



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

January 29, 2002

Motion 11372

Proposed No. 2002-0049.3

Sponsors Sullivan

1 A MOTION relating to the organization of the council; and
2 amending Motion 11122, Section I, as amended, and OR 2-
3 060, Motion 10651, Section III, as amended, and OR 1-020
4 and Motion 10651, Section V, as amended, and OR 2-030.

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WHEREAS, the reorganization for 2002 needs to be completed and there are
8 some technical changes necessary to the council's organizational motions;

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

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I. Motion 11122, Section I, as amended, and OR2-060 are hereby amended to

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read as follows:

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Meeting times. The council designates committee regular meeting times as

13

follows:

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Committee-of-the-whole:

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Monday of each week at 9:30 a.m., or Tuesday at 9:30 a.m. if Monday is a state or

16

county holiday.

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Budget and fiscal management committee:

18 The first, second, fourth, and, if occurring, fifth Wednesday of each month at 9:30
19 a.m.

20 Employment committee:

21 The second and fourth Tuesday of each month at 8:30 a.m.

22 Growth management and unincorporated areas committee:

23 The first and third Tuesdays of each month at 9:30 a.m., unless the committee of
24 the whole is meeting at that time because the preceding Monday was a state or
25 county holiday.

26 Labor, technology and government operations committee:

27 The second and fourth Tuesday of each month at 9:30 a.m., unless the committee
28 of the whole is meeting at that time because the preceding Monday was a state or
29 county holiday.

30 Law, justice and human services committee:

31 First and third Thursdays of each month at 9:30 a.m.

32 Natural resources, parks and open space committee:

33 First and third Thursday of each month at 1:30 p.m.

34 Transportation committee:

35 The second and fourth Wednesday of each month at 1:00 p.m.

36 Utilities committee:

37 The second and fourth Tuesday of each month at 1:30 p.m., unless the council is
38 meeting at that time because the preceding Monday was a state or county holiday.

39 Regional policy committee:

40 ~~((The meeting time for the regional policy committee is yet to be determined. All~~
41 ~~regular meetings of the regional policy committee are cancelled until the council~~
42 ~~adopts regular committee meeting times for this committee.))~~ The first
43 Wednesday of each month at 3:00 p.m.

44 Regional transit committee:

45 ~~((The meeting time for the regional transit committee is yet to be determined. All~~
46 ~~regular meetings of the regional transit committee are cancelled until the council~~
47 ~~adopts regular committee meeting times for this committee.))~~ The third
48 Wednesday of each month at 3:00 p.m.

49 Regional water quality committee:

50 ~~((The meeting time for the regional water quality committee is yet to be~~
51 ~~determined. All regular meetings of the regional water quality committee are~~
52 ~~cancelled until the council adopts regular committee meeting times for this~~
53 ~~committee.))~~ The second Wednesday of each month at 3:00 p.m.

54 II. Motion 10651, Section III, as amended, and OR 1-020 are each hereby
55 amended to read as follows:

56 **Powers and duties of the chair.**

57 A. The chair shall appoint the membership to standing committees, special
58 committees and outside committees as required or as deemed necessary to efficiently
59 conduct the business of the council. The council recognizes that its committee structure,
60 membership and chairs and vice-chairs reflect the council's will. Any changes thereto
61 shall be made only by formal legislative motion adopted by a majority of the members at
62 a council meeting.

63 B. The chair shall have the responsibility and general direction for the council's
64 resources, budget, operation and organizational structure. The chair shall be responsible
65 for the general oversight of legislative branch employees, except personal staff of
66 councilmembers. The council chief of staff and policy staff director shall be responsible
67 for the overall management and administration of legislative branch employees as
68 specified in OR 3-030.

69 C. The chair of the council shall not enter into a consultant contract for more than
70 twenty-five thousand dollars without first being authorized to do so by council motion.
71 All consultants shall comply with the King County code of ethics.

72 D. The chair shall regularly consult in the exercise of her or his duties with the
73 vice-chair and a member designated by the chair. The chair, in consultation with
74 committee chairs, shall direct the necessary coordination of staff. The council's chief of
75 staff and the policy staff director shall report to the chair or the chair's staff designee.
76 The chair may exercise any power conferred upon the chief of staff or policy staff
77 director.

78 E. The chair shall be a member of the employment committee.

79 III. Motion 10651, Section V, as amended, and OR 2-030 are each hereby
80 amended to read as follows:

81 **Employment committee.**

82 **A. Membership requirements - duties.** The employment committee shall
83 consist of four members and two alternates. Two members and one alternate shall be
84 from the majority party and two members and one alternate shall be from the minority
85 party. The only time an alternate may vote is when a regular member of the same party is

86 absent. If a regular member of the employment committee cannot attend an employment
87 committee meeting, an alternate member may be appointed. The chair of the council
88 shall appoint the alternate for an absent member from the majority party. The minority
89 caucus shall appoint the alternate for an absent member from the minority party. An
90 appointment of an alternate must be in writing and filed with the clerk of the council and
91 the chair of the employment committee. Alternate employment committee members may
92 be designated for either a specific meeting or for any meeting at which an absence might
93 occur in the future.

94 The vice-chair of the council shall chair the committee.

95 **B. Process.**

96 1. Personnel decisions. The employment committee shall make
97 recommendations to the full council concerning decisions for legislative branch
98 employees, except for councilmembers' personal staff. Personnel decisions include
99 decisions to hire, to fill vacancies, to make staffing adjustments, to assign or reassign
100 staff, to adjust staff pay, to analyze future hiring needs and to make other necessary
101 employment decisions. Personnel decisions do not include termination or disciplinary
102 decisions, which follow the process stated in subsection B.2 of this section. Employment
103 committee recommendations on personnel decisions shall be contained in a written
104 recommendation report that shall, upon signature of ~~((three))~~ two committee members, be
105 sent to the full council. The council shall consider the recommendation reports from the
106 committee on an employment committee consent agenda. However, in the event the
107 employment committee forwards two recommendations to the council on the same
108 matter, the two recommendations shall be considered separately from the consent agenda.

109 2. Terminations and disciplinary decisions. The employment committee makes
110 decisions on discipline and termination, including layoffs. If (~~four~~) three committee
111 members vote for a termination or disciplinary action the decision is final, except when
112 an employee exercises the right of an appeal to the full council. (~~However, a~~) An
113 employee who has been either suspended without pay of two weeks or more, or
114 terminated may appeal the decision of the employment committee to the full council.
115 The appeal must be filed within 10 calendar days of written notice of the suspension or
116 termination being sent to the employee. An appeal is accomplished by delivering a
117 notice of appeal to the clerk of the council. Nondisciplinary terminations are subject to
118 appeal in the same manner as disciplinary terminations. If only (~~three~~) two members
119 vote to recommend a termination or disciplinary action, the recommendation should be
120 forwarded to the full council for consideration in the manner set forth in subsection B.1
121 of this section.

122 3. Nothing in this process is to be construed to alter the at-will status of
123 legislative branch employees. This process is designed to facilitate the will of the
124 majority of the council.

125 **C. Removal of recommendations from consent agenda.** Upon the request of
126 any member present before the full council, any specific recommendation from the
127 employment committee shall be removed from the consent agenda and considered
128 separately by the council prior to adoption of the employment consent agenda. The
129 council may then by a majority vote make whatever orderly disposition of the matter it
130 deems appropriate.

131 **D. Motions for censure.** The employment committee shall consider and make
132 recommendations on motions for censure related to alleged violations of any
133 antiharassment policy by a councilmember.

134 **E. Personnel records as confidential.** To the extent permitted by law, personnel
135 records which would be exempt from public disclosure shall continue to be treated as

136 confidential and records or portions thereof which are exempt shall be conspicuously
137 identified as such and separated from nonexempt records.

138 IV. In accordance with Motion 10651, Section VIII, and OR 3-030, the position
139 description for the chief of staff, Attachment A to this motion, is adopted.

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Motion 11372 was introduced on 1/22/02 and passed as amended by the Metropolitan King County Council on 1/28/02, by the following vote:

Yes: 12 - Ms. Sullivan, Ms. Edmonds, Mr. von Reichbauer, Ms. Lambert, Mr. Phillips, Mr. Pelz, Mr. McKenna, Mr. Constantine, Mr. Pullen, Mr. Gossett, Mr. Irons and Ms. Patterson

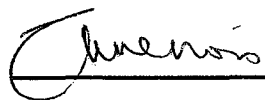
No: 0

Excused: 1 - Ms. Hague

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Cynthia Sullivan, Chair

ATTEST:


Anne Noris, Clerk of the Council

Attachments A. The Position Description for the Chief of Staff

Metropolitan King County Council

Position Descriptions



Council unit:	Administration
Classification:	Chief of Staff
Salary range:	M4

Job Summary:

The chief of staff works for the Chair of the Council, Council leadership, and all Councilmembers to strategically manage policy and political issues facing the Council and King County. The Chief of Staff is responsible for the overall management and administration of the clerk, governmental relations, communications and administrative functions of the legislative branch. The chief of staff is also responsible for monitoring the independent agencies of the council, consisting of King County Civic Television and the offices of the auditor, Board of Appeals, hearing examiner and ombudsman/tax advisor.

The chief of staff reports to the council chair, but is responsive to the requests of all thirteen councilmembers and provides support to their personal staff. The council clerk, council administrator, director of suburban city relations and managers of the governmental relations and communications sections report directly to the chief of staff. The chief of staff coordinates a staff-level administrative team that supports the Council.

The chief of staff, at the direction of the council and in consultation with appropriate committee chairs, may work with the policy staff director to coordinate the work of council committee staff, legal counsel and others as needed on significant policy issues. The chief of staff is a resource for all legislative branch staff.

Minimum Qualifications:

- Extensive experience working with and for elected officials in a highly visible, fast paced political environment
- Detailed knowledge of the structure and issues of King County government, particularly the legislative and executive branches
- Detailed knowledge of the structure and issues of King County's regional partners, including Seattle, Bellevue, the Suburban Cities, special purpose districts and Snohomish and Pierce County governments
- Extensive negotiation and mediation skills
- Ability to develop and implement short, medium and long term policy and political strategies
- Experience supervising staff
- Experience implementing accountability systems, business practices and performance measures
- Experience with media and public relations
- Familiarity with major regional political issues such as growth management, transportation, watershed protection, finance and revenue and governance.
- Extensive analytical skills and experience drafting and reviewing legislation.
- Bachelor's degree in political science, government, communications, finance or a closely related field.
- A minimum of 5 years of experience working directly with elected officials in local or regional government

Classification: Chief of Staff	Council Adoption: 1/28/02
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Essential Duties:

- Supervises and works with the Communications group to ensure effective public and media access to and communication of Council issues and decisions
- Supervises and works with the council clerk to ensure the efficient operation of the council's legislative process
- Supervises and works with the council administrator to ensure the efficient delivery of central administrative services throughout the legislative branch, including computer network installation and maintenance, payroll and personnel record-keeping, employee recruitment and selection processes, accounts payable, telephone systems, contracting and procurement services and space planning.
- Supervises and works with the director of suburban city relations of all aspects of issues and concerns related to suburban jurisdictions and special purpose districts.
- Works with the joint council/executive Legislative Steering Committee to develop a proposed state and federal legislative agenda; monitors issues during state legislative and congressional sessions, identifies problems and seeks resolution through the committee.
- Coordinates policy and political issues with the executive's office, county departments, the prosecutor's office and the judicial branch. The chief of staff also works with other private and public entities such as businesses and non-profits, Seattle, suburban cities, WSAC, NACo, TDA, EDC, PSA, PFD, the Port of Seattle, etc.
- Performs all other duties as assigned.

Working Conditions/Physical Requirements:

Must be able to work in an office environment; sit for extended periods of time working on computers; must coordinate visual and muscular dexterity to operate standard office equipment including a computer terminal, telephone, copy and facsimile machine.

Classification: Chief of Staff	Council Adoption: 1/28/02
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1/28/02 1:19 pm