



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

November 6, 2001

Motion 11327

Proposed No. 2001-0515.2

Sponsors Miller

1 A MOTION concerning the council's hiring policies and
2 rescinding Motion 5122.

3

4

5

WHEREAS, the council enacted Motion 5122 in 1980 to govern the hiring
6 process for legislative branch employees, and

7

WHEREAS, the council now wishes to update this process;

8

NOW, THEREFORE BE IT MOVED by the Council of King County:

9

I. Rescission of prior motions.

10

Motion 5122 is rescinded.

11

II. Hiring. The council wishes to formalize its process for outreach, recruitment and
12 hiring as described below.

13

A job announcement will be prepared by the council administrator and will be
14 distributed by the county personnel department to the county's standard distribution list.

15

The job announcement should include a job description, salary, minimum qualifications,
16 the standard "EEO" notice encouraging women and minorities to apply, and application

17 instructions. Appropriate employment resources to recruit persons from minority groups
18 should be used in order to attract as many minority applicants as possible.

19 Positions will remain open for a reasonable period of time.

20 Applications will be screened according to written objective work-related criteria
21 established from the job description. Oral interviews will be scheduled with an interview
22 team selected by the council administrator. The oral interview has a two-fold purpose:
23 A. to give the applicant a more detailed description of the job, and the council and the
24 staff; and B. to examine in a structured fashion the experience and qualifications of the
25 applicant. The oral interview may be supplemented by additional tests of an applicant's
26 abilities such as writing samples and analytical exercises.

27 The council administrator will assess the results of the interview/testing process
28 and will recommend the top candidates to the employment committee. The employment
29 committee may choose to consider other candidates than those recommended by the
30 council administrator. The employment committee will recommend a candidate to the
31 council for final selection. After the employment committee has made a
32 recommendation, the council may choose to consider other candidates than those
33 recommended by the employment committee.

34 In cases where a new vacancy occurs within six months of the recruitment process
35 described above, the administrator may use the results of the previous recruitment
36 process to select finalists for recommendation to the council to fill the vacant position.

37 The only exceptions to this procedure will be for internal promotions and for the
38 recruitment of interns, clerical employees, CTV Operations Specialists, and temporary
39 employees.

40 A preference shall be given to an applicant for any position who is presently on
41 the staff of the legislative branch who has already demonstrated the capability to perform
42 the duties of the position satisfactorily.

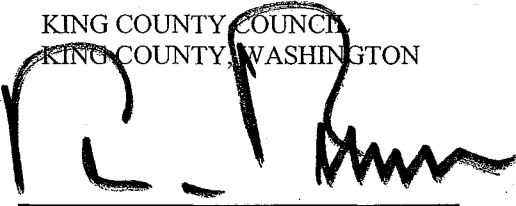
43
44
45
46

The authority for hiring temporary employees for positions lasting sixty days or less is delegated to the chief of staff.

Motion 11327 was introduced on 10/29/01 and passed by the Metropolitan King County Council on 11/5/01, by the following vote:

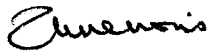
Yes: 12 - Mr. von Reichbauer, Ms. Miller, Ms. Fimia, Mr. Phillips, Mr. Pelz, Mr. McKenna, Ms. Sullivan, Mr. Pullen, Mr. Gossett, Ms. Hague, Mr. Thomas and Mr. Irons
No: 0
Excused: 1 - Mr. Nickels

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Pete von Reichbauer, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments None