



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, July 1, 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 4**

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.



Consent Items 4-6

4. Proposed Motion No. 2025-0178 **pg 7**

A MOTION confirming the reappointment of Mike Flood to the citizens' elections oversight committee as the representative sponsored by a nonpartisan organization active in King County that evaluates candidates and ballot measures.

Sponsors: Zahilay

Contingent on Referral to Committee

5. Proposed Motion No. 2025-0179 **pg 9**

A MOTION confirming the reappointment of Christopher Hays to the citizens' elections oversight committee as a registered King County voter.

Sponsors: Zahilay

Contingent on Referral to Committee

6. Proposed Motion No. 2025-0180 **pg 11**

A MOTION confirming the reappointment of Kathy Sakahara to the citizens' elections oversight committee as a representative sponsored by a nonpartisan organization active in King County that provides elections information to the public.

Sponsors: Zahilay

Contingent on Referral to Committee



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Discussion and Possible Action

7. Proposed Motion No. 2025-0181 **pg 13**

A MOTION confirming the appointment of _____ to the citizens' elections oversight committee as a representative sponsored by a nonpartisan organization in King County that promotes equality and the advancement of Black or African Americans.

Sponsors: Zahilay

Contingent on Referral to Committee

8. Proposed Motion No. 2025-0154 **pg 15**

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

Sponsors: Zahilay

Briefings

9. **Human Resources Update**

Deandra Stanley, Human Resources Manager

10. **Chief of Staff Update**

Stephanie Cirkovich, Chief of Staff

Other Business

Adjournment



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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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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



Signature Report

Motion

Proposed No. 2025-0178.1

Sponsors Zahilay

1 A MOTION confirming the reappointment of Mike Flood
2 to the citizens' elections oversight committee as the
3 representative sponsored by a nonpartisan organization
4 active in King County that evaluates candidates and ballot
5 measures.

6 WHEREAS, the Municipal League Foundation has identified Mike Flood to
7 represent the organization on the citizens' election oversight committee, and

8 WHEREAS, King County is committed to conducting open, accurate and fair
9 elections, and

10 WHEREAS, the citizens' elections oversight committee help to ensure that
11 accountability and performance of the department of elections is provided in a transparent
12 manner that is meaningful to King County residents, and

13 WHEREAS, in accordance with K.C.C. 2.53.021, the employment and
14 administration committee appoints members to the citizens' elections oversight
15 committee, and

16 WHEREAS, in accordance with K.C.C. 2.53.021, appointments to the citizens'
17 elections oversight committee are subject to confirmation by the full council by motion,
18 and

19 WHEREAS, on July 1, 2025, in accordance with K.C.C. 2.53.021, the
20 employment and administration committee reappointed Mike Flood to the citizens'

21 elections oversight committee, for a three-year term to expire on July 31, 2028;

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

23 The reappointment of Mike Flood to the citizens' elections oversight committee as
24 the representative from the Municipal League Foundation, for a three-year term to expire
25 on July 31, 2028, is confirmed.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Girmay Zahilay, Chair

ATTEST:

Melani Hay, Clerk of the Council

Attachments: None



KING COUNTY

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Signature Report

Motion

Proposed No. 2025-0179.1

Sponsors Zahilay

1 A MOTION confirming the reappointment of Christopher
2 Hays to the citizens' elections oversight committee as a
3 registered King County voter.

4 WHEREAS, King County is committed to conducting open, accurate and fair
5 elections, and

6 WHEREAS, the citizens' elections oversight committee help to ensure that
7 accountability and performance of the department of elections is provided in a transparent
8 manner that is meaningful to King County residents, and

9 WHEREAS, in accordance with K.C.C. 2.53.021, the employment and
10 administration committee appoints members to the citizens' elections oversight
11 committee, and

12 WHEREAS, in accordance with K.C.C. 2.53.021, appointments to the citizens'
13 elections oversight committee are subject to confirmation by the full council by motion,
14 and

15 WHEREAS, on July 1, 2025, in accordance with K.C.C. 2.53.021, the
16 employment and administration committee reappointed Christopher Hays to the citizens'
17 elections oversight committee, for a three-year term to expire on July 31, 2028;

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

19 The reappointment of Christopher Hays to the citizens' elections oversight
20 committee as a registered King County voter, for a three-year term to expire on July 31,
21 2028, is confirmed.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Girmay Zahilay, Chair

ATTEST:

Melani Hay, Clerk of the Council

Attachments: None



Signature Report

Motion

Proposed No. 2025-0180.1

Sponsors Zahilay

1 A MOTION confirming the reappointment of Kathy
2 Sakahara to the citizens' elections oversight committee as a
3 representative sponsored by a nonpartisan organization
4 active in King County that provides elections information
5 to the public.

6 WHEREAS, the League of Women Voters has identified Kathy Sakahara to
7 represent the organization on the citizens' election oversight committee, and

8 WHEREAS, King County is committed to conducting open, accurate and fair
9 elections, and

10 WHEREAS, the citizens' elections oversight committee help to ensure that
11 accountability and performance of the department of elections is provided in a transparent
12 manner that is meaningful to King County residents, and

13 WHEREAS, in accordance with K.C.C. 2.53.021, the employment and
14 administration committee appoints members to the citizens' elections oversight
15 committee, and

16 WHEREAS, in accordance with K.C.C. 2.53.021, appointments to the citizens'
17 elections oversight committee are subject to confirmation by the full council by motion,
18 and

19 WHEREAS, on July 1, 2025, in accordance with K.C.C. 2.53.021, the
20 employment and administration committee reappointed Kathy Sakahara to the citizens'

21 elections oversight committee, for a three-year term to expire on July 31, 2028;

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

23 The reappointment of Kathy Sakahara to the citizens' elections oversight

24 committee as the representative from the League of Women Voters, for a three-year term

25 to expire on July 31, 2028, is confirmed.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Girmay Zahilay, Chair

ATTEST:

Melani Hay, Clerk of the Council

Attachments: None



Signature Report

Motion

Proposed No. 2025-0181.1

Sponsors Zahilay

1 A MOTION confirming the appointment of _____
2 to the citizens' elections oversight committee as a
3 representative sponsored by a nonpartisan organization in
4 King County that promotes equality and the advancement
5 of Black or African Americans.

6 WHEREAS, _____, has identified _____ to represent the
7 organization on the citizens' elections oversight committee, and

8 WHEREAS, King County is committed to conducting open, accurate and fair
9 elections, and

10 WHEREAS, the citizens' elections oversight committee helps to ensure that
11 accountability and performance of the department of elections is provided in a transparent
12 manner that is meaningful to King County residents, and

13 WHEREAS, in accordance with K.C.C. 2.53.021, the employment and
14 administration committee appoints members to the citizens' elections oversight
15 committee, and

16 WHEREAS, in accordance with K.C.C. 2.53.021, appointments to the citizens'
17 elections oversight committee are subject to confirmation by the full council by motion,
18 and

19 WHEREAS, on July 1, 2025, in accordance with K.C.C. 2.53.021, the
20 employment and administration committee will appoint _____ to the citizens'

21 elections oversight committee to fill the vacant position for a representative sponsored by
22 a nonpartisan organization that promotes equality and the advancement of Black or
23 African Americans for the remainder of that position's three-year term, to expire on
24 September 30, 2025, and to a new three-year term, to expire on September 30, 2028;

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

26 The appointment of _____ to the citizens' elections oversight committee
27 as a representative of _____, for the remainder of that position's three-year term,
28 to expire on September 30, 2025, and to a new three-year term, to expire on September
29 30, 2028, is confirmed.

30

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Girmay Zahilay, Chair

ATTEST:

Melani Hay, Clerk of the Council

Attachments: None



KING COUNTY

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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