

ORDINANCE NO. **10421**

AN ORDINANCE relating to the organizational structure of the office of human resource management, eliminating the employee resources and development division; establishing the labor relations division; amending Ordinance 1438, Section 3 (part) as amended and K.C.C. 2.16.030, and Ordinance 6066, Section 26 as amended and K.C.C. 2.16.100.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 1438, section 3 (part) as amended, and K.C.C. 2.16.030 are hereby amended to read as follows:

Deputy County Executive. The deputy county executive shall, at the discretion of the county executive, assist the executive in the management of all county agencies except as otherwise provided by the Charter or by ordinance. County agencies referenced in K.C.C. 2.16 shall, individually and collectively, constitute the executive organizational structure of King County government.

To assist the deputy in performing assigned management responsibilities, he/she shall be responsible to manage, be fiscally accountable for the following administrative offices.

A. OFFICE OF FINANCIAL MANAGEMENT - DIVISIONS - DUTIES. The chief financial officer, under the general supervision of the deputy, shall assist the deputy, shall supervise the administrative office of financial management, including the management of the accounting and financial reporting systems, and the county's insurance and risk management programs consistent with K.C.C. Chapter 4.12; and shall perform such other financial duties as are delegated to him or her by the deputy. To assist the chief financial officer in performing assigned management responsibilities, he/she shall be responsible to manage, be fiscally accountable for the following divisions.

1. BUDGET DIVISION. The responsibilities of the budget division include:

- a. Plan, prepare and manage, with emphasis on fiscal management and control aspects, the annual operating and capital improvement budgets;
- b. Forecast and monitor revenues;
- c. Monitor expenditures and work programs, per Section 475 of the charter;
- d. Develop and prepare expenditure plans and ordinances to manage implementation of the operating and capital budgets throughout the fiscal year;

1 e. Monitor and evaluate the performance of county agencies for effectiveness
2 and efficiency through the development of performance indicators.

3 2. FINANCE DIVISION. The finance division shall be responsible for the
4 functions of general financial management to include:

5 a. Perform all the duties of treasurer;

6 b. Formulate and implement financial policies for the county and other
7 applicable agencies;

8 c. Bill and collect real and personal property taxes, local improvement district
9 (LID) assessments and gambling taxes;

10 d. Receive and invest all county and political sub-jurisdiction monies;

11 e. Manage the issuance and payment of the county's debt instruments.

12 3. OFFICE DIVISION MANAGER STATUS. Should personnel, presently filling
13 a position as manager of the budget or finance divisions, have career service status, the
14 position shall become exempt when a vacancy occurs.

15 4. FINES AND PENALTY COLLECTION. There is hereby established the fines
16 and penalty collection section to be responsible for collecting fines and monetary penalties
17 accruing to the county as a result of action taken by the district court. The section shall be
18 administered by the chief accountant of the office of financial management, and shall report
19 directly to the chief accountant. The activities of the section shall be coordinated with the
20 district court and department of public safety. Formal procedures shall be promulgated to
21 insure that such services are provided in conformance with general law and other related
22 policies of the county.

23 B. OFFICE OF PROGRAM DEVELOPMENT. The principal function of the office
24 is to analyze long-term issues. Long term is defined as having a meaningful impact in excess
25 of the allocation of resources. Other functions of the office include:

26 1. Coordinate the executive's state legislative program with that of the council
27 through the county's lobbyist.

28 2. Analyze and make recommendations to the deputy on issues involving more
29 than one county agency.

30 3. Analyze and make recommendations to the deputy on issues involving
31 intergovernmental relations among various governmental jurisdictions.

32 4. Conduct short-term research evaluation assignments as directed.
33

OFFICE OF HUMAN RESOURCE MANAGEMENT - DIVISIONS - DUTIES.

1 The office of human resource management is an administrative office under the general
 2 supervision of the deputy that is primarily responsible for administration of an effective
 3 personnel system for the county as mandated by section 510 of the King County Charter (-);
 4 including formal hearings before the personnel board; coordinating orientation programs for
 5 new employees, developing and administering centralized employee and supervisory training,
 6 and other employee development programs; developing and administering employee benefit
 7 programs, negotiate contracts with providers, manage employee benefit funds, and conduct
 8 benefits enrollment processes; and monitoring King County's payroll system. The chief of
 9 human resource management shall be responsible to manage and be fiscally accountable for the
 10 following divisions:

11 1. HUMAN RESOURCE SERVICES DIVISION. The functions responsibilities
 12 of the human resource services division include:

13 ~~((a. Advise the executive on labor policy and negotiate collective bargaining~~
 14 ~~agreements with recognized bargaining agents for approval by the council.~~

15 ~~b. Represent county interests in the grievance process including formal~~
 16 ~~hearings before the personnel board.))~~

17 ((e))a. Manage and administer King County's career service personnel system,
 18 including classification, compensation and hiring (recruitment, examination and selection), and
 19 provide professional personal service and support to employees, county agencies and, as
 20 appropriate, residents of the county.

21 ((d))b. Serve as staff support, when appropriate, to other public agencies in
 22 recommending and performing personnel administrative functions related to noncareer service
 23 employees.

24 ((e))c. Coordinate performance appraisal and merit review processes for King
 25 County employees.

26 ((f))d. Manage the county's participation in the work study program and other
 27 temporary or part-time employment programs.

28 e. Develop, manage, and monitor the county's affirmative action plans and
 29 policies consistent with legal requirements to ensure equality of King County employment as
 30 required by K.C.C. 3.12.180.

31 ~~((2. EMPLOYEE RESOURCES AND DEVELOPMENT DIVISION. The~~
 32 ~~responsibilities of the employee resources and development division include:~~

1 a. ~~Develop, manage, and monitor the county's affirmative action plans and~~
2 ~~policies consistent with legal requirements to ensure equality of King County employment as~~
3 ~~required by K.C.C. 3.12.180.~~

4 b. ~~Develop and administer employee benefit programs, negotiate contracts with~~
5 ~~providers, manage employee benefit funds, and conduct benefits enrollment processes.~~

6 e. ~~Monitor King County's payroll system.~~

7 d. ~~Coordinate orientation program for new employees, develop and administer~~
8 ~~centralized employee and supervisory training, and develop and administer other employee~~
9 ~~development programs.))~~

10 2. LABOR RELATIONS DIVISION. The responsibilities of the labor relations
11 division include:

12 a. Advise the executive and the director, office of human resource
13 management, on labor policy.

14 b. Negotiate collective bargaining agreements with recognized bargaining
15 agents for approval by the council.

16 c. Represent county interests in union grievance processes.

17 3. SAFETY AND CLAIMS MANAGEMENT DIVISION. The responsibilities of
18 the safety and claims management division include:

19 a. Develop and implement safety programs, including inspection of work sites
20 and dissemination of safety information to employees, to promote workplace safety.

21 b. Administer King County's self-funded industrial insurance/worker's
22 compensation program, as authorized by Title 51, RCW.

23 SECTION 2. Ordinance 6066, section 26, as amended, and K.C.C. 2.16.100 are
24 hereby amended to read as follows:

25 Career service exemptions.

26 A. Exemptions from the requirements of the career service personnel system shall be
27 consistent with the provisions of Section 550, and Sections 350.10 and 350.20 of the King
28 County Charter. Key subordinate units, as determined by the county council, and
29 departmental divisions shall be considered to be executive departments; and divisions of the
30 administrative offices of financial management and human resource management shall be
31 considered to be administrative offices for the purpose of determining the applicability of the
32 charter provisions.
33

B. Accordingly, directors, managers and supervisors of departments, divisions, key subordinate units as determined by the county council, and other units of government as required by law, shall be exempt from the requirements and provisions of the career service personnel system.

C. In this regard, the following are determined by the council to be key subordinate units due to the nature of the programs involved and their public policy implications, and appointments thereto shall be subject to confirmation by the council:

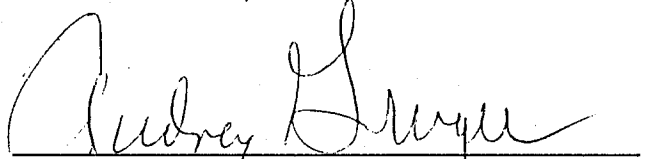
- 1. The administrators of the following programs:
 - a. Public defense program.
 - b. Civil rights and compliance program.
 - c. Capital planning and development program.
- 2. County project coordinators or managers of the following limited term county projects:
 - a. Harborview medical center project.
 - b. Correctional facility project.
 - c. Open space acquisition project.

INTRODUCED AND READ for the first time this 27th day of

January, 19 92.

PASSED this 15th day of June, 19 92.

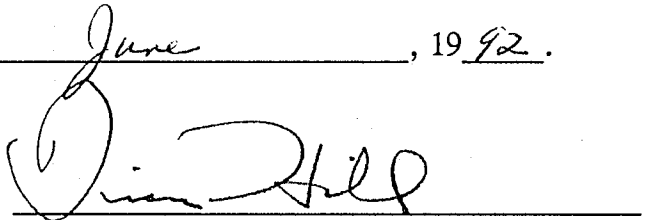
KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Chairman

ATTEST:


Clerk of the Council

APPROVED this 25th day of June, 19 92.


King County Executive

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