

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 06/02/23		PREPARED BY: Laura Stark	
Meeting Date Requested: 06/13/23		PRESENTED BY: Craig Erdman	
ITEM: (Select One)		Consent Agenda	X Brought Before the Board Time needed: 10 minutes
SUBJECT: Approval to hire an Accounting Specialist in Franklin County Public Works at Grade 15, Step 3			
FISCAL IMPACT: In the years 2020 through current, the Financial & Administrative Services Division of Public Works has saved approximately \$232,000 in wages and benefits by not filling critical roles. With this proposed hire and subsequent exit of a current staff member the savings to the County is approximately \$10,000 through the end of 2023 depending on the onboarding date. The savings per pay period is \$776.			
BACKGROUND: It has become critical to the function of this division and in the development of our succession plan to add staff since losing 2 employees during 2020, and most recently an additional member of our staff indicated their desire to relocate. We have found that the ability to find and retain good employees has been a struggle for Franklin County as a whole and is no different for Public Works. It is an employee's market and finding a candidate who wants to relocate to Franklin County and be a part of the County environment is an excellent find and major benefit to the Franklin County Public Works Department. We are bringing a candidate before the Board who has experience working in Accounts Payable, Payroll, Procurement, Public Records, Inventory Control and Fleet Management as well as Cost Accounting and Safety Coordination. They are currently working in Pierce County making \$30.00/hour and cannot accept the reduction in pay at step 1, which is \$25.90/hour. Their work in Pierce County for the last 5 years is on the financial and administrative side and they have familiarity with Bars coding, GAAP, and with county procedures. They are looking to relocate to Franklin County and are willing to accept employment at Grade 15, Step 3, which is \$28.56/hour. This candidate has excellent references and would be an excellent fit in our working culture. The placement of this candidate and their knowledge and experience would help fill critical gaps in the Public Works Financial and Administrative division.			
COORDINATION: Mike Gonzalez - County Administrator, Margot Wilder - Interim HR Director, Craig Erdman - Public Works Director/County Engineer, Laura Stark – Public Works Financial & Administrative Services Manager			
RECOMMENDATION: The above parties recommend the approval of the request to hire the Accounting Specialist Candidate at Grade 15, Step 3.			
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 party(s) that will need a pdf.) Original : Clerk of the Board Karin Milham Copies to: Mike Gonzalez - County Administrator, Craig Erdman - Public Works Director and Human Resources			

I certify the above information is accurate and complete.

Name:  Margot Wilder, Interim HR Director

FRANKLIN COUNTY RESOLUTION _____

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

**APPROVAL OF PUBLIC WORKS HIRING AN ACCOUNTING SPECIALIST AT
GRADE 15, STEP 3**

WHEREAS, the Public Works Director desires to hire an Accounting Specialist in Public Works, and bring the candidate on at Grade 15, Step 3; and

WHEREAS, this candidate brings 5 years of experience in County employment, and experience with Fleet Management, Safety Coordination, Inventory Control, Bars Coding, GAAP, and Cost Accounting; and

WHEREAS, the Board of County Commissioners understand that finding qualified candidates as well as retention have been a struggle and agree that starting this candidate at Grade 15, Step 3 would be beneficial for the County and the Public Works Department, and

NOW, THEREFORE IT IS HEREBY RESOLVED the Board of Franklin County Commissioners approve the request to hire Marciel Wallinger for the Accounting Specialist Position at Grade 15, Step 3 and

NOW, THEREFORE BE IT FURTHER RESOLVED that the Chairman of the Board is authorized to sign the Personnel Action Form.

DATED this _____ day of _____, 2023.

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

Chair

Chair Pro Tem

ATTEST:

Member

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: Marciel Wallinger Effective Date of Change: _____

Department: Public Works - County Road

Submitted Date: 06/06/2023

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

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

Job Title: Accounting Specialist
Department Title: County Roads
Department ID #: 15-000-001
Grade/Step: 15-3
(If N/A, enter Salary or Hourly rate)
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: 8
Days/Week: 5

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)
☐ Military (Report hours used to HR for tracking)
☐ Administrative
☐ Other (Please Specify): _____

☐ Paid
☐ Unpaid

Leave Begin Date: _____

Leave End Date: _____

Authorization/Approval Signatures

Commissioner (If Applicable)	X	____/____/20__
Elected Official/Department Head	X	____/____/20__
Supervisor (If Applicable)	X	____/____/20__
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