

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
BOCC CONFERENCE ROOM
REGULAR MEETING
HR STUDY SESSION**

TUESDAY

10:00 AM

MARCH 27, 2012

Board members present: Alan Crankovich, Obie O'Brien, Paul Jewell

Others: Lisa Young, Doc Hansen, Maria Canfield, Kirk Holmes, Jim Goeben

CALLED TO ORDER at 10:00 AM

CDS STAFFING

HR Director Young introduced Planning Official Hansen's desire to reclassify the current CDS Administrative Assistant II to Administrative Assistant III. She reported that she reviewed the list of duties he provided as a basis for the reclass and determined that most of them fall within the realm of Administrative Assistant II. She added that the differentiation between II and III is usually based on the number of staff supervised; however, a case could be made based on two things, 1) Eden coordinator functions, assuming the employee acts as a primary point of contact for Eden users and program updates; and 2) The Permit Tech wage scale tops out higher than the Admin II wage scale. Planning Official Hansen stated that he disagreed with HR Director Young because he felt that the workload and duties handled by the Admin Assistant are beyond that of an Admin II, and that she should be recognized with a more appropriate job title and wage. The Board stated that while they did not see an issue with updating the job description and wage scale to reflect Admin III, they did not approve a promotional increase, as the employee would not be taking on additional duties. They further stated that in 2013 it will be up to the Department Heads/Elected Officials to distribute the allotted salary increases as they deem appropriate.

PUBLIC WORKS STAFFING

Public Works Director Holmes requested to fill the following positions: Seasonal Flagger (2), Seasonal Engineer Tech, and a volunteer/student. The Board approved all requested positions.

APPROVED

6/5/2012

OTHER BUSINESS: PUBLIC HEALTH STAFFING

Public Health Administrator Canfield requested the ability to grant a promotional increase of 5% for the Public Health Clerk III, which is beyond the 2% allowed by policy. The Board denied the request, stating they had denied all similar requests presented by other departments.

OTHER BUSINESS/EXECUTIVE SESSION: PERSONNEL MATTERS

RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

The Board entered executive session at 10:40 AM to discuss matters pertaining to the performance of a public employee. Anticipated length: 10 minutes; anticipated action: none. The Board exited executive session at 10:50 with no action taken.

PDP DISCUSSION (PROFESSIONAL DEVELOPMENT PLAN)

HR Director Young and IT Director Goeben discussed progress on the PDP, indicating they need solid Board direction to know which direction to go. Chairman Crankovich stated he would like the evaluations to occur two times per year, unless a work plan was in place or the employee was in probationary status. He felt that the PDP was missing the performance evaluation component, and suggested that a section be added that addresses deficiencies noted or focus areas to target; deficiencies should be addressed quarterly. Commissioner O'Brien said he saw the goals as a way to set the standards/expectations for each employee. Commissioner Jewell stated that a bar should be set for every position/job description, and all employees in that position must meet the standards; goals are on top of that and employee-specific; he too felt deficiencies should be addressed quarterly with follow-up emails until expectations are met. He suggested custom evaluations by position, then goals by person. HR Director Young will continue to work with IT staff on this project and bring an update back as soon as possible.

OTHER BUSINESS: HR OFFICE CLOSURE

HR Director Young requested permission to close the HR office on April 26 and 27 so HR Representative Conley could attend training in her place while she is out of the Country. She stated that it is a very good employment law/labor relations conference and one attendee is paid for by the Risk Pool. The Board approved.

MEETING ADJOURNED at 11:02 AM