

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 7/6/2020	PREPARED BY: Carlee Nave
Meeting Date Requested: 7/14/2020	PRESENTED BY: Carlee Nave
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Conversion of Jury Manager/Juvenile Supervisor position to Deputy Clerk, LPA II	
FISCAL IMPACT: \$22,566 annual savings and \$9,403 budget savings for 2020 , assuming an August 1 hire.	
BACKGROUND: The Jury Manager/Juvenile supervisor position in the Clerk's Office has recently become vacant due to a voluntary resignation. Michael Killian, Franklin County Clerk has assessed the needs of the office, particularly in light of anticipated budget challenges, and has determined that the supervisory aspects of the position can be absorbed within existing supervisory staff. Based on that determination, today's request is to eliminate the Jury Manager/Juvenile Supervisor position (Grade 15) and convert to a Deputy Clerk position (Grade 13). This Deputy Clerk position is necessary for the office to continue to perform the administrative aspects of jury management duties, as well as continuing to work in the juvenile department of the clerk's office. If approved, today's action will result in the same number of employees in the Clerk's Office, but less supervisory redundancy for improved efficiency and budget savings.	
RECOMMENDATION: Approve the resolution as presented.	
COORDINATION: M Killian, Franklin County Clerk discussed staffing options with Human Resources in conjunction with the vacant position. K Johnson, County Administrator has reviewed the package and supports the request.	
ATTACHMENTS: (Documents you are submitting to the Board) 1. Resolution 2. Position Budget Request 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) 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**

CLERK'S OFFICE STAFFING STRUCTURE CHANGE

WHEREAS, the Franklin County Clerk has evaluated department staffing in conjunction with a vacant position; and

WHEREAS, the Clerk has determined that supervisory functions can be consolidated into exempt-level positions within the office; and

WHEREAS, this consolidation of duties results in the need to convert a supervisory position to an additional clerk position with no change to the total staffing level of the office; 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 elimination of the Jury Manager/Juvenile Department Supervisor position (1 FTE – 1160JURMGR) in the Clerk's Office.

AND, IT IS FURTHER RESOLVED the Board of Franklin County Commissioners approves the addition of a Deputy Clerk, LPA II (1 FTE) for a total of 10 Full-Time Deputy Clerk, LPA II (1160DCLPAII) positions at Grade 13 of the *Franklin County 874-CH 7.5 Hour Matrix*.

DATED this _____ day of _____, 2020.

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

Chair

Chair Pro Tem

ATTEST:

Clerk of the Board

Member

2020 ADDITIONAL POSITION BUDGET REQUEST FORM

USE THIS FORM FOR ADDING A POSITION THAT EXISTS WITHIN THE COUNTY

Department CLERK

Position Title LPA II Deputy Clerk

Bargaining Unit COURTHOUSE Clerical 874 Union, 7.5-hour day

Position Grade 13

Salary Range \$ 37,947 - \$ 50,895

Requested Step 1 Requested Hours per Week 37.50

Requested Salary \$ 37,947.00

Has HR reviewed the request and made a compensation recommendation? YES

Is the requested salary consistent with HR's recommendation? YES

Is the position eligible for health benefits? YES

Is the position eligible for retirement benefits? YES

JUSTIFICATION:

The Jury Manager/Juvenile Supervisor position was budgeted at \$81,311 for 2020.

Cost Calculation

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

Gross Pay	\$	<u>37,947.00</u>
FICA/Medicare		2,903.00
Health Benefits		12,360.00
Retirement	PERS	4,880.00
Labor & Industries	5306	299.00
Unemployment		300.00
Paid Family Medical Leave		56.00
Subtotal Benefits	\$	<u>20,798.00</u>
Total Salary and Benefits	\$	<u>58,745.00</u>
OTHER COSTS RELATED TO REQUEST (computer, furniture, etc.)		
Subtotal Other Costs	\$	<u>-</u>
Total Cost of Request	\$	<u>58,745.00</u>

Dept Head Signature: n/a