



King County

1200 King County
Courthouse
516 Third Avenue
Seattle, WA 98104

Meeting Agenda

Employment and Administration Committee

*Councilmembers: Girmay Zahilay, Chair;
Sarah Perry, Vice-Chair; Jorge L. Barón, Teresa Mosqueda*

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

2:00 PM

Tuesday, June 3, 2025

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.

1. Call to Order

2. Roll Call

3. Approval of Minutes of May 6, 2025 **pg 3**

To show a PDF of the written materials for an agenda item, click on the agenda item below.



Sign language and interpreter services can be arranged given sufficient notice (206-848-0355).
TTY Number - TTY 711.
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.



Discussion and Possible Action

4. Proposed Motion No. 2025-0154 **pg 6**

A MOTION approving the job description for the position of hearing examiner.

Sponsors: Zahilay

Contingent on Referral to Committee

Briefings

5. Human Resources Update

Deandra Stanley, Human Resources Manager

6. Chief of Staff Update

Stephanie Cirkovich, Chief of Staff

Other Business

Adjournment



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by a hearing aid when it is set to 'T' (Telecoil) setting.





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Meeting Minutes Employment and Administration Committee

*Councilmembers: Girmay Zahilay, Chair;
Sarah Perry, Vice-Chair; Jorge L. Barón, Teresa Mosqueda*

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

2:00 PM

Tuesday, May 6, 2025

Hybrid Meeting

DRAFT MINUTES

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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.

1. Call to Order

The meeting was called to order at 3:13 p.m.

2. Roll Call

Present: 3 - Zahilay, Mosqueda and Barón

Excused: 1 - Perry

3. Approval of Minutes of April 1, 2025

Councilmember Mosqueda moved to approve the minutes of the April 1, 2025, meeting as presented. Seeing no objection, the Chair so ordered.

Discussion and Possible Action

4. Proposed Motion No. 2025-0101

A MOTION relating to the organization of the council; and amending Motion 15998, Section I, as amended, and OR 3-120.

Sponsors: Zahilay

Councilmember Mosqueda moved Amendment 1

Stephanie Circovich, Chief of Staff, briefed the Committee and answered questions.

Deandra Stanley, Manager, Human Resources, answered questions and made remarks.

Voting on Amendment 1, the motion carried.

A motion was made by Councilmember Mosqueda that this Motion be Recommended Do Pass Substitute Consent - Expedited. The motion carried by the following vote:

Yes: 3 - Zahilay, Mosqueda and Barón

Excused: 1 - Perry

Briefing

5. Human Resources Update

Deandra Stanley, Human Resources Manager, briefed the Committee and answered questions.

This matter was presented.

6. Chief of Staff Update

Stephanie Circovich, Chief of Staff, briefed the Committee and answered questions.

This matter was presented.

Other Business

There was no other business.

Adjournment

The meeting was adjourned at 3:29 p.m.

Approved this _____ day of _____

Clerk's Signature



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion

Proposed No. 2025-0154.1

Sponsors Zahilay

1 A MOTION approving the job description for the position
2 of hearing examiner.

3 WHEREAS, Section 896 of the King County Charter states that the King County
4 council shall by ordinance provide the opportunity for an administrative appeal to a hearing
5 examiner for appeals regarding the granting or rejecting of an application for zoning
6 variance or conditional use permit, and

7 WHEREAS, K.C.C. 20.22.020 directs the King County council to appoint a hearing
8 examiner for a term of four years, and

9 WHEREAS, OR- 0230 of the council's organizational motion compilation requires that
10 the employment and administration committee to recommend all job descriptions within
11 the legislative branch of King County to the council for approval, and

12 WHEREAS, the King County council seeks to update the job descriptions for the
13 position of hearing examiner;

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

15 The job description of the hearing examiner is approved as Attachment A to this
16 motion.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Girmay Zahilay, Chair

ATTEST:

Melani Hay, Clerk of the Council

Attachments: A. Hearing Examiner Position Description 2025

Metropolitan King County Council

Position Description



Position: Hearing Examiner	FLSA: salaried, overtime exempt
Department: Hearing Examiner's Office	Salary Grade: 134
Council Approved:	

Summary

The King County Hearing Examiner leads an independent agency responsible for conducting fair, efficient, and inclusive quasi-judicial administrative hearings on a variety of matters. Under the King County Code, the Hearing Examiner's Office has jurisdiction over 80 distinct subject areas—examples include animal control, public health, for-hire transportation, and land use, including permitting, preliminary plats, and code enforcement. In addition to drafting and issuing written decisions, orders, and recommendations for the office, the Examiner also supports the King County Personnel Board in producing its written opinions.

The Hearing Examiner supervises a staff of three full-time employees and several pro tem examiners, in addition to managing the agency's budget. This is a salaried, at-will position that reports to the Chair of the King County Council, with a dotted-line relationship to the Council's Chief of Staff.

Distinguishing Career Features

The Hearing Examiner is appointed by the King County Council for a renewable term under the guidelines set forth in [King County Code Section 20.22](#). This is a high-profile position with significant autonomy and independence, requiring a fair-minded, principled professional with experience as an attorney, administrative law judge, or other role that requires adjudication in compliance with the law. The incumbent must also be a strong people manager and administrator who can apply an equity and social justice lens to their work.

Essential Duties and Responsibilities

Hearings and Proceedings

- Manage the scheduling, preparation, and conduct of public hearings on a variety of land use applications, appeals from agency decisions, and other administrative matters. Ensure that hearings are timely scheduled and that notices and other communications are sent within appropriate deadlines.
- Conduct proceedings including hearings and conferences. Prepare reports of hearings conducted that include written findings of fact and conclusions, final decisions, or recommendations for Council action.
- Assign cases to pro tem examiners and monitor status throughout all stages of the hearing process; ensure that pro tem decisions are legally sound and comply with applicable laws and standards.
- Coordinate with Hearing Examiner staff to manage case files, ensuring that hearing exhibits and official documents are properly included, identified, and maintained as a

permanent record.

- Maintain poise and empathy during stressful and emotional situations involving adversarial hearings, including viewing exhibits and listening to testimony that may be graphic or distressing.

Information and Policy

- Submit complete case file packets and conduct briefings for the Council on decisions that are being appealed to the Council or higher legal authority. Prepare and deliver summaries, respond to questions, and advise on issues to consider.
- Review and periodically revise procedural rules and guides for the conduct of public hearings. Advise the Council on areas where County policy can be revised, clarified, and strengthened; work with Council to propose or revise legislation as appropriate. Prepare periodic reports of office activity and outcomes, and provide briefings to Council as needed.
- Work with Council staff, County agencies, the Prosecuting Attorney's Office, and other interested parties to as needed to research, clarify, and convey information; periodically provide public briefings at Council meetings.
- Initiate and respond to requests for information on official policies and procedures dealing with the conduct of examiner hearings. Ensure that the Hearing Examiner's Office complies with all Public Records Act requirements.
- Establish physical and electronic information storage and retrieval systems to support hearing activity and decisions.

Personnel and Office Management

- Manage and support Hearing Examiner staff by setting clear expectations and short- and long-term goals; provide regular coaching and feedback; conduct periodic performance evaluations; and foster professional development.
- Work with the Council Chief of Staff and Chief Operating Officer to research and prepare budget proposals, including projecting staffing and material needs and costs. Present budget requests to the Council as needed and administer approved budgets.
- Periodically evaluate hearing procedures, including scheduling and decision-making processes. Consult with and seeks advice from other County agencies. Design and implements processes that make for efficient scheduling and handling of documents, and enhanced resources to enable faster hearings.
- Perform other duties as required to coordinate office functions with Council policies and procedures.

Qualifications

Knowledge and Skills

- Advanced knowledge of King County Code provisions; federal, state, and local laws; court decisions; and other legal requirements relevant to quasi-judicial administrative

hearings, including rules of evidence and procedure.

- Project management skills to organize and oversee complex assignments, implement policies and processes, and develop ideas from concept to completion.
- Understanding of the theory, principles, and practices involved with land use planning and implementation, land development processes, and related code.
- Advanced communication skills, including a strong command of the English language to write decisions, reports, and other documents that convey complex, sensitive issues in a thoughtful and accessible manner.
- Knowledge of the principles and practices associated with supervision, leadership style, team building, and performance management.
- Interpersonal communication skills and a high level of emotional intelligence to be able to work with others in difficult situations and manage conflict, employ lines of questioning for fact-finding, and deliver information in a variety of settings.
- Proficiency with a range of technology and applications related to a hybrid work environment: word processing and spreadsheet applications, databases, videoconferencing, cloud storage systems, etc.
- Appropriate math skills to prepare budgets, account for expenditures, and develop and interpret statistical and operating information.

Abilities

- Organize, facilitate, and execute a high volume of critical thinking and decision-making processes, including conducting research and analysis.
- Learn, interpret, and apply relevant sections of the King County Code, and local, state and federal legislation dealing with subject matter that comes before the Hearing Examiner's Office.
- Maintain order in hearings, remaining fair and impartial to all parties, and properly handle private and confidential communications; ability to de-escalate emotionally charged interactions and maintain decorum.
- Remain fair and impartial at all times, maintaining the ability to render decisions free from political or personal influence.
- Communicate and present information in a clear, concise, and accessible manner, both verbally and in writing.
- Develop and maintain positive, professional work relationships with diverse people, including staff, hearing participants, community members, councilmembers, county agencies, and others.
- Prioritize workload and manage competing needs and interests across the agency; manage a variable schedule.

Education and Experience

The successful candidate must have at a minimum any combination of education and experience

equivalent to the following:

- A Juris Doctor from an accredited law school—or the successful completion of a Law Clerk program—and be an active attorney with membership in good standing with the Washington State Bar;
- Five years of progressively responsible experience conducting or assisting with conducting administrative or other contested hearings, or experience adjudicating matters in areas applicable to the County’s hearing process.
- Three years of supervisory or program management experience.

Candidates who have experience with planning and land use issues such as land development processes, zoning, and permitting are preferred.

Licenses and Certificates

License to practice law in the State of Washington

Metropolitan King County Council

Position Description



Position: Hearing Examiner	FLSA: salaried, overtime exempt
Department: Hearing Examiner's Office	Salary Grade: 134
Council Approved: 11/21/05	

Summary

The King County Hearing Examiner leads an independent agency responsible for conducting fair, efficient, and inclusive quasi-judicial administrative hearings on a variety of matters. Under the King County Code, the Hearing Examiner's Office has jurisdiction over 80 distinct subject areas—examples include animal control, public health, for-hire transportation, and land use, including permitting, preliminary plats, and code enforcement. In addition to drafting and issuing written decisions, orders, and recommendations for the office, the Examiner also supports the King County Personnel Board in producing its written opinions.

The Hearing Examiner supervises a staff of three full-time employees and several pro tem examiners, in addition to managing the agency's budget. This is a salaried, at-will position that reports to the Chair of the King County Council, with a dotted-line relationship to the Council's Chief of Staff.

Directs and conducts quasi-judicial administrative hearings on land use matters that include, but are not limited to preliminary subdivision approval, zone reclassifications, current land use valuations, impact fees, code enforcement actions, and related administrative decisions made by County departments. Drafts and issues written, recommendations, orders and determinations. The Hearing Examiner is a salaried, at-will, overtime exempt classification. This position reports to the Chair of the Council.

Distinguishing Career Features

The Hearing Examiner refers to a management position is appointed by the King County Council for a renewable term under the guidelines set forth in King County Code Section 20.22. This is a high-profile position with significant autonomy and independence, requiring, acting on behalf of the Council a fair-minded, principled professional with experience as an attorney, administrative law judge, or other role that requires adjudication in compliance with the law, and accountable for generating informed recommendations or decisions. Advancement to this position is based on need and appointment, and compliance with stated qualifications. The incumbent must also be a strong people manager and administrator who can apply an equity and social justice lens to their work.

Essential Duties and Responsibilities

Hearings and Proceedings

- Manages the scheduling, preparation, and conduct of public hearings on a variety of land use applications, or alleged violations of municipal codes appeals from agency decisions, and other administrative matters. Ensures that hearings are timely scheduled and that

notices and other communications are sent according to time requirements within appropriate deadlines.

- Conduct proceedings including hearings and conferences. Prepare reports of hearings conducted that include written findings of fact and conclusions, final decisions, or recommendations for Council action.
- ~~Allocates-Assign~~ cases ~~among to pro tem~~ examiners and monitors status throughout all stages of the hearing process ~~through final Council action.~~; ensure that pro tem decisions are legally sound and comply with applicable laws and standards.
- Coordinate with Hearing Examiner staff to ~~Oversees and prepares case files; manage case files, ensuring~~ Assures that hearing exhibits and official documents are properly included, ~~and identified,~~ and maintained as a permanent record.
- Maintain poise and empathy during stressful and emotional situations involving adversarial hearings, including viewing exhibits and listening to testimony that may be graphic or distressing.

~~Information and Policy~~ Conducts hearings and related pre-hearing proceedings. Prepares reports of hearings conducted that include written findings of fact and conclusions, recommendations, or decisions for Council action.

- ~~Submits~~ complete case file packets and ~~conducts~~ briefings ~~of for~~ the Council on ~~land use~~ decisions that are being appealed to the Council or higher legal authority. Prepares and delivers summaries, responds to questions, and advises on issues to consider.
- Review and periodically revise procedural rules and guides for the conduct of public hearings. Advise the Council on areas where County policy can be revised, clarified, and strengthened; work with Council to propose or revise legislation as appropriate. Prepare periodic reports of office activity and outcomes, and provide briefings to Council as needed.
- Work with Council staff, County agencies, the Prosecuting Attorney's Office, and other interested parties to as needed to research, clarify, and convey information; periodically provide public briefings at Council meetings.
- ~~Initiates~~ and responds to requests for information on official policies and procedures dealing with the conduct of examiner hearings. Ensure that the Hearing Examiner's Office complies with all Public Records Act requirements.
- ~~Reviews and periodically revises procedural rules for the conduct of public hearings. Advises the Council on areas where County policy can be revised, clarified, and strengthened. Prepares periodic reports of office activity and outcomes.~~
- ~~Establishes manual and computer-aided~~ physical and electronic information storage and retrieval systems to support hearing activity and decisions.

Personnel and Office Management

Manage and support Hearing Examiner staff by setting clear expectations and short- and long-

term goals; provide regular coaching and feedback; conduct periodic

- Establishes performance standard evaluations for staff; and foster professional development.
- Work with the Council Chief of Staff and Chief Operating Officer to .~~Conducts periodic performance appraisals.~~
- ~~Researches~~ and prepares ~~annual~~ budget proposals. Projects, including projecting staffing and material needs and costs. Presents budget requests to the Council. A as needed and administers approved budgets.
- Periodically evaluates hearing procedures, including scheduling and decision-making processes in light of increasing volumes. Consults with and seeks advice from other County agencies. Designs and implements processes that make for efficient scheduling and handling of documents, and enhanced resources to enable faster hearings.
- Performs other duties as required to coordinate office functions with Council policies and procedures.

Qualifications

Knowledge and Skills

- The position requires a ~~A~~dvanced knowledge of ~~municipal code provisions~~ King County Code provisions; federal, state, and local laws; court decisions; and other legal requirements applicable relevant to the conduct of quasi-judicial administrative hearings-~~processes~~, including rules of evidence and ~~the determination of findings of fact and conclusions of law~~ procedure.
- Project management skills to organize and oversee complex assignments, implement policies and processes, and develop ideas from concept to completion.
- ~~Requires knowledge of~~ Understanding of the theory, principles, and practices involved with land use planning and implementation, including in-depth knowledge of property tax laws, appraisal and assessment processes ~~land development processes, and related code~~.
- Advanced communication skills, including a strong command of the English language to write decisions, reports, and other documents that convey complex, sensitive issues in a thoughtful and accessible manner.
- ~~Requires in-depth knowledge of the laws, rules, codes, and procedures governing administrative appeals to governmental actions.~~
- ~~Requires~~ Knowledge of the principles and practices associated with supervision, leadership style, team building, and performance management.
- ~~Requires knowledge of and well-developed skills at using personal computers, including common desktop applications and specialized databases.~~
- ~~Requires advanced knowledge of the English language to write reports requiring the utmost choice of grammar and syntax to deal with complex, sensitive issues.~~

- ~~Requires w~~Interpersonal communication skills and a high level of emotional intelligence~~ell-developed human relations skill to gain trust while working~~be able to work with others in difficult situations and manage conflict, employ lines of questioning for fact-finding, and deliver reports in formal or legal information in a variety of settings.
- Proficiency with a range of technology and applications related to a hybrid work environment: word processing and spreadsheet applications, databases, videoconferencing, cloud storage systems, etc.
- ~~Requires s~~Appropriate~~efficient~~ math skills to prepare budgets, account for expenditures, and develop and interpret statistical and operating information.

Abilities

- ~~Requires the ability to carry out the functions of the position.~~
- ~~Requires the ability to~~O-organize, facilitate, and carry out~~execute~~ a high volume of quasi-legal critical thinking and decision-making processes, including conducting research and analysis.
- ~~Requires the ability~~L-to learn, interpret, and apply relevant sections of the King County Code, and local, state and federal legislation dealing with ~~land use and related issues~~subject matter that comes before the Hearing Examiner's Office.
- Maintain order in hearings, remaining fair and impartial to all parties, and properly handle private and confidential communications; ability to de-escalate emotionally charged interactions and maintain decorum.
- Remain fair and impartial at all times, maintaining the ability to render decisions free from political or personal influence.
- ~~Requires the ability to setup and sequence steps in conducting research and analysis.~~
- ~~Requires the ability to maintain order in hearings, remain fair and impartial with decisions, and to properly handle private and confidential communications.~~
- ~~Requires the ability to present~~Communicate and present facts and recommendations~~information~~ in a clear, concise, interesting, and logical~~accessible~~ manner, both orally verbally and in writing.
- ~~Requires the ability to d~~Develop and maintain positive, professional work relationships with diverse people, including peers~~staff, hearing participants, community members, councilmembers, other committees, county organization units, communities, and agencies~~county agencies, and others.
- ~~Requires the ability to give full attention to what other people are saying, take time to understand facts and points being made, ask appropriate questions, and not interrupt at inappropriate times.~~
- ~~Requires the ability to p~~Prioritize workload to meet deadlines and manage competing needs and interests across the agency; manage a variable schedule.
- ~~Requires the ability to work varying schedules and travel to remote locations.~~

- ~~• Requires consistent attendance and punctuality.~~

Physical Abilities

- ~~• Incumbent must be able to function indoors engaged in work of primarily a sedentary nature.~~
- ~~• Requires sufficient ambulatory ability to move about office environs and locations.~~
- ~~• Requires the ability to sit for extended periods of time to accomplish deskwork.~~
- ~~• Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.~~
- ~~• Requires normal hearing and speaking skills to communicate in one-on-one and group settings.~~
- ~~• Requires visual acuity to read printed materials and computer screens.~~

Education and Experience

The successful candidate must have at a minimum any combination of education and experience equivalent to the following:

- A Juris Doctor from an accredited law school—or the successful completion of a Law Clerk program—and be an active attorney with membership in good standing with the Washington State Bar;
- Five years of progressively responsible experience conducting or assisting with conducting administrative or other contested hearings, or experience adjudicating matters in areas applicable to the County’s hearing process.
- Three years of supervisory or program management experience.

Candidates who have experience with planning and land use issues such as land development processes, zoning, and permitting are preferred.

~~The position typically requires a J.D. or Master’s degree in urban planning or related discipline and six years of progressive experience interpreting land use laws, regulations, and codes, and conducting or assisting in conducting administrative hearings.~~

Licenses and Certificates

~~Requires a valid driver’s license.~~License to practice law in the State of Washington

Working Conditions

~~Work is performed indoors where some safety considerations exist from emotional, argumentative, or hostile customers.~~