

LARRY GOSSETT  
GREG NICKELS  
BRIAN DERDOWSKI

October 18, 1995

Introduced By:

ew

Proposed No.:

95 - 733

MOTION NO. **9759**

A MOTION confirming the Executive's appointment of  
Fred Stephens as Director, King County Department of  
Information and Administrative Services.

BE IT MOVED by the Council of King County:


The county executive's appointment of Fred Stephens as Director, King County  
Department of Information and Administrative Services is hereby confirmed.

PASSED by a vote of 10 to 0 this 29<sup>th</sup> day of January, 1996.

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

  
Chair

ATTEST:

  
Clerk of the Council

**9759**

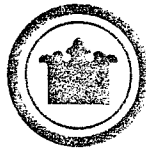
**CONFIRMATION PACKET**

**FOR**

**FRED STEPHENS**

**DIRECTOR, KING COUNTY DEPARTMENT OF  
INFORMATION AND ADMINISTRATIVE SERVICES**

**OCTOBER 1995**



King County Executive  
**GARY LOCKE**

**CONFIRMATION PACKET  
FOR  
FRED STEPHENS**

**DIRECTOR, KING COUNTY DEPARTMENT OF INFORMATION AND  
ADMINISTRATIVE SERVICES**

**TABLE OF CONTENTS**

**SECTION A**

Letter from Gary Locke to King County Council Chair Kent Pullen to Announce Appointment  
Copy of Confirmation Motion  
Press Release on Appointment

**SECTION B**

Letter from Fred Stephens to Council Chair Kent Pullen to Acknowledge Willingness to  
Comply with County Code Provisions  
Resume and References

**SECTION C**

Background Check Authorization  
Sheriff's Law Enforcement Background Investigation Report  
Financial Credit Check Report  
Public Disclosure Form

**SECTION D**

Office Organizational Chart  
Position Description

**SECTION A**

- \* Letter from Gary Locke to King County Council Chair Kent Pullen to Announce Appointment
  
- \* Copy of Confirmation Motion
  
- \* Press Release on Appointment



King County Executive  
GARY LOCKE

October 18, 1995

The Honorable Kent Pullen, Chair  
King County Council  
Room 1200  
COURTHOUSE

Dear Councilmember Pullen:

I am very pleased to present a motion for the Council's approval confirming Fred Stephens as Director of the King County Department of Information and Administrative Services. A confirmation package will be transmitted to the Council within the next few days.

Fred Stephens possesses the right blend of public and private sector experience that is necessary to ensure the implementation of quality information and administrative services to the citizens and government of King County. Mr. Stephens has worked for the Xerox and Hewlett Packard corporations where he implemented new practices and policies to effect greater operational efficiencies and automation with fewer resources. He also brings extensive municipal and state government expertise, particularly in the areas of administrative systems and services.

The Department of Information and Administrative Services is responsible for critical functions of the new government including: records and elections, emergency management, information and telecommunications services, licensing and regulatory services, and risk management. In addition, this Department will enforce the equal employment and nondiscrimination policies of King County. I expect the Department Director to concentrate on implementing the technology plan and on improving the County's preparedness for emergencies.

It is my great pleasure to request the confirmation of my appointee Fred Stephens as Director of the Department of Information and Administrative Services by the Metropolitan King County Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Locke".

Gary Locke  
King County Executive

cc: King County Councilmembers

October 18, 1995

Introduced By: \_\_\_\_\_

ew

Proposed No.: \_\_\_\_\_

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MOTION NO. \_\_\_\_\_

A MOTION confirming the Executive's appointment of  
Fred Stephens as Director, King County Department of  
Information and Administrative Services.

BE IT MOVED by the Council of King County:

The county executive's appointment of Fred Stephens as Director, King County  
Department of Information and Administrative Services is hereby confirmed.

PASSED by a vote of \_\_ to \_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Clerk of the Council



King County Executive  
Gary Locke

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## **NEWS RELEASE**

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For Release: Oct. 17, 1995

Contact: Frank Abe, 296-4040  
Communications Director

### **LOCKE NAMES DIRECTORS OF REORGANIZED CABINET DEPARTMENTS**

King County Executive Gary Locke today appointed five current directors of county agencies to lead five new departments as they will be reorganized on January 1st under the consolidation of King County and Metro governments.

“These are people who have demonstrated leadership and success in county government or Metro,” says Locke. “I’ve always said we had the best people working for this government. These appointments reaffirm my faith in them.”

The new departments consolidate King County and Metro responsibilities along functional lines instead of institutional ones. The five appointees are:

- PAUL TANAKA to direct the new **Department of Natural Resources**, which will focus on environmental and resource services by merging King County’s Solid Waste and Surface Water Management Divisions with Metro’s Water Pollution Control Division; and by creating a new Natural Resources Division to house the open space, agricultural, forestry and other land resource programs;
- PAUL TOLIVER to direct the new **Department of Transportation**, which will enable coordinated mobility planning by putting Metro Transit and the county’s Roads Division under one roof;
- JEAN BAKER to direct the new **Department of Finance**, which will consolidate Metro’s Finance Department with King County’s Office of Financial Management, and consolidate the purchasing, contracts, and Women and Minority Business Enterprise functions of the two governments;

(more)

- CRAIG LARSEN to direct the new **Department of Parks and Cultural Resources**, which will manage the county's parks and trails as well as the arts, heritage and other cultural programs; and
- FRED STEPHENS to direct the new **Department of Information and Administrative Services**, which will merge Metro's Information Systems Division with the county's Computer and Communication Services Division, consolidate the Risk Management functions of King County and Metro, and manage the county's Records and Elections, Licensing and Regulatory Services, and Emergency Management Divisions, and civil rights enforcement.

The new appointments must be confirmed by the King County Council. The five appointees now lead similar agencies:

- Paul Tanaka is currently director of the King County Department of Public Works. He has served as the Director of the King County Department of Public Works since 1988 with direct responsibility for road construction and maintenance, surface water management, solid waste, and the marketing of recyclable materials.
- Paul Toliver has been Director of Metro's Transit Division since 1988. He is a nationally-recognized industry leader, with more than twenty years of experience with Metro, the San Francisco Municipal Railway, New Orleans Regional Transit Authority, South Bend (Indiana) Public Transportation Corporation, the Metropolitan Tulsa (Oklahoma) Transit Authority, and the Southwest Ohio Regional Transit Authority in Cincinnati.
- Jean Baker has already been leading the team merging the financial operations of King County and Metro. She has been Director of Metro's Finance Department since 1993. Before that she was Finance Manager for the Regional Transit Project and a Deputy Budget Director for King County.



LOCKE NAMES DIRECTORS OF REORGANIZED DEPARTMENTS

page 3

- Craig Larsen currently directs the King County Department of Parks, Cultural and Natural Resources. He has worked for King County since 1978, serving as Acting Director and Deputy Director of the old Department of Parks, Planning and Resources. He helped lead the inter-departmental effort managing the Growth Management Act and the Executive's development of the 1995 Comprehensive Plan.
- Fred Stephens now directs the King County Department of Executive Administration. He was Assistant Secretary of the state Department of Social and Health Services from 1989 to 1994. He has worked for Xerox and Hewlett-Packard, where he brought greater operational efficiencies and automation with fewer resources.

###

## **SECTION B**

- \* Letter from Fred Stephens to Council Chair Kent Pullen to Acknowledge Willingness to Comply with County Code Provisions
  
- \* Resume and References



King County Executive  
GARY LOCKE

October 4, 1995

The Honorable Kent Pullen, Chair  
King County Council  
Room 1200  
COURTHOUSE

Dear Councilmember Pullen:

I am pleased to accept the King County Executive's appointment to the position of Director, Department of Information and Administrative Services. Pursuant to King County Code Section 2.16.110(E)(5), please accept this letter as my acknowledgment that the Council's confirmation process may require the submittal of information relating to my background and expertise.

I look forward to receiving the Council's confirmation.

Sincerely,

A handwritten signature in cursive script that reads "Fred Stephens".

Fred Stephens  
Director designee  
Department of Information and Administrative Services

cc: King County Councilmembers

Fred Stephens  
16106 136th Avenue East  
Puyallup, Washington 98374  
Telephone: (206) 296-3824

## EDUCATION

Yale University, New Haven CT  
Class of 1972 - M.A. in Theology

Wilberforce University, Wilberforce, OH  
Class of 1969 - B.A. in Economics and Sociology

## WORK EXPERIENCE

KING COUNTY, Seattle, WA

1994 - Present

**Position:** Director  
Department of Executive Administration

**Responsibilities:** Responsible for the management of five administrative and staff support divisions for King County government. The divisions include Computer and Communication Services, Cable Franchising, Licensing and Regulatory Services, Records and Elections, Purchasing and Contracting, Contract and Civil Rights Compliance.

STATE OF WASHINGTON, Olympia, WA

1989 - 1994

**Position:** Assistant Secretary  
Department of Social and Health Services, Olympia, WA

**Responsibilities:** Responsible for the Management and Revenue Services for the Department. Those responsibilities include five divisions with a combined budget of 400 million dollars and 2400 employees. Those divisions and functions are as follows: **Personnel** - Classification and Salary, Labor Relations and Negotiations, Payroll, Risk Management, Occupational Safety and Health, Office of Equal Opportunity, Personnel Operations, Human Resource Training and Development. **Administrative Services** - Fiscal Management, Office of Appeals, Regulations and Control, Forms and Records, Language Interpreter Services and Translations, Social Services Payment System, Leased Facilities, Procurement, Audits and Contracts. **Revenue Services** - Children's Support Enforcement, Investigations, Vendor and Residential Financial Recovery, (total recovery of \$850,000,000 a biennium). **Information Systems Services Division** - Data Administration, Database Management, Programming, Operations, Networks, Telecommunications Voice and Data, Data Entry, Security, Policy Planning and Architecture; **Consolidated Support Services** - The Operational Support Services for Eastern State Hospital, Interlake School and Lakeland Village.

### **Accomplishments:**

- Introduced Quality Leadership Strategy.
- Information Systems Services Division: Removed a layer of management and reduced the division from 410 employees to 186. Effected an efficient division with less people operating at less cost.
- The Division of personnel: Effected salary parity among the department classifications relevant to the duties performed.
- The Division of Administrative Services: Consolidated the Department's lease properties and contracts.
- The Division of Revenue Services: Effected \$850,000,000 in recoveries during the 91-93 biennium.

**Position:** Special Assistant for Management Services  
Office of the Governor

**Responsibilities:** Responsible for management support services within the Office of the Governor, including Information Services; Financial Management; Human Resource Management; Facilities; Procurement; Support Services; Administrative Planning and Development. Duties include services to support the Office of the Governor, as well as support for the Mansion. Reported to the Chief of Staff.

**Accomplishments:**

- Recipient of Governor's Distinguished Management Award.
- Re-staffed and redesigned the administrative organization.
- Enhanced automation and reduced costs.
- Developed training needs assessment module for the State of Washington.
- Introduced Total Quality Management Strategy.

CITY OF SEATTLE - DEPT. OF HUMAN RESOURCES

1988 - 1989

**Position:** Finance and Data Systems Manager

**Responsibilities:** Responsible for all budgets, accounting and financial management. This included the development, implementation and administration of budgets in addition to cost and variance analysis. Other responsibilities included the purchasing, cost allocation planning, fund source invoicing, the invoicing of 500 subcontractors, the payroll for 600 intermittent youth employees; and all data systems, including hardware, software and computer applications.

**Accomplishments:**

- Created and established an automated financial management system.
- Successfully designed and implemented a cost allocation.
- Developed and established a comprehensive budget.

HEWLETT PACKARD CORPORATION, Bellevue, WA

1984-1988

**Position:** Area General Services Manager

**Responsibilities:** Responsible for all financial reporting, auditing, budgeting and expense analysis for the Northwest and Alaska relative to general services. Determined and implemented business plans and objectives. Performed internal audits, Developed financial reports for seven departments for regional plans and objectives. Directly responsible for four managers; indirect responsibility for 90 people. Responsible for buying, shipping and receiving, fleet, telenomics, telephone coordination for all facilities in the Northwest and Alaska. Responsible for the buying, leasing and construction of the cooperation's properties in the Northwest and Alaska.

**Accomplishments:**

- Streamlined staffing and reorganized department to effectively function with less people.
- Successful management of 90 people.
- The revision and automation of several departments.

**XEROX CORPORATION, Seattle, WA**

**1979 - 1984**

**Position:**     Internal Control Manager

**Responsibilities:** Performed cost accounting, internal audits and capital analysis. Management of all budgets, expenses, planning, and monitoring for the Northwest and Alaska. Responsible for payroll and all financial reporting. Managed customer billing and the accounts receivable resolution for \$15 million monthly. Arranged audit reviews and implemented corrective actions. Additional duties involved grounds and facilities for the Xerox Corporation in the Northwest and Alaska.

**Accomplishments:**

- Ranked first in expense, budget and customer billing management in Western Region.

**MAYOR'S OFFICE, City of Los Angeles, CA**

**1974-1979**

**Position:**     Deputy Director  
Department of Human Resources

**Responsibilities:** Managed the Department of Human Resources which included the Departments of Aging, Handicapped, Youth, City Volunteer Corps, EEO, and Small Business Assistance Programs. Responsible for all budgeting and administration analysis, proposal analysis, program planning and development. Responsible for the management of all personnel.

**Accomplishments:**

- Acquisition of 9.5 million dollars in federal funds.
- Developed and implemented the City's programs for the Aged, Youth and Developmentally Disabled.
- Assisted in the planning, development and implementation of the City's Affirmative Action Plan.

**FRED STEPHENS**

**Director, Department of Information and Administrative Services**

**REFERENCES:**

**Dick Thompson**

**Director of King County United Way**

**Former Secretary, Washington State Department of Social and Health Services**

**(206) 461-3728**

**Denny Heck**

**President, TVW**

**Former Chief of Staff for Governor Booth Gardner**

**(360) 786-0111**

**Ed Johnson**

**Administrative Manager**

**Xerox Corporation**

**(206) 241-1255**

**Judge Leroy McCullough**

**Judge, King County Superior Court**

**(206) 296-9245**

## SECTION C

- \* Background Check Authorization
- \* Sheriff's Law Enforcement Background Investigation Report
- \* Financial Credit Check Report
- \* Public Disclosure Form





King County Executive  
GARY LOCKE

Background Check Authorization Form

TO WHOM IT MAY CONCERN:

As an applicant for appointment by the King County Executive for the position of Director, King County Department of Information and Administrative Services, I understand that full disclosure of all relevant information regarding my fitness for this position is essential to the efficient and orderly governmental process, and I voluntarily consent to such full disclosure as a condition of my being considered further for this position.

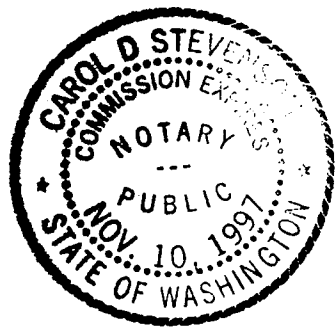
In addition, I authorize the King County Executive's Office to perform any law enforcement and financial credit checks that are necessary.

In executing this disclosure authorization, I hereby waive, release and forever relinquish any or all claims arising from the authorized disclosure of whatsoever kind or nature I might hereafter have asserted against King County, its officers, employees, or agents and against any agency, firm, person, or other entity releasing to King County the information disclosure of which is authorized by my execution of this form.

10/6/95  
Date

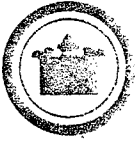
Fred Stephens  
Fred Stephens

Signed this 6<sup>th</sup> day of October, 1995



Carol D. Stevenson  
Notary Public in and for the state of Washington

My commission expires:  
November 10, 1997



**King County**  
**Department of Public Safety**  
James E. Montgomery, *Sheriff-Director*  
W 116 King County Courthouse  
516 Third Avenue  
Seattle, Washington 98104-2312

October 26, 1995

TO: Gary Locke, King County Executive  
FM: James E. Montgomery, ~~Sheriff-Director~~  
RE: Background Investigation

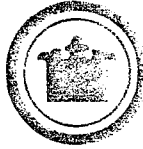
At the request of Sharon Tomiko Santos of your staff, a criminal history background check was conducted on Fredrick E. Stephens. The investigation did not reveal any prior criminal record.

If you have any questions, please call me at 296-4155.

JEM:sf

Attachment

**CONFIDENTIAL**



King County Executive  
**GARY LOCKE**

**MEMORANDUM**

October 18, 1995

**TO:** The Honorable Gary Locke, King County Executive  
Charles N. Earl, Deputy County Executive

**FM:** Sharon Tomiko Santos, Executive Policy Analyst

I have received a financial credit report on Fred Stephens, Director-designee of the King County Department of Information and Administrative Services. The report contains no adverse information.



**King County  
Board of Ethics**  
King County Administration Building  
500 Fourth Avenue Room 553  
Seattle, Washington 98104  
206-296-1586

**FINANCIAL DISCLOSURE STATEMENT**

**TO BE COMPLETED BY ALL ELECTED COUNTY OFFICIALS; EMPLOYEES APPOINTED BY THE COUNTY EXECUTIVE OR DEPARTMENT DIRECTORS AND SUBJECT TO APPROVAL BY THE COUNTY EXECUTIVE; ALL EMPLOYEES OF THE COUNCIL; AND THOSE EMPLOYEES WHOSE OFFICIAL DUTIES ARE TO NEGOTIATE AND/OR AWARD CONTRACTS.**

**IN ACCORDANCE WITH K.C.C. 3.04.050, PLEASE PROVIDE THE INFORMATION REQUESTED AND RETURN THIS FORM EITHER WITHIN TEN (10) DAYS OF APPOINTMENT OR BY APRIL 15TH, WHICHEVER APPLIES, TO THE KING COUNTY BOARD OF ETHICS.**

**FOR REPORTING PURPOSES, "IMMEDIATE FAMILY" INCLUDES SPOUSE, DEPENDENT CHILDREN, AND OTHER DEPENDENT RELATIVES RESIDING IN THE EMPLOYEE'S HOUSEHOLD. "PERSON" DESIGNATES ANY INDIVIDUAL, PARTNERSHIP, ASSOCIATION, CORPORATION, FIRM, INSTITUTION, OR OTHER ENTITY, WHETHER OR NOT OPERATED FOR PROFIT.**

PLEASE TYPE OR PRINT ALL INFORMATION AND SIGN ON PAGE 3

DATE: 10/6/95

NAME: Fred Stephens

POSITION TITLE: Director

KING COUNTY DEPARTMENT OR DIVISION: Information and Administrative Services

DO YOU NEGOTIATE AND/OR AWARD COUNTY CONTRACTS? YES  NO

**A. List all sources of income over \$1500.00 (include salary, retirement and dividend income):**

Source of Income	Type of Business	Address
<u>King County</u>	<u>GOV.</u>	<u>King County Court House Room 410</u>

**B. Do you have a direct financial interest in any mutual fund or other "person" or enterprise in excess of \$1500.00 (policies of insurance issued either to yourself or your spouse, accounts in banks, savings and loan associations or credit unions are not considered financial interest; however, municipal bonds, trusts, and all other types of financial interest are included)?**

Yes  No



If you answered yes, please list:

Mutual Fund/Enterprise	Type of Business	Address

C. List any office, directorship, or trusteeship in any "person" or other governmental entity which does business in King County and which is held by you or members of your immediate family:

Name/Relationship	Type of Business	Position Held

D. List, by legal description or popular address, all real property owned by you or a member of your immediate family in King County. Include options to buy if the property is valued in excess of \$1500.00:

Address	Name of Owner	Relationship to Employee

E. List all real property located in King County and divested by you or a member of your immediate family during the reporting year and valued in excess of \$1500.00:

Address	Name of Owner	Amount Divested

**F. This section is to be completed by attorneys who practiced before state and local regulatory agencies within the preceding twelve months:**

1. List the name of the "person" of which you are a member, partner, or employee:

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2. List the name(s) of agencies that you practice before:

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3. List the amount of gross compensation in excess of \$1500.00 received by the "person" and attorney respectively as a result of your practice before such agencies in the last twelve (12) months:

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**ATTESTATION:**

I, Fred Stephens, CERTIFY UNDER PENALTY OF PERJURY THAT THIS STATEMENT IS TRUE, ACCURATE, AND COMPLETE.

Fred Stephens  
Signature

SIGNED THIS 6 DAY OF October, 1995.

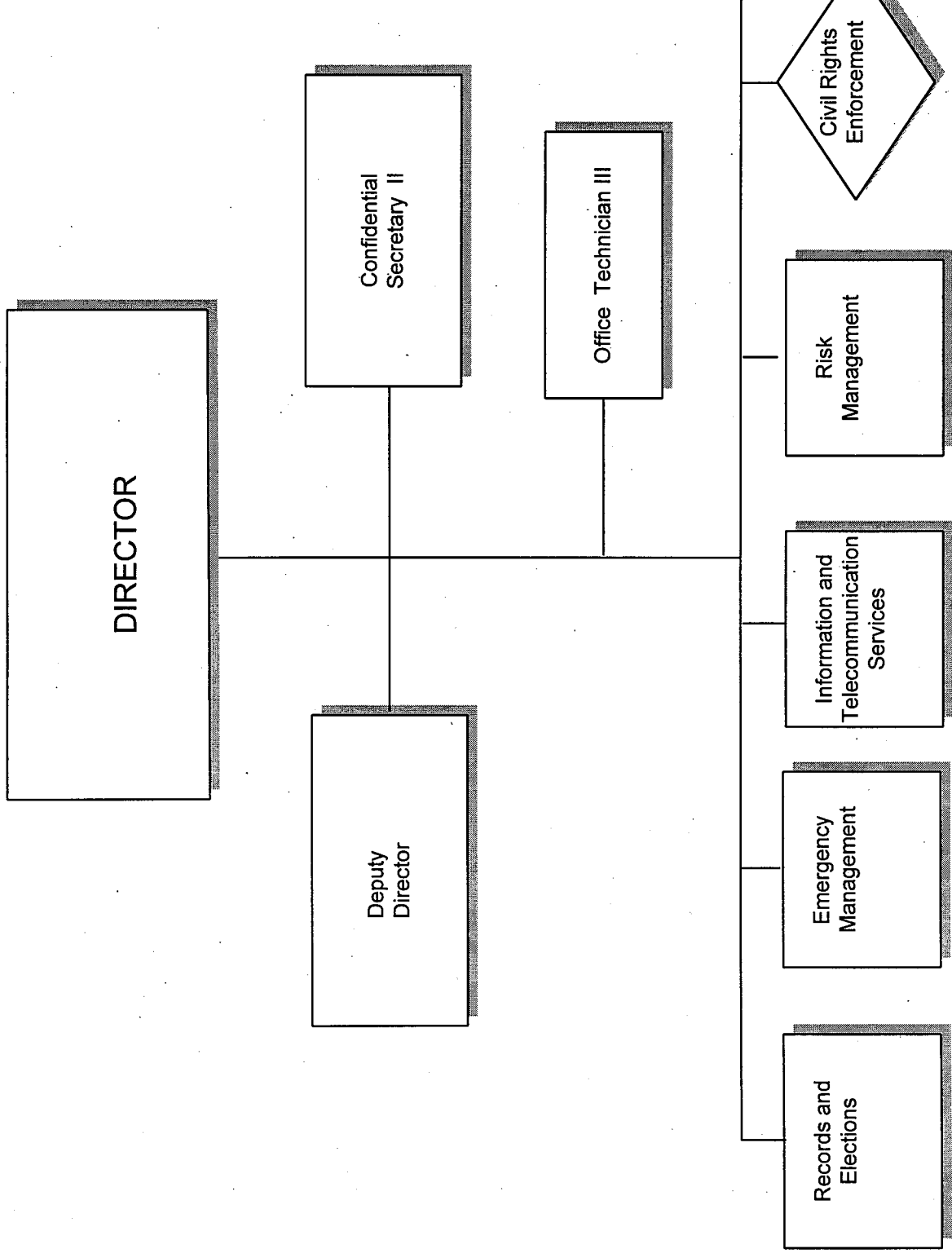
Please attach additional sheets if necessary.

**SECTION D**

\* Department Organizational Chart

\* Position Description

# DEPARTMENT OF INFORMATION AND ADMINISTRATIVE SERVICES





**JOB DESCRIPTION**  
**DEPARTMENT OF INFORMATION AND ADMINISTRATIVE SERVICES**  
**DIRECTOR**

**POSITION:**

The Director of the Department of Information and Administrative Services (DIAS) serves in an exempt position reporting to the King County Executive through the Deputy County Executive. Appointees to exempt positions are not covered by King County's merit/civil service system. Appointment, term of service and removal are at the discretion of the King County Executive. The Executive's appointment is subject to King County Council's confirmation.

**OVERALL RESPONSIBILITIES:**

The Director, with the support of staff, establishes department goals and budget priorities, monitors departmental operations, implements executive and council policies in a timely and cost effective fashion, and recommends to the Executive and Council the development of new programs and or administrative policies.

The purpose of the Department of Information and Administrative Services is to (1) perform direct service delivery to the residents and businesses of King County in animal control, elections, recording of property and other legal transactions, the issuing of business, marriage, vehicle and vessel licenses, and cable franchises (2) perform telecommunications and computer services and processing for King County agencies and other public jurisdictions per contractual agreements (3) administer the Enhanced -911 Emergency Telephone system (4) plan for and provide effective direction, control and coordinated response to emergencies for the County and oversee administration of the Emergency Radio Communication System and (5) manage the county's insurance and risk management programs. In addition, the Department is responsible for the enforcement of nondiscrimination policies, the American with Disabilities Act of 1990 and Federal Rehabilitation Act of 1973, Section 504 policies, except as otherwise provide by ordinance, and compliance with plans and policies to ensure equality of King County employment.

Through division managers and supervisors, the Director provides management and administrative guidance for the following divisions and offices: Records and Elections, Emergency Management, Licensing and Regulatory Services, Information and Telecommunication Services, Risk Management and the Office of Civil Rights Enforcement.