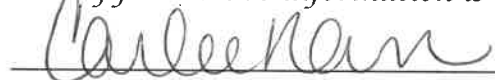


Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 9/2/2021	PREPARED BY: Carlee Nave
Meeting Date Requested: 9/21/2021	PRESENTED BY: Carlee Nave and Mike Killian
ITEM: (Select One)	Consent Agenda x Brought Before the Board Time needed: 10 minutes
SUBJECT: Compensation Change for Clerk's Financial Manager Position	
FISCAL IMPACT: Annual Impact: \$7,544 2021 Impact: \$2,516 2021 Budget Impact: \$0 (cost will be covered by already budgeted salary and benefits funds)	
BACKGROUND: In 2020, the Clerk's Office converted the lead position of Jury/Juvenile Manager to a Deputy Clerk, LPA II position in order to flatten the leadership structure of the office to streamline leadership duties (resolution 2020-153). At the same time, the Clerk's Financial Manager position was re-evaluated to emphasize the leadership duties of the position in the new organizational structure and ensure there were no gaps left with the elimination of a lead position. A job description analysis and compensation review was completed for the position and today's request is to change the position from a grade 15 to a grade 16, to align with internal comparator positions as well as the market evaluation.	
RECOMMENDATION: Recommend approval of the resolution as presented.	
COORDINATION: M Killian, County Clerk, 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. K Johnson, County Administrator, has reviewed the request.	
ATTACHMENTS: (Documents you are submitting to the Board) <ol style="list-style-type: none">1. Resolution2. HR Compensation Recommendation Memo3. Budget Personnel Request Form4. Organizational Chart	
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, HR Director

FRANKLIN COUNTY RESOLUTION _____

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

COMPENSATION CHANGE FOR CLERK'S FINANCIAL MANAGER POSITION

WHEREAS, the Clerk's Financial Manager position is currently placed on the *8 Hour Non-Bargaining Seven Step Matrix* at a Grade 15; and

WHEREAS, the County Clerk requested a compensation review of the Clerk's Financial Manager position based on previously approved position changes within the office resulting in expanded supervisory duties; and

WHEREAS, the County Clerk has worked with the Human Resources Department to update the job description; and

WHEREAS, Human Resources has conducted a market evaluation and recommend the position be placed at a Grade 16; 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 placement of the Clerk's Financial Manager (full-time, exempt, non-bargaining) at Grade 16 on the *8 Hour Non-Bargaining Seven Step Matrix*.

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

◦ 1016 N. 4th Avenue ◦ Pasco, WA 99301 ◦
◦ Phone: 509-546-5813 ◦ Fax: 509-546-5814 ◦
www.co.franklin.wa.us/humanresources

To: Mike Killian, Franklin County Clerk
From: Human Resources
Date: July 2, 2021
RE: Compensation Review of Clerk's Financial Manager

Mike,

Human Resources has completed the job description/compensation review of the Clerk's Financial Manager per your request dated September 20, 2019.

The position requested for review was reviewed in 2018 as part of a comprehensive review of County positions. The recommendation from that review was a Grade 15 placement (no movement) which resulted in a 12% increase for the position due to changes in the salary schedule. We worked with your office to determine if there had been substantial changes to the job duties of the position since June 2018 when the job description was finalized.

Eric worked with your office on the job description and together you identified that the supervisory aspects of the position have evolved due to structural changes within the office, including the reduction in the number of lead positions.

I have reviewed the job description update and analyzed the new/modified duties in comparison to the compensation analysis that was done in 2018 for the County-wide compensation review that was implemented in 2019. Some of the comparator positions that were used in that analysis are still comparable, but some needed to be re-established. Comparable position data was updated and gathered from Lewis County, Walla Walla County, Whitman County, Benton County, and Washington State.

The comparator analysis resulted in an average market salary range of \$48,796 to \$71,006 for 2021. This would place the position at a recommended grade of 16 with a salary range of \$54,766.40 to \$73,548.80 based on external market data. This recommendation was then looked at in comparison to other County positions. An important detail of note is that the Clerk's Financial Manager is the only FLSA-exempt supervisory position in the County that is currently below a Grade 16. While that alone does not warrant a change, when combined with the recommendation from the market data, it makes a more compelling case for a Grade 16 recommendation.

I understand you have not yet decided how you would like to present this recommendation to the Board – whether as a standalone request for 2021 or with your 2022 budget, so please continue to keep me in the loop on your plans and I will support you in whatever path you choose. Please let me know if you have any questions.

Thank you,
Carlee

2021 POSITION CHANGE BUDGET REQUEST FORM

USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

Department CLERK

Position Title Judicial Financial Manager

Bargaining Unit NON BARGAINING, 8-hour day

Employee Name
(if applicable) Connie Rhoads

Date of Next Scheduled Step Increase (if applicable) _____

Will this request reset the anniversary date? _____ If YES, new date of next step increase: _____

Is the employee's current salary frozen? _____ If YES, enter current bi-weekly salary : _____

Current Grade	15	Requested Grade	16
Current Step (as of 1/1/21)	6	Requested Step	6
Current Hours per Week	40.00	Requested Hours per Week	40.00
Current Salary	\$ 63,648.00	Requested Salary	\$ 70,013.00

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

Requested effective date of change: 9/21/2021

JUSTIFICATION:

Cost Calculation

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

Gross Pay (Increase in Annual Salary)		\$	2,130.00
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>			
FICA/Medicare			163.00
Health Benefits			-
Retirement	PERS		219.00
Labor & Industries	5306		-
Paid Family Medical Leave			4.00
Subtotal Benefits		\$	386.00
Total Cost of Request		\$	2,516.00

Dept Head Signature: Chaw for McKillian



MICHAEL J. KILLIAN
 County Clerk and Ex-Officio Clerk of Superior Court

FRANKLIN COUNTY CLERK AND EX OFFICIO CLERK OF SUPERIOR COURT ORGANIZATIONAL CHART

