/22/2022

☐ New Hire ☐ Position Change ☐ Action Type:
☐ Re-Hire ☒ Pay Change ☐ Performance Evaluation:

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

Job Title:	DEPUTY CLERK LPA II
Department Title:	CLERK'S OFFICE
Department ID #:	160
Grade/Step: (If N/A, enter Salary or Hourly rate)	13/7
Resolution #: (If Applicable)	

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: _____

☐ Voluntary Termination
☐ Involuntary Termination

Leave hours to Pay Out?

☐ Yes* ☐ No

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

Leave:

Last Date Physically Worked: _____

☐ 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): _____

Leave Begin Date: _____

Leave End Date: _____

Authorization/Approval Signatures

Commissioner (If Applicable)	X	_____/_____/20__
Elected Official/Department Head	X	11/15/2022
Supervisor (If Applicable)	X	11/15/2022
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 #: _____ Term Cd 2: _____ ☐ Entered into Benefits Admin System
☐ HR Audit _____

Revised 9/2021



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: Maribel Garcia Effective Date of Change: 11/22/2022

Department: Clerk's Office Submitted Date: 11/22/2022

☒ **New Hire** ☐ **Position Change** ☐ **Action Type:**
☐ **Re-Hire** ☒ **Pay Change** ☐ **Performance Evaluation:**

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

Job Title:	Deputy Clerk LPA II
Department Title:	Clerk's Office
Department ID #:	160
Grade/Step: <small>(If N/A, enter Salary or Hourly rate)</small>	13/5
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/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 employee's last date physically worked

☐ 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__

11/15/2022

11/15/2022

____/____/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 2/2021



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: Gabriela Garcia Osorio Effective Date of Change: 11/22/2022

Department: Clerk's Office Submitted Date: 11/22/2022

☒ **New Hire** ☐ **Position Change** ☐ **Action Type:**
☐ **Re-Hire** ☐ **Pay Change** ☐ **Performance Evaluation:**

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

Job Title:	Deputy Clerk LPA II - Juvenile
Department Title:	Clerk's Office
Department ID #:	160
Grade/Step: <small>(If N/A, enter Salary or Hourly rate)</small>	13/3
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/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 employee's last date physically worked

- ☐ 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__

11/15/2022

11/15/2022

____/____/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 2/2021



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: Johnny Izaguirre Effective Date of Change: 11/22/2022

Department: Clerk's Office Submitted Date: 11/22/2022

☒ **New Hire** ☐ **Position Change** ☐ **Action Type:**
☐ **Re-Hire** ☐ **Pay Change** ☐ **Performance Evaluation:**

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

Job Title:	Deputy Clerk LPA II - Civil
Department Title:	Clerk's Office
Department ID #:	160
Grade/Step: <small>(If N/A, enter Salary or Hourly rate)</small>	13/6
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/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 employee's last date physically worked

- ☐ 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__

11/15/2022

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☐ HR Audit _____

Revised 2/2021



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: Ashley L. Jimenez Effective Date of Change: 11/22/2022

Department: Clerk's Office Submitted Date: 11/22/2022

☐ New Hire ☐ Position Change ☐ Action Type:
☐ Re-Hire ☒ Pay Change ☐ Performance Evaluation:

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

Job Title:	Deputy Clerk LPA II - Civil
Department Title:	Clerk's Office
Department ID #:	160
Grade/Step: <small>(If N/A, enter Salary or Hourly rate)</small>	13/4
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/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 employee's last date physically worked

☐ 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__

11/15/2022

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____/____/20__

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Revised 2/2021



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: Maria Nava-Garcia Effective Date of Change: 11/22/2022

Department: Clerk's Office Submitted Date: 11/22/2022

☐ New Hire ☐ Position Change ☒ Action Type:
☐ Re-Hire ☐ Pay Change ☒ Performance Evaluation:

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

Job Title:	Deputy Clerk LPA II - Finance
Department Title:	Clerk's Office
Department ID #:	160
Grade/Step: <small>(If N/A, enter Salary or Hourly rate)</small>	13/5
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/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 employee's last date physically worked

☐ 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__

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____/____/20__

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☐ Entered into One Solution - PCN #: _____ ☐ Entered into Benefits Admin System
☐ HR Audit _____

Revised 2/2021



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: Karey Ratliff Effective Date of Change: 11/22/2022

Department: Clerk's Office Submitted Date: 11/22/2022

☒ New Hire ☐ Position Change ☐ Action Type:
☐ Re-Hire ☐ Pay Change ☐ Performance Evaluation:

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

Job Title:	Deputy Clerk LPA II - Finance
Department Title:	Clerk's Office
Department ID #:	160
Grade/Step: <small>(If N/A, enter Salary or Hourly rate)</small>	13/3
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/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 employee's last date physically worked

☐ 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____

11/15/2022

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____/____/20____

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☐ Entered into One Solution - PCN #: _____ ☐ Entered into Benefits Admin System
☐ HR Audit _____

Revised 2/2021



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: JOEL D. SANDEZ-MONTOYA Effective Date of Change: 11/22/2022

Department: CLERK'S OFFICE Submitted Date: 11/22/2022

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

Action Type:

Performance Evaluation:

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

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: _____

Job Title:	DEPUTY CLERK LPA II
Department Title:	CLERK'S OFFICE
Department ID #:	160
Grade/Step: (If N/A, enter Salary or Hourly rate)	13/6
Resolution #: (If Applicable)	

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__

11/15/2022

11/15/2022

____/____/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



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: JOHNNA SCHROEDER Effective Date of Change: 11/22/2022

Department: CLERK'S OFFICE Submitted Date: 11/22/2022

☐ New Hire ☐ Position Change ☐ Action Type:
☐ Re-Hire ☒ Pay Change ☐ Performance Evaluation:

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

Job Title:	Deputy Clerk LPA II - Civil
Department Title:	Clerk's Office
Department ID #:	160
Grade/Step: (If N/A, enter Salary or Hourly rate)	13/4
Resolution #: (If Applicable)	

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/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 employee's last date physically worked

☐ 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	11/15/2022
Supervisor (If Applicable)	X	11/15/2022
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 2/2021