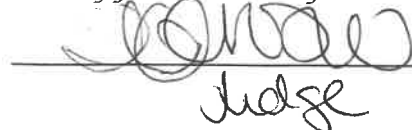


Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 10-10-2023	PREPARED BY: Kelly Fields
Meeting Date Requested: 10-18-2023	PRESENTED BY: Trinity Orosco
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 10 minutes	
SUBJECT: To make an offer for employment at a Grade 12 Step 6 to a candidate.	
FISCAL IMPACT: \$0 impact to the 260 budget as this position is currently budgeted for.	
BACKGROUND: This candidate has previously worked for our Court. They have worked for over a year in another court and have experience in all aspects of the open position. By hiring this individual, there would not be a training period required. This candidate has extensive experience in the courtroom, cash handling, and an understanding of all functions of the Courts of Limited Jurisdiction. Starting the candidate at a step 6 would not have an impact on District Court's budget. Allowing the increase in Step would allow District Court to become competitive in the job market.	
RECOMMENDATION: Recommend Commissioners sign attached PAF and resolution authorizing an offer letter at Grade 12 Step 6.	
COORDINATION: HR Manager - Margot Wilder	
ATTACHMENTS: 1. Resolution 2. PAF	
HANDLING / ROUTING: Human Resources, District Court and Auditor's Office	

I certify the above information is accurate and complete.


Judge

Name, Title

FRANKLIN COUNTY RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS, FRANKLIN COUNTY, WASHINGTON

RE: Approval for Starting Salary for Court Clerk at Grade 12, Step 6

WHEREAS, District Court currently has two-open positions for Court Clerk that urgently need to be filled; and

WHEREAS, a previous temporary employee has applied for one of the open positions; and

WHEREAS, this applicant has worked in the Courts of Limited Jurisdiction in different court for over a year and half and possesses the knowledge and experience necessary to perform the job duties and will not require additional training; thereby reducing costs associated with training and reducing potential errors made while training; and

WHEREAS, starting this applicant at step 6 would recognize the training and experience and will allow District Court to be competitive in the current employment market, meeting the applicant's current salary; and

WHEREAS, starting the applicant at Step 6 will not have a negative impact on District Court's budget, as current staff movement allows for the increase to Step 6 without impacting the current budget; 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, BE IT RESOLVED the Franklin County Board of Commissioners hereby approves the starting salary of a Grade 12 Step 6.

APPROVED this 18th day of October 2023.

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

Chairman

Attest:

Member

Clerk to the Board

Member

Originals: Auditor

cc: District Court
Human Resources