HR STUDY SESSION
Tuesday, February 24th, 2004
10:00 a.m.

TOPICS:
- Minutes from Human Resource Study Sessions
- Wage Increase for Noxious Weed Coordinator
- Upper County Toll-Free Access
- Compensation for Court Commissioners
- CDS Update (from Perry)

ATTENDANCE: Perry Huston, Bruce Coe, Max Golladay, Kirk Eslinger, and Lisa Young.

NO EXECUTIVE SESSION

DISCUSSION

Minutes from Human Resource Study Sessions
- Julie has been given all of the 2004 minutes, and will soon be receiving those from 2003.

Wage Increase for Noxious Weed Coordinator
- The Weed Board previously submitted a PAF for the Coordinator requesting a 6% increase.
- After discussion of the Wage Administration Policy, the BOCC approved a 4% increase based on an above average evaluation.
- The Weed Board is now requesting a 5% increase for the Coordinator. They have submitted a revised evaluation with a superior rating.
- Bruce suggested meeting with Jim Hansen for clarification of performance based increase.
- The BOCC will allow the increase without an additional meeting.

Upper County Toll-Free Access
- Kirk gave the write-up to David, then passed it on to Linda.
- Linda is gathering info; then a meeting will be scheduled.
- Kirk will keep on top of the process.

Compensation for Court Commissioners
- With the creation of the second Superior Court Judge, the Court Commissioner Stipend for that court is no longer needed.
- Superior Court has proposed additional Jury Administration due to having two judges; a PAF has been created to request that the previous Court Commissioner stipend of $125 be combined with the current Jury Administration stipend of $400.
- There is an additional employee being paid $12/hour for Jury Coordination (Extra Help).
- The Upper County District Court Administrator gets a $408 Court Commissioner stipend for County cases, and an additional $400 for Cle Elum cases.
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- The Lower County District Court Administrator gets a $408 Court Commissioner stipend for County cases, with no additional stipend for city cases.
- A PAF has been submitted for a 5% merit increase for the Lower District Court Administrator, with a supporting evaluation.
- Kirk has done some research of other counties to see what they pay for court commissioner and jury administrator. None of them pay a stipend.
- Court Administrator wage scales are in line with comparables; no adjustment is needed.
- Per the Board:
  - The $125 Superior Court Commissioner stipend will stop.
  - If the Judges feel the Jury Administration pay should be increased, they will need to schedule with the Board.
  - Kirk will request that Judge Haven meet with the Board regarding the PAF for a 5% merit increase for the Lower District Court Administrator.
  - The Board requested that Kirk check with Judy on how the Cle Elum stipend is being tracked.
  - Kirk will discuss this with Judy and ask that it be included on Judy’s upcoming study session.
  - All increase requests above “Satisfactory” will require management to bring a copy of the evaluation supporting the increase to their meeting with the Board. Perry will send a memo.

CDS Update (by Perry)
- CDS: Administrative and Operations Supervisors (AS and OS)
  - Transitional/Stabilization Phase.
  - By April 1st, the AS and the OS are to have completed write-ups of their actual duties, exchanged them, and given them to the Director.
  - At this point, the OS wage scale is okay as is.
  - The AS will be brought to the minimum of the appropriate wage scale, effective 1/1/04.

- CDS: Assistant Building Official
  - Director is requesting a new position with new job description.
  - This position would be the mediator between the contractor/builder and the building inspectors.
  - Not intended to be a supervisory position.
  - Perry would rather make it a stipend-pay situation based on additional job duties. Whoever has the added responsibility will receive a specific stipend, and should those duties change to another person, so would the stipend.
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- CDS: Code Enforcement
  ❖ Current Code Enforcement Officer will be sent to Reserve training to
    strengthen skills of enforcement.
  ❖ The Board will meet with Director regarding a training plan, review of
    job description, and expectations.

- CDS: Fire Marshal
  ❖ Review of job description is needed.
  ❖ Look at making exempt.
  ❖ Kirk will do some research on wages and job descriptions.
  ❖ By statute, a Fire Marshal is a certified firefighter; ours is not.
  ❖ The Board will meet with the Director with regard to this position.

- Bruce emphasized that deadlines need to be set and enforced; Perry agreed.