

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 4/7/2020	<b>PREPARED BY:</b> Carlee Nave
<b>Meeting Date Requested:</b> 4/14/2020	<b>PRESENTED BY:</b> Carlee Nave
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda <span style="float: right;">Brought Before the Board Time needed:</span>	
<b>SUBJECT:</b> Conversion of Treasurer's Accounting/Investment Specialist to Accounting Specialist	
<b>FISCAL IMPACT:</b> \$15,318 annual savings – actual savings will be more for 2020 as the position has been vacant since 2/1/2020.	
<b>BACKGROUND:</b> <p>In 2019, the Treasurer was budgeted for two Accounting Assistant III positions. In October 2019, the Board adopted resolution 2019-325 converting one of the Accounting Assistant III positions to an Accounting/Investment Specialist and increased the grade from 14 to 16. The office was budgeted for the Accounting/Investment Specialist for 2020.</p> <p>In early 2020, a long tenured employee in the Administrative Accountant position celebrated her retirement and the Treasurer engaged in an evaluation of existing accounting job duties and positions. Through this evaluation, the Treasurer determined that with an appropriate reallocation of duties, the Accounting/Investments Specialist position would not be engaged in the investment activity that had been required previously.</p> <p>HR worked with the Treasurer to fine tune and finalize the new job description and a compensation analysis was completed. The position is currently placed at a grade 16, and the recommendation/request today is that the position be converted to an Accounting Specialist at a grade 15, resulting in \$15,318 in annual salary and benefits savings.</p>	
<b>RECOMMENDATION:</b> Parties below recommend approval of the resolution as presented.	
<b>COORDINATION:</b> The Accounting/Investment Specialist position was posted for recruiting in February. After it was posted, the Treasurer requested to halt the recruiting efforts in order to reassess the needs of the office. The work was delayed by the immediate needs of the COVID-19 response, but the Treasurer would like to post and hire for the updated position as soon as possible. Josie Koelzer, Treasurer and Keith Johnson, County Administrator, have reviewed the package and support the recommendation.	
<b>ATTACHMENTS:</b> (Documents you are submitting to the Board) <ol style="list-style-type: none"><li>1. Resolution</li><li>2. 2020 Position Budget Request Form</li></ol>	
<b>HANDLING / ROUTING:</b> (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) Thomas Westerman	

*I certify the above information is accurate and complete.*

*Carlee Nave*

Carlee Nave, HR Director

**FRANKLIN COUNTY RESOLUTION \_\_\_\_\_**

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

***CONVERSION OF ACCOUNTING/INVESTMENT SPECIALIST POSITION TO ACCOUNTING  
SPECIALIST IN TREASURER'S OFFICE***

**WHEREAS**, the Treasurer's Office is currently budgeted for an Accounting/Investment Specialist position;  
and

**WHEREAS**, the needs of the office have changed and the Accounting/Investment Specialist job duties have  
been updated to suit the current needs of the office; and

**WHEREAS**, the job duties of the position are more accurately reflected in a job title of Accounting Specialist;  
and

**WHEREAS**, Human Resources has conducted a market evaluation and recommends the position be placed  
at a Grade 15; and

**WHEREAS**, the Board of Franklin County Commissioners deem this request to be in the best interest of the  
County.

**NOW, THEREFORE IT IS HEREBY RESOLVED** the Board of Franklin County Commissioners  
approves the conversion of Accounting/Investment Specialist position to Accounting Specialist.

**AND, BE IT FURTHER RESOLVED** the Board of Franklin County Commissioners approves the  
placement of the Accounting Specialist at Grade 15 of the *Local 874-CH 7.5 Hour Matrix*.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair Pro Tem

ATTEST:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board

**2020 POSITION CHANGE BUDGET REQUEST FORM**  
 USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

**Department** TREASURER

**Position Title** Accounting/Investment Specialist

**Bargaining Unit** \_\_\_\_\_

**Employee Name**  
(if applicable) n/a

**Date of Next Scheduled Step Increase (if applicable)** \_\_\_\_\_

Current Grade	<u>16</u>	Requested Grade	<u>15</u>
Current Step (as of 1/1/20)	<u>4</u>	Requested Step	<u>1</u>
Current Hours per Week	<u>37.50</u>	Requested Hours per Week	<u>37.50</u>
Bi-Weekly Salary 1	\$ 2,251.50	Requested Bi-Weekly Salary 1	\$ 1,767.00
Bi-Weekly Salary 2	\$ 2,364.00	Requested Bi-Weekly Salary 2	\$ 1,855.50
Current Salary w/Accrual Adj	\$ 58,990.00	Requested Salary w/Accrual Adj	\$ 46,296.00
Current Salary	\$ 58,539.00	Requested Salary	\$ 45,942.00

- Has HR reviewed the request and made a compensation recommendation? YES
- Is the requested grade consistent with HR's recommendation? YES
- Is the position already eligible for health benefits? YES
- If not, does this request include the addition of health benefits? \_\_\_\_\_
- Is the position eligible for retirement benefits? YES

**JUSTIFICATION:**

Change in job duties with personnel changes in the office.

**Cost Calculation**

(See Attachment B1 for current rates depending on bargaining unit)

<b>Gross Pay (Increase in Annual Salary)</b>		<b>\$ (12,694.00)</b>
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>		
FICA/Medicare		(972.00)
Health Benefits		-
Retirement	PERS	(1,633.00)
Labor & Industries	5306	-
Paid Family Medical Leave		(19.00)
<b>Subtotal Benefits</b>		<b>\$ (2,624.00)</b>

Total Cost of Request

\$ (15,318.00)

Dept Head Signature:

*Jose Hernandez*