



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

February 22, 2011

Motion 13429

Proposed No. 2011-0104.1

Sponsors Hague

1 A MOTION relating to the organization of the council; and
2 amending Motion 13327, Section II, as amended, and OR
3 3-101.

4 WHEREAS, the council has specified by motion policies for members and staff,
5 including hiring policies;

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

7 I. Motion 13327, Section II, as amended, and OR 3-101 are each hereby amended
8 to read as follows:

9 **Hiring.** The council wishes to formalize its process for outreach, recruitment and
10 hiring as described in this section.

11 A. A job announcement will be prepared by the chief of staff or his or her
12 designee and will be distributed by the county personnel department to the county's
13 standard distribution list and will be posted on the Internet. The job announcement
14 should include a job description, salary, minimum qualifications, the standard "EEO"
15 notice encouraging women and minorities to apply, and application instructions.
16 Appropriate employment resources to recruit persons from minority groups should be
17 used in order to attract as many minority applicants as possible.

18 B. Positions will remain open for a reasonable period of time.

19 C. Applications will be screened according to written objective work-related
20 criteria established from the job description. Oral interviews will be scheduled with an
21 interview team selected by the chief of staff or his or her designee. The oral interview
22 has a two-fold purpose: 1. to give the applicant a more detailed description of the job,
23 the council and the staff; and 2. to examine in a structured fashion the experience and
24 qualifications of the applicant. The oral interview may be supplemented by additional
25 tests of an applicant's abilities such as writing samples and analytical exercises.

26 D.1. The chief of staff or his or her designee will assess the results of the
27 interview and testing process and will recommend the top candidates to the employment
28 and administration committee.

29 2. The employment and administration committee may choose to consider other
30 candidates than those recommended by the chief of staff or his or her designee. The
31 employment and administration committee will recommend a candidate to the council for
32 final selection. After the employment and administration committee has made a
33 recommendation, the council may choose to consider other candidates than those
34 recommended by the employment and administration committee.

35 E. In cases where any new vacancy in the legislative branch occurs within six
36 months of the recruitment process described in subsections A., B., C. and D.1. of this
37 section, the chief of staff or his or her designee may consider any applicants from a
38 previous recruitment process to select top candidates for recommendation to the
39 employment and administration committee to fill the vacant position.

40 F. The only exceptions to this procedure will be for internal promotions or
41 reassignments of legislative branch employees and for the recruitment and hiring of the

42 chief of staff, current county employees, interns, clerical employees, CTV operations
43 specialists and temporary employees.

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

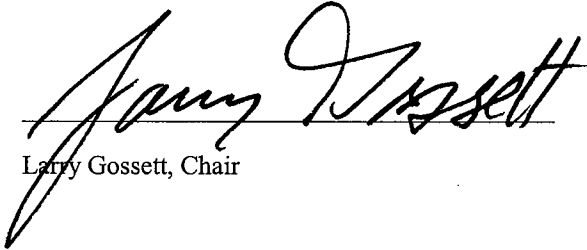
47 H. The authority for hiring temporary employees for sixty days or less is
48 delegated to the chief of staff. For the purposes of this subsection, "sixty days" means

49 sixty actual days of work or no more than four hundred twenty hours of work, whichever
50 is less.
51

Motion 13429 was introduced on 2/22/2011 and passed by the Metropolitan King
County Council on 2/22/2011, by the following vote:

Yes: 9 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Hague,
Ms. Patterson, Ms. Lambert, Mr. Ferguson, Mr. Dunn and Mr.
McDermott
No: 0
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Larry Gossett, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments: None