



King County

1200 King County
Courthouse
516 Third Avenue
Seattle, WA 98104

Meeting Agenda

Employment and Administration Committee

*Councilmembers: Dave Upthegrove, Chair;
Girmay Zahilay, Vice-Chair; Teresa Mosqueda, Pete von Reichbauer*

*Staff: Stephanie Cirkovich, Chief of Staff (206-477-6023)
Melani Hay: Committee Clerk (206-477-1025)*

2:00 PM

Tuesday, July 2, 2024

Hybrid Meeting

Hybrid Meetings: Attend the Employment and Administration Committee meetings in person in the Southwest Conference Room, 516 3rd Avenue in Seattle, or through remote access. Details on how to attend the meeting remotely are listed below.

CONNECTING TO THE WEBINAR
Webinar ID: 828 5993 8005

If you do not have access to the ZOOM application, you can connect to the meeting by calling 1 253 215 8782 and using the Webinar ID.

You have the right to language access services at no cost to you. To request these services, please contact our Equity and Social Justice Coordinator, Tera Chea at (206) 477 9259 or Tera.Chea2@kingcounty.gov, three (3) days prior to the meeting.

Pursuant to K.C.C. 1.24.035 A. and F., this meeting is also noticed as a meeting of the Metropolitan King County Council, whose agenda is limited to the committee business. In this meeting only the rules and procedures applicable to committees apply and not those applicable to full council meetings.

	<p>Sign language and interpreter services can be arranged given sufficient notice (206-848-0355). TTY Number - TTY 711.</p> <p>Council Chambers is equipped with a hearing loop, which provides a wireless signal that is picked up by a hearing aid when it is set to 'T' (Telecoil) setting.</p>	
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1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of June 4, 2024** **pg 3**

Discussion and Possible Action

4. Proposed Motion No. 2024-0207 **pg 7**

A MOTION approving a job description for the position of operations manager within the office of law enforcement oversight.

Sponsors: Upthegrove

Tamer Abouzeid, Director, Office of Law Enforcement Oversight

Contingent on Referral to Committee

Briefings

5. **Continuity of Government Plan**

Brendan McCluskey, Director, Office of Emergency Management

6. **Human Resources Update**



Deandra Stanley, Human Resources Manager

7. **Chief of Staff Update**

Stephanie Cirkovich, Chief of Staff

Other Business

Adjournment

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Meeting Minutes

Employment and Administration Committee

*Councilmembers: Dave Upthegrove, Chair;
Girmay Zahilay, Vice-Chair; Teresa Mosqueda, Pete von
Reichbauer*

*Staff: Stephanie Cirkovich, Chief of Staff (206-477-6023)
Melani Hay: Committee Clerk (206-477-1025)*

2:00 PM

Tuesday, June 4, 2024

Hybrid Meeting

DRAFT MINUTES

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1. **Call to Order**

The meeting was called to order at 3:32 p.m.

2. **Roll Call**

Present: 4 - Mosqueda, Upthegrove, von Reichbauer and Zahilay

3. Approval of Minutes of April 2, 2024

Councilmember Zahilay moved to approve the minutes of the April 2, 2024 meeting as presented. Seeing no objection, the Chair so ordered.

Consent agenda items 4-6

4. Proposed Motion No. 2024-0169

A MOTION confirming the reappointment of Hanna Floss to the citizens' elections oversight committee as the representative from the King County Democratic Party.

Sponsors: Upthegrove

This Matter passed on the Consent Agenda.

5. Proposed Motion No. 2024-0170

A MOTION confirming the reappointment of Stanley Tsao to the citizens' elections oversight committee as a representative of the Chinese-speaking community.

Sponsors: Upthegrove

This Matter passed on the Consent Agenda.

6. Proposed Motion No. 2024-0171

A MOTION confirming the reappointment of Mathew Patrick Thomas to the citizens' elections oversight committee as the representative from the King County Republican Party.

Sponsors: von Reichbauer

This Matter passed on the Consent Agenda.

Passed On The Consent Agenda

A motion was made by Councilmember Zahilay that the Consent Agenda be recommended to the full Council for consideration. The motion carried by the following vote:

Yes: 3 - Mosqueda, Upthegrove and Zahilay

Excused: 1 - von Reichbauer

Discussion and Possible Action

7. Proposed Motion No. 2024-0148

A MOTION confirming the appointment of Carolyn Stevens to the citizens' elections oversight committee as a representative from the disability community.

Sponsors: Upthegrove

Sherrie Hsu, Policy staff, briefing the Committee.

*Kevin Higgins answered questions and made remarks.
Carolyn Stevens answered questions and made remarks.*

*The Chair put the committee into executive session for approximately five minutes, until about 4:06 p.m. The grounds for the executive session under RCW 42.30.110(1)(g) and (i) are: To discuss qualifications of an applicant for public employment and discuss with legal counsel legal risks of a proposed action to which the county is or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the county.
The Chair reconvened the meeting at 4:06 p.m.*

*Councilmember Zahilay made an oral line amendment to insert the name "Carolyn Stevens" on line 16 and line 21 of proposed motion 2024-0148.
The motion carried.*

*Councilmember Zahilay made an oral title amendment to insert the name "Carolyn Stevens" on line 1 of proposed motion 2024-0148.
The motion carried.*

A motion was made by Councilmember Zahilay that this Motion be Recommended Do Pass Substitute Consent to full Council for consideration. The motion carried by the following vote:

Yes: 3 - Mosqueda, Upthegrove and Zahilay

Excused: 1 - von Reichbauer

Briefings

8. Human Resources Update

The report was not given.

9. Chief of Staff Update

The report was not given.

10. 2024-01 Disposition of a Personnel Matter

At 4:13 p.m., the Chair put the committee into executive session for approximately fifteen minutes, until about 4:28 p.m. The grounds for the executive session under RCW 42.30.110(1)(f) and (g) are: To review the performance of a public employee and evaluate a complaint brought against an employee.

At 4:30 p.m., the Chair extended executive session for approximately fifteen minutes to 4:45 p.m.

The Chair reconvened the meeting at 4:45 p.m.

A motion was made by Councilmember Zahilay that the disposition be adopted.

The motion carried by the following vote:

Votes: Yes: 3- Councilmember Mosqueda, Councilmember Upthegrove, and Councilmember Zahilay

No: 0

Excused: 1 - Councilmember von Reichbauer

Other Business

Adjournment

The meeting was adjourned at 4:53 p.m.

Approved this _____ day of _____.

Clerk's Signature



Signature Report

Motion

Proposed No. 2024-0207.1

Sponsors Upthegrove

1 A MOTION approving a job description for the position of
2 operations manager within the office of law enforcement
3 oversight.

4 WHEREAS, OR 2- 030 of the council's organizational motion compilation
5 requires that the employment and administration committee to recommend all job
6 descriptions within the legislative branch of King County to the council for approval, and

7 WHEREAS, the council seeks to approve the job description of operations
8 manager within the officer of law enforcement oversight;

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

10 The job description for the position of operations manager within the office of law
11 enforcement oversight, Attachment A to this motion, is hereby approved.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Dave Upthegrove, Chair


ATTEST:

Melani Hay, Clerk of the Council

APPROVED this ____ day of _____, ____.

Dow Constantine, County Executive

Attachments: None

 <p>King County</p>	<p align="center">Metropolitan King County Council Position Description</p>	
<p>Position: Operations Manager</p>	<p>FLSA: salaried, overtime exempt</p>	
<p>Department: Legislative Branch</p>	<p>Salary Grade: 128</p>	
<p>Council Approved:</p>		

Summary

The Operations Manager reports to the agency or work group director and oversees all aspects of office administration and operations. Key responsibilities include establishing and maintaining office, program, and project budgets; managing projects and workflow; strategic planning and implementation; conducting program and project analyses; producing reports and other communications; HR activities, including recruiting and onboarding; and promoting effective teamwork and morale. The Operations Manager is a salaried, at-will, overtime exempt classification.

Distinguishing Career Features

The Operations Manager is a mid-level manager position that works with limited supervision to manage people and projects, ensure efficient and effective day-to-day operations, and advance the strategic goals of the organization.

Essential Duties and Responsibilities

- Office Administration*
- Develop the organization’s annual budget with input, considering proposed program and project needs and economic environment; provide budget projections, monitor/track expenses, and manage accounting transactions.
 - Oversee procurement efforts and ensure compliance with County regulations and best practices; continuously review and monitor consultant and other contracts.
 - With the support of the legislative branch HR department, lead the recruitment, hiring, onboarding, and training of staff.
 - Serve as the primary records custodian for the office and ensure compliance with all local, state, and federal records laws; coordinate with appropriate King County entities (e.g., Clerk of Council, Prosecuting Attorney, King County Sheriff) to promptly respond to public records requests.
 - Supervise administrative and project staff, including assigning workload, providing training, and monitoring and evaluating performance.
- Planning and Project Management*
- Participate in strategic planning efforts to help meet the organization’s mission and goals, identifying actionable tasks and activities for implementation.

- Serve as a liaison between organizational work groups and project teams, track project progress, and facilitate information-sharing across the organization.
- Evaluate program, project, and personnel effectiveness and recommend process improvements; ensure that the organization is compliant with internal and external policies, regulations, and best practices.
- Develop, implement, and evaluate work plans, policies, procedures, processes, systems, and databases.

Information Management

- Oversee the production and publication of annual reports or other public information, ensuring timeliness, accuracy, and accessibility.
- Maintain, coordinate, and ensure access to internal and external databases, including auditing data and workflow to ensure data quality and integrity.
- Coordinate public communication and correspondence, including information that may be sensitive, controversial, and/or confidential.

Other Duties

- Performs other duties as assigned that support the overall office mission and objectives of the organization.

Knowledge, Skills, and Abilities

- Thorough knowledge of office management practices, including information flow, financial management, records management, contracting, and communication.
- Knowledge of the rules, regulations, protocols, and procedures associated with budget administration, contracting, and records management.
- Familiarity with King County codes, regulations, administrative and legal procedures, and the operation and jurisdiction of the organization.
- Excellent written and verbal communication skills, including strategic messaging.
- Excellent organization and project management skills.
- Commitment to equity and social justice, and knowledge of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Ability to apply critical thinking and analysis to issues associated with organizing work and teams, and to monitor performance objectives and work plans to conduct reviews in a wide variety of financial, operational, and programmatic situations.
- Ability to identify policies, training, systems, and issues in the interest of helping lead a more productive and harmonious agency.
- Ability to draft internal policies and procedures.
- Ability to maintain productive and cooperative relationships with those encountered on work-related matters, including external partners, elected officials, the media, employees, representatives of other governmental agencies, and the public.

Education and Experience

The position requires education and/or a minimum of five years of experience in all or most of the following areas: project management, agency administration, office management, strategic planning, recruiting, and database management.

Licenses and Certificates

Some positions may require a valid driver's license or the ability to travel throughout King County or surrounding areas in a timely manner. In addition, some positions may be required to complete a Level One criminal background check, including fingerprinting, before employment. May be required to travel.

Working Conditions

- Office environment with some travel within King County.
- Occasional work in the field.
- Generally flexible re: schedule, telework.

June 27, 2024

1

J. Muhm

Sponsor: Upthegrove

Proposed No.: 2024-0207

1 **AMENDMENT 1 TO PROPOSED MOTION 2024-0207, VERSION 1**

2 On page 1, line 8, after "manager" strike "within the office of law enforcement oversight"

3 On page 2, beginning on line 10, after "manager" strike "within the office of law
4 enforcement oversight"

5

6 Insert Attachment A, Metropolitan King County Council Position Descriptions, Position:

7 Operations Manager

8

9 **EFFECT prepared by J. Muhm: *The proposed amendment would create a new***
10 ***position of Operations Manger for all legislative branch agencies to utilize if desired,***
11 ***and would attach the job description of Operations Manager to the motion.***

June 27, 2024

T1

J. Muhm

Sponsor: Upthegrove

Proposed No.: 2024-0207

1 **TITLE AMENDMENT TO PROPOSED MOTION 2024-0207, VERSION 1**

2 On page 1, beginning on line 1, strike everything through line 3, and insert:

3 "A MOTION approving a job description for the position of
4 operations manager."

5

6 **EFFECT prepared by *J. Muhm*: *The proposed amendment would conform the title to***

7 ***the proposed motion as amended by amendment 1.***