Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 12/6/2023 PREPARED BY: Shawn P. Sant, Prosecutor

Meeting Date Requested: 12/13/2022 PRESENTED BY: Shawn Sant

ITEM: (Select One) Consent Agenda X Brought Before the Board

Time needed: 10 minutes

SUBJECT:

STEP INCREASES OF TWO STEPS FOR 13 SUPPORT STAFF

FISCAL IMPACT: none, we have funds in our budget

BACKGROUND: The Prosecutor's office has the similar issue as the Clerk's office: low salary for level of responsibility, skill, competency and liability to the County. Currently we have one open position and no qualified applicants. To ensure retention of current staff and ability to fill open positions, is to move each support staff up two steps for those that have that movement available and for those that do not, move them to the next Grade at the appropriate step preserving fairness for all 13 positions.

RECOMMENDATION:

Respectfully request approval of the resolution as presented.

COORDINATION: HR

This matter is to keep internal fairness within county departments.

ATTACHMENTS:

- Personnel Action Forms to move each person up two steps
- .

HANDLING / ROUTING:

- Shawn Sant, Franklin County Prosecuting Attorney
- Payroll and HR

I certify the above information is accurate and complete.

Shawn Sant, Franklin County Prosecuting Attorney

BEFORE THE BOARD OF COMMISSIONERS FRANKLIN COUNTY, WASHINGTON

APPROVAL OF SUPPORT STAFF MOVEMENT OF TWO STEPS

WHEREAS, the County Prosecutor desires to move his Support Staff employees up two steps on the Courthouse 2022-2024 Collective Bargaining Group Agreement – Appendix A – Salary Matrix, preserving fairness for all 13 positions and consistency throughout the courthouse.

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 Commissioners constitutes the legislative authority for Franklin County and desires to approve this resolution.

APPROVED this	day of	, 2022.
		BOARD OF COUNTY COMMISSIONERS FRANKLIN COUNTY, WASHINGTON
		Chair
		Chair Pro Tem
ATTEST:		Member
Clerk to the Board		



New Hire	Re-HirePos	sition Change	Pay Change	Employment Separati	on Leave		
Employee Name: Maria Mendoza Effective Date of Change: 11/22/2022							
Department	: Prosecutor's Of	fice					
Department	. Troscentors of		Subi	mitted Date: 11/22/2022			
□New Hire □Posit □Re-Hire ■ Pay	ion Change* Change*	*Action Type: Select of Performance Evaluation	-	For position change Please select at least one	from each column below		
Job Title:	Legal Secre	etary III		Employment Type Full-Time	Schedule 7.5 Hours/Day		
Department Title:	Prosecutor's	s Office		☐Part-Time ☐Seasonal/Temporary	☐ 8 Hours/Day ☐ Public Safety		
Department ID #:	101480			# of Months: (Maximum 120 Working Days)	☐ Flex ☐ Hourly		
Grade/Step: (If N/A, enter Salary or Hourly rate)	14/6			☐Variable/ On-call ☐Provisional	# Hours/Day:		
Resolution#: (If Applicable)			Comments		# Days/Week:		
Employee Separation: Last Date Physically Worked: Leave hours to Pay Out? Yes* No * Please submit payout form to HR following employee's last date physically worked Separation Type: (Select one, please submit corresponding notice with PAF) Involuntary Termination Involuntary Termination							
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): Leave End Date:							
Commissioner (If Appl	licable)		on/Approval Sign	natures			
Elected Official/Depa	•	X			//20		
Supervisor (If Applicable		<u>^</u>			//20		
Human Resources		X			//20 //20		
For Human Resources Use Only	/:						
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New Hire	Re-HirePos	ition Change P	ay Change	Employment Separati	Leave		
Employee Name: Ceara Clover Effective Date of Change: 11/22/2022							
Department	: Prosecutor's Off	ice	Subm	itted Date: 11/22/2022			
□ <mark>New Hire □ Posit</mark> □ <mark>Re-Hire ■ Pay (</mark>	ion Change* Change*	*Action Type: Select one- Performance Evaluation:		For position change Please select at least one	rs/new hire/re-hire from each column below		
Job Title:	Legal Secre	tary III		Employment Type Full-Time	Schedule 7.5 Hours/Day		
Department Title:	Prosecutor's	Office		Part-Time Seasonal/ Temporary	☐ 8 Hours/Day ☐ Public Safety		
Department ID #:	101480			# of Months: (Maximum 120 Working Days)	☐ Flex ☐ Hourly		
Grade/Step: (If N/A, enter Salary or Hourly rate)	13/6			☐ Variable/ On-call ☐ Provisional	# Hours/Day: # Days/Week:		
Resolution#: (If Applicable)			Comments:		# Days/ Week.		
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Leave hours to Pay Out Yes* No Please submit payout for following employee's last Leave: Last Date Physically Wo Leave Begin Date:	orked: t? o m to HR t date physically worked	Family and Military (Re	■Voluntary Tell Involuntary Tell Involu				
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Elected Official/Depa		X			//20		
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New Hire	Re-Hire Pos	ition Change Par	/ Change	Employment Separatio	Leave			
Employee Name: Amy Finke Effective Date of Change: 11/22/2022								
Department	: Prosecutor's Off	fice	Subm	nitted Date: 11/22/2022				
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Job Title:	Legal Secre	etary III		Employment Type Full-Time	Schedule 7.5 Hours/Day 8 Hours/Day			
Department Title:	Prosecutor's	s Office		Part-Time Seasonal/ Temporary	Public Safety			
Department ID #:	101480			# of Months: (Maximum 120 Working Days)	☐ Flex ☐ Hourly			
Grade/Step: (If N/A, enter Salary or Hourly rate)	14/6		Comments:	☐ Variable/ On-call ☐ Provisional	# Hours/Day: # Days/Week:			
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New Hire	Re-Hire Posi	tion Change	Pay Change	Employment Separation	Leave			
Employee Name: Ernesto Gonzalez Effective Date of Change: 11/22/2022								
Department: Prosecutor's Office Submitted Date: 11/22/2022								
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Job Title:	Legal Secre	tary III		Employment Type Full-Time	Schedule 7.5 Hours/Day			
Department Title:	Prosecutor's	Office		☐Part-Time ☐Seasonal/ Temporary	☐ 8 Hours/Day ☐ Public Safety			
Department ID #:	101480			# of Months: (Maximum 120 Working Days)	☐ Flex☐ Hourly			
Grade/Step: (If N/A, enter Salary or Hourly rate)	13/6			☐ Variable/ On-call ☐ Provisional	# Hours/Day: # Days/Week:			
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New Hire	Re-Hire Posi	tion Change	Pay Chang	e 🗆 🖺	mployment Separa	tion 🗆 Le	ave
Employee Name: Xochitl Yazmin Leos Effective Date of Change: 11/22/2022							
Department: Prosecutor's Office Submitted Date: 11/22/2022							
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Department Title:	Prosecutor's	Office		_	Seasonal/ Temporary	Pubi	ic Safety
Department ID #:	101480				# of Months: (Maximum 120 Working Days)	☐ Flex ☐ Hou	
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Supervisor (If Applicable	le)	X					20
Human Resources		X					20
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Employee Name: Misty McBrearty Effective Date of Change: 11/22/2022							
Department	: Prosecutor's Off	ice	Subm	nitted Date: 11/22/2022	3		
			Subir	inted Date: 11/22/2022			
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Job Title:	Legal Secre	tary III		Employment Type Full-Time	Schedule 7.5 Hours/Day		
Department Title:	Prosecutor's			☐Part-Time ☐Seasonal/ Temporary	☐ 8 Hours/Day ☐ Public Safety		
Department ID #:	101480			# of Months: (Maximum 120 Working Days)	☐ Flex ☐ Hourly		
Grade/Step: (If N/A, enter Salary or Hourly rate)	15/5			☐ Variable/ On-call ☐ Provisional	# Hours/Day:		
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Last Date Physically W	orked:		(Select one, pleas Voluntary Te	e submit corresponding notice wi rmination	th PAF)		
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New Hire	Re-Hire Pos	ition Change	Pay Change	Employment Separation	Leave			
Employee Name	: Lilia Pacheco		Effective Dat	te of Change: 11/22/2022				
Department	: Prosecutor's Of	fice	Sub	mitted Date: 11/22/2022				
□ <mark>New Hire □ Posit</mark> □Re-Hire ■ Pay (ion Change* Change*	*Action Type: Select on Performance Evaluation:	•	For position changes/no Please select at least one from	ew hire/re-hire n each column below			
Job Title:	Legal Secre	etary III		Employment Type Full-Time	Schedule 7.5 Hours/Day			
Department Title:	Prosecutor's Of	fice- Child Supp	ort	☐Part-Time ☐Seasonal/Temporary	☐ 8 Hours/Day ☐ Public Safety			
Department ID #:	101500			# of Months: (Maximum 120 Working Days)	☐ Flex ☐ Hourly			
Grade/Step: (If N/A, enter Salary or Hourly rate)	14/6			Variable/ On-call Provisional	# Hours/Day:			
Resolution#: (If Applicable)		1	Comment	S:	# Days/Week:			
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Elected Official/Depa		X			/20			
Supervisor (If Applicable					/20			
Human Resources		X			/20 /20			
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New Hire	Re-Hire	tion Change 🔳	Pay Change	Employment Separation	on 🗆 Leave		
Employee Name	: Patty Severns		Effective Date	e of Change: 11/22/2022			
Department: Prosecutor's Office Submitted Date: 11/22/2022							
Department	. Trodecoulor's Offi			nitted Date: 11/22/2022			
□ <mark>New Hire</mark> □ Posit □Re-Hire ■ Pay (*Action Type: Select of Performance Evaluation:		For position change Please select at least one	from each column below		
Job Title:	System Ana	lyst		Employment Type Full-Time	Schedule 7.5 Hours/Day		
Department Title:	Prosecutor's	Office		☐Part-Time ☐Seasonal/ Temporary	☐ 8 Hours/Day ☐ Public Safety		
Department ID #:	101480			# of Months: (Maximum 120 Working Days)	☐ Flex ☐ Hourly		
Grade/Step: (If N/A, enter Salary or Hourly rate)	16/6			☐ Variable/ On-call ☐ Provisional	# Hours/Day: # Days/Week:		
Resolution#: (If Applicable)			Comments		# Days/week:		
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Leave: Last Date Physically Wo Leave Begin Date: Leave End Date:		☐Military (☐Administ	(Report hours used	Report hours used to HR for tro	acking)		
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Elected Official/Dep	•	X			_//20		
Supervisor (If Applicab		X			_//20 _/ /20		
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New Hire	Re-Hire Posi	ition Change Par	y Change	Employment Separati	Leave			
Employee Name: Aprile Ramirez Effective Date of Change: 11/22/2022								
Department	Department: Prosecutor's Office Submitted Date: 11/22/2022							
□ <mark>New Hire □ Posit</mark> □ Re-Hire ■ Pay	ion Change* Change* Change	*Action Type: Select one- Reformance Evaluation: Se			es/new hire/re-hire from each column below			
Job Title:	Legal Secre	tary III		Employment Type Full-Time	Schedule 7.5 Hours/Day			
Department Title:	Prosecutor's Off	fice- Child Suppor	t	☐Part-Time ☐Seasonal/Temporary	☐ 8 Hours/Day ☐ Public Safety			
Department ID #:	101500			# of Months: (Maximum 120 Working Days)	☐ Flex ☐ Hourly			
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Last Date Physically Worked: Leave hours to Pay Out? Yes* No * Please submit payout form to HR following employee's last date physically worked Separation Type: (Select one, please submit corresponding notice with PAF) Involuntary Termination Involuntary Termination								
Leave Begin Date:	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): Leave End Date:							
Commissioner (If App	dicable)	Authorization//	Approval Sign	atures	4 400			
Elected Official/Dep	-	X			_//20 / /20			
Supervisor (If Applicab		X			_//20 _//20			
Human Resources		X			_//20			
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New Hire	Re-Hire Posi	tion Change Pay	Change [Employment Separation	Leave		
Employee Name: Angela Phalen Effective Date of Change: 11/22/2022							
Department	Prosecutor's Offi	ce	Subm	itted Date: 11/22/2022			
□ <mark>New Hire</mark> □ <mark>Posit</mark> □Re-Hire ■ Pay		*Action Type: Select one- Re Performance Evaluation: Se	-	For position change Please select at least one	from each column below		
Job Title:	Legal Secret	tary III		Employment Type Full-Time Part-Time	Schedule 7.5 Hours/Day 8 Hours/Day		
Department Title:	Prosecutor's Off	ice- Child Support		Seasonal/ Temporary	Public Safety		
Department ID #:	101500			# of Months: (Maximum 120 Working Days)	Flex Hourly		
Grade/Step: (If N/A, enter Salary or Hourly rate)	15/5		Comments:	☐Variable/ On-call ☐Provisional	# Hours/Day: # Days/Week:		
Resolution#: (If Applicable)			Comments:		,,		
Employee Separation: Last Date Physically Worked: Leave hours to Pay Out? Please submit payout form to HR following employee's last date physically worked Separation Type: (Select one, please submit corresponding notice with PAF) Involuntary Termination Involuntary Termination							
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): Leave End Date:							
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New Hire	Re-Hire Pos	ition Change Pa	y Change	Employment Separatio	Leave
Employee Name: Flavio Sandoval Effective Date of Change: 11/22/2022					
Department: Prosecutor's Office Submitted Date: 11/22/2022					
New Hire □ Position Change* □ *Action Type: Select one- Required For position changes/new hire/re-hire □ Re-Hire □ Pay Change* □ Performance Evaluation: Select one					
Job Title:	Legal Secre	tary III		Employment Type Full-Time Part-Time	Schedule 7.5 Hours/Day 8 Hours/Day
Department Title:	Prosecutor's Of	Prosecutor's Office- Child Support			Public Safety
Department ID #:	101500			# of Months: (Maximum 120 Working Days)	☐ Flex ☐ Hourly
Grade/Step: (If N/A, enter Salary or Hourly rate)	14/3		Comments:	☐ Variable/ On-call ☐ Provisional	# Hours/Day: # Days/Week:
Resolution#: (If Applicable)			Comments:		
Employee Separation: Last Date Physically Worked: Leave hours to Pay Out? Yes* Please submit payout form to HR following employee's last date physically worked Separation Type: (Select one, please submit corresponding notice with PAF) Involuntary Termination Involuntary Termination					
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):					
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Elected Official/Department Head		X			//20
Supervisor (If Applicable)		X			//20
Human Resources		X			//20 //20
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