

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 6-28-2023	PREPARED BY: John Rosenau
Meeting Date Requested: 7-5-2023	PRESENTED BY: John Rosenau
ITEM: (Select One) Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 5 minutes	
SUBJECT: Approval to hire Open Appraisal Position Option A at Grade 15 Step 4 or consideration of Option B at Grade 15 Step 3	
FISCAL IMPACT: To the 2023 Assessor Budget impact \$0 for both option A & B, currently due to opening not being immediately filled. 2024 Fiscal Impact increase to budget of approximately \$6,000.00 for Option A and approximately \$3,500.00 for Option B.	
BACKGROUND: The Assessor's Office currently has an opening for an appraiser at a level 15 step 1 caused from an employee leaving. A position has been posted and an applicant selected which meets all of the qualifications of a Level 17 Commercial / Industrial and Residential Appraiser with over 6 years of Licensed Appraisal Experience and meeting the requirements for DOR Accreditation. The Assessor is requesting bringing in the individual at option A. Step 4 with a not preferred option B. of a Step 3 for the commissioners to consider.	
RECOMMENDATION: Approve the attached Personnel Action Form for Option A or secondary option B.	
COORDINATION:	
ATTACHMENTS: Franklin County Personnel Action Form	
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) John Rosenau, Assessor's Office	

I certify the above information is accurate and complete.

John Rosenau Assessor Name, Title

FRANKLIN COUNTY RESOLUTION

A

BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Assessor's Office Appraiser Staffing

WHEREAS, the Franklin County Assessor's Office has a current position opening for a Residential Appraiser; and

WHEREAS, the current opening is at a Grade 15 Step 1 and the Assessor's Office has an individual L. D. that has been selected to fill the current opening, however this individual meets all of the qualifications of a Grade 17 Appraiser with Residential as well as Commercial / Industrial experience; and

WHEREAS, the Assessor's office desires to hire this individual at a Grade 15 Step 4; and

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

APPROVED this 5th day of July, 2023.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Chair

Chair Pro Tem

Member

ATTEST:

Clerk to the Board

Originals: Commissioners Office
Copy: Assessor's Office



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: Linh Doan Effective Date of Change: 7/11/2023

Department: Assessor Submitted Date: 6/27/2023

☒ **New Hire** ☐ **Position Change*** ☐ ***Action Type:** Incentive Pay
☐ **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: Residential Appraiser

Department Title: Assessor

Department ID #:

Grade/Step: 15/4
(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:
 # Days/Week:

Comments:

This position will have a 6 month probationary period

Employee Separation:

Separation Type:

(Select one, please submit corresponding notice with PAF)

Last Date Physically Worked:

Leave hours to Pay Out?

☐ Yes* ☐ No

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

☐ Voluntary 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):

☐ Paid
☐ Unpaid

Authorization/Approval Signatures

Commissioner (If Applicable)

X

Elected Official/Department Head

X

Supervisor (If Applicable)

X

Human Resources

X

6 / 27 / 2023
 / / 20
 / / 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 RESOLUTION

B

BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

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APPROVED this 5th day of July, 2023.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Chair

Chair Pro Tem

Member

ATTEST:

Clerk to the Board

Originals: Commissioners Office
Copy: Assessor's Office



Franklin County Personnel Action Form

(Check personnel action below, then fill out corresponding section)

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Employee Name: Linh Doan

Effective Date of Change: 7/11/2023

Department: Assessor

Submitted Date: 6/27/2023

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☐ **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: Residential Appraiser

Department Title: Assessor

Department ID #:

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
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Leave End Date:

Authorization/Approval Signatures

Commissioner (If Applicable)

X

 / /20

Elected Official/Department Head

X

6/27/2023

Supervisor (If Applicable)

X

 / /20

Human Resources

X

 / /20

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Revised 12/2021