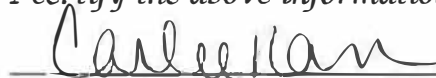


# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 7/20/2021	<b>PREPARED BY:</b> Carlee Nave
<b>Meeting Date Requested:</b> 8/3/2021	<b>PRESENTED BY:</b> Carlee Nave and Assessor John Rosenau
<b>ITEM:</b> (Select One)          Consent Agenda <b>x</b>	Brought Before the Board Time needed: 10 minutes
<b>SUBJECT:</b> Reorganization of Assessor's Administrative Positions	
<b>FISCAL IMPACT:</b> Annual Impact: \$73,534 2021 Impact (assuming an August 1 hire date): \$28,713 <b>2021 Budget Impact: \$14,924</b> (\$12,924 for personnel costs and \$2,000 for equipment costs)	
<b>BACKGROUND:</b> As described to the Board during their March 30, 2021 presentation, the Assessor's Office is looking at several retirements in the near future. The Assessor has identified that the current structure of the administrative positions in the office are not conducive to cross-training and/or succession planning. Additionally, the current staffing level of the administrative division of the office is inadequate to meet the needs of a growing county. The Assessor has identified a structure that will lend itself to long-term success in succession planning and can be more easily adjusted to meet workload demands over time.  Today's request includes the conversion of two existing positions to one job title of Deputy Assessor and the creation of a new position of Senior Deputy Assessor to assist in many of the job duties that have, to date, been the sole responsibility of one employee, the Chief Deputy Assessor.	
<b>RECOMMENDATION:</b> Parties below recommend approval of the resolution.	
<b>COORDINATION:</b> J Rosenau, Franklin County Assessor worked with E Wyant, HR Generalist/Civil Service Examiner to draft and finalize the job descriptions and C Nave, HR Director, completed the compensation review. M Stein, Accounting Assistant III, reviewed the resolution for necessary budgetary components. K Johnson, County Administrator, has reviewed the request.	
<b>ATTACHMENTS:</b> (Documents you are submitting to the Board)  <ol style="list-style-type: none"><li>1. Resolution</li><li>2. HR Compensation Recommendation Memo</li><li>3. Budget Personnel Request Form</li><li>4. Organizational Chart</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, HR Director

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

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

***REORGANIZATION OF ADMINISTRATIVE POSITIONS IN THE ASSESSOR'S OFFICE  
and RELATED INTER-BUDGET TRANSFERS***

**WHEREAS**, Franklin County is amongst the fastest growing counties in Washington State; and

**WHEREAS**, the Franklin County Assessor has identified a need for a restructure of the administrative division of the office to facilitate succession planning, especially in light of upcoming retirements; and

**WHEREAS**, the Assessor has also identified that the current staffing level of the office is inadequate to meet the demands of a growing county; and

**WHEREAS**, the Assessor has worked with the Human Resources Department to draft job descriptions and recommended classifications for the new and updated positions; 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 authorizes the creation of two Deputy Assessor positions (full-time, non-exempt, bargaining), placed at Grade 14 on the *Local 874-CH (Courthouse) 7.5 Hour Matrix*, and replacing the existing Personal Property Auditor and Sales and Permit Specialist positions.

**AND, BE IT FURTHER RESOLVED** the Board of Franklin County Commissioners authorizes the creation of a Senior Deputy Assessor position (full-time, non-exempt, bargaining), placed at Grade 16 on the *Local 874-CH (Courthouse) 7.5 Hour Matrix*.

**AND, BE IT FURTHER RESOLVED** the Board of Franklin County Commissioners authorizes transfers from the 2021 Non-Departmental Contingency 101700 5001 totaling \$14,924 as follows:

To	Assessor	Salaries and Wages	101040 1000	\$ 8,887
To	Assessor	Social Security	101040 2010	\$ 680
To	Assessor	Medical & Dental	101040 2020	\$ 2,318
To	Assessor	Retirement	101040 2030	\$ 911
To	Assessor	Industrial Insurance	101040 2040	\$ 46
To	Assessor	Unemployment	101040 2050	\$ 68
To	Assessor	Paid FMLA	101040 2055	\$ 14
To	Info Svcs	Non-Base Sm Tools & Equip	101350 3599	\$ 2,000

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

\_\_\_\_\_  
Chair

ATTEST:

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

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

\_\_\_\_\_  
Member



## FRANKLIN COUNTY HUMAN RESOURCES DEPARTMENT

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◦ 1016 N. 4<sup>th</sup> Avenue ◦ Pasco, WA 99301 ◦  
◦ Phone: 509-546-5813 ◦ Fax: 509-546-5814 ◦  
[www.co.franklin.wa.us/humanresources](http://www.co.franklin.wa.us/humanresources)

To: John Rosenau, Franklin County Assessor  
From: Human Resources  
Date: July 9, 2021  
RE: Compensation Review of Deputy Assessor Positions

John,

Human Resources has completed the job description/compensation review of the administrative positions in the Assessor's Office per your request dated June 10, 2021.

The request for review included two new positions: Deputy Assessor (to replace the Sales and Permit Specialist and Personal Property Auditor Appraiser positions) and the Senior Deputy Assessor. As this is a restructure of sorts, Eric worked with your office to draft new job descriptions reflecting your goal of a simplified structure that reflects the long term needs of the office.

*Deputy Assessor:* In reviewing this job description, it is clear that the duties reflect the spirit and often the exact duties of the existing positions (Sales and Permit Specialist and Personal Property Auditor Appraiser). Both are currently placed at a Grade 14. Given the job description reflects the existing duties of the positions, I see no need to modify the current placement on the salary schedule.

*Senior Deputy Assessor:* This position is somewhat unique amongst the comparable entities, particularly in the supervisory aspects of the position. Initially, the market evaluation produced a range of \$22.51 - \$36.72 hourly, which would place the position around a Grade 15. While the comparable position were technically good matches, close review reveals a lack of representation of the supervisory duties required for the Senior Deputy Assessor. Looking at those duties, and those of other positions within your office and the County, I recommend a Grade 16 placement for the new position.

I understand you intend to take a request for new positions prior to the budget process. In the interest of consistency across the County, I generally prepare Board packages for personnel changes, so just let me know what you are looking to do as far as timing, number of positions, and funding sources, and I can draft a presentation for the Board. Please let me know if you have any questions.

Thank you,  
Carlee

**2021 NEW POSITION BUDGET REQUEST FORM**  
**USE THIS FORM FOR ADDING A POSITION NEW TO THE COUNTY**  
 (NOT CURRENTLY BUDGETED OR CLASSIFIED)

**Department** ASSESSOR

**Position Title** Senior Deputy Assessor

**Bargaining Unit** COURTHOUSE Clerical 874 Union, 7.5-hour day

Requested Grade 16

Salary Range \$ 51,344 - \$ 68,952

Requested Step 1 Retirement Plan PERS

Requested Hours per Week 37.50 L&I Class Admin/Office - 5306

Requested Salary \$ 51,344.00 OR ENTER MANUAL SALARY:


- 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:**

**Cost Calculation**

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

<b>Gross Pay</b>	<b>\$</b>	<b>51,344.00</b>
FICA/Medicare		3,928.00
Health Benefits		12,360.00
Retirement	PERS	5,263.00
Labor & Industries	5306	263.00
Unemployment		300.00
Paid Family Medical Leave		76.00
<b>Subtotal Benefits</b>	<b>\$</b>	<b>22,190.00</b>
<b>Total Salary and Benefits</b>	<b>\$</b>	<b>73,534.00</b>
<b>OTHER COSTS RELATED TO REQUEST (computer, furniture, etc.)</b>		
Computer hardware and software		2,000.00
<b>Subtotal Other Costs</b>	<b>\$</b>	<b>2,000.00</b>
<b>Total Cost of Request</b>	<b>\$</b>	<b>75,534.00</b>

Dept Head Signature: 

# Franklin County Assessor Organization Chart

