KITTITAS COUNTY
COMMISSIONER SPECIAL MEETING

Human Resource Study Session

Tuesday, September 27, 2005
10:00 a.m.

TOPICS
• Personnel Change Requests
  a) Computer Services
    i) Organizational Chart
• Compensation
  a) Department Head Wage Scales

ATTENDANCE: Perry Huston (late), David Bowen, Alan Crankovich, Kirk Eslinger, and Lisa Young

REGULAR SESSION 10:00 a.m.

DISCUSSION:
• Personnel Change Requests
  a) Computer Services
    i) Organizational Chart – The part-time Computer Technician position was approved to go to full-time. Approval of the Board needed to update org chart. Update approved under David’s signature (Perry was absent for this topic).
• Compensation
  a) Department Head Wage Scales
    i) Kirk provided copies of his compensation tools:
        (1) Spreadsheet showing current and potential placement of Elected Officials, Department Heads, and Supervisors.
        (2) Spreadsheet reflecting bands of low, medium, and high wages, with highlighted bands at midpoints.
        (3) Weighting table – measures position level of responsibility in a variety of areas, including staffing, reports (# of people supervised), legal impact, education, certification, experience, and budget.
        (4) Spreadsheet showing current and potential placement of the same positions on sheet one after weighting has been applied. Kirk feels the weighting tool will be useful in determining the management bands that the Board would like to employ.
    ii) Kirk reported that he has the comparable 2005 wage data and can use the weighting to provide recommendations for 2006, and include any positions that may have been adversely impacted by not completing a wage review for 2005.
    iii) Weighting – Kirk asked if this was a tool that the Board would find beneficial to use, or if they prefer it be turned over to the compensation committee to handle. They agreed that it would help them and that the compensation committee did not need to be involved in this part of the process.
iv) Discussion –

- Perry discussed department structure – a director with an assistant director who handles all the direct reports vs. a director who has multiple division leads who report to him/her.
- Technical vs. non-technical.
- Market – inundated or shortage?
- Budget autonomy – who has ultimate responsibility vs. who does the hands-on work? The Board feels that ultimate responsibility weighs heavier even if they don’t take part in the hands-on process.
- Administrative Assistant and other anomalies – we have a broad scope of variety within this area (CDS vs. PW vs. SW).
- Terminology used – are we using the same words for multiple definitions?
- David asked if the “legal impact” weighting element included risk management. Kirk said that the focus was on the authority to take action that could bring legal action. Consideration was given to how to quantify that. Number of exposures vs. impact of exposures.
- Perry said the Board should lend an eye toward anomalies first. Compare notes with department heads. Find out why such anomalies exist, what the rationale is, and what to do next.
- The compensation committee could potentially become involved down the road, but for now Kirk will work on a draft recommendation using the concept of weighting and bands, and bring it to the next study session.
- Kirk suggested that it is a tool that can be developed and adjusted as needed.
- Board will be involved in the process rather than leaving it up to the departments.
- Kirk was directed to move forward with 2006 recommendations as well as recommendations for anyone adversely impacted in 2005. Kirk will look at adding specialized knowledge for positions as well as a key to help understand the weighting process.
- Al asked that the recommendation include the Maintenance Manager position for Public Works.

- Items Not on Agenda
  a) ID Update – Process for ID badges is going well. Kirk proposed that some Boards and Commissions be exempt from requiring badges, particularly those that do not conduct business on County premises.
  b) IT Update – Judges have completed the training, we are still missing some Reserves who may be away for a period of time. Kirk can have Computer Services disconnect their access until they return. The training has become part of our orientation process.
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END REGULAR SESSION 10:54 a.m.

NO EXECUTIVE SESSION HELD