



Signature Report

February 5, 2007

Motion 12454

Proposed No. 2007-0090.1

Sponsors Hague and Lambert

1 A MOTION relating to the organization of the council,
2 clarifying procedures for hiring; and amending Motion
3 11327, Section II, as amended, and OR 3-101.

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WHEREAS, the council has specified by motion the organization of the council,
7 including processes for outreach, recruitment and hiring in the legislative branch, and

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WHEREAS, the council wishes to clarify its processes for hiring staff employees
9 of the legislative branch;

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

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I. Motion 11327, Section II, as amended, and OR 3-101 are each hereby amended
12 to read as follows:

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Hiring. The council wishes to formalize its process for outreach, recruitment and
14 hiring as described ((below)) in this section.

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A. A job announcement will be prepared by the council administrator and will be
16 distributed by the county personnel department to the county's standard distribution list.

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The job announcement should include a job description, salary, minimum qualifications,

18 the standard "EEO" notice encouraging women and minorities to apply, and application
19 instructions. Appropriate employment resources to recruit persons from minority groups
20 should be used in order to attract as many minority applicants as possible.

21 B. Positions will remain open for a reasonable period of time.

22 C. Applications will be screened according to written objective work-related
23 criteria established from the job description. Oral interviews will be scheduled with an
24 interview team selected by the council administrator. The oral interview has a two-fold
25 purpose: 1. to give the applicant a more detailed description of the job, and the council
26 and the staff; and 2. to examine in a structured fashion the experience and qualifications
27 of the applicant. The oral interview may be supplemented by additional tests of an
28 applicant's abilities such as writing samples and analytical exercises.

29 D. The council administrator will assess the results of the interview/testing
30 process and will recommend the top candidates to the employment and administration
31 committee. The employment and administration committee may choose to consider other
32 candidates than those recommended by the council administrator. The employment and
33 administration committee will recommend a candidate to the council for final selection.
34 After the employment and administration committee has made a recommendation, the
35 council may choose to consider other candidates than those recommended by the
36 employment and administration committee.

37 E. In cases where a new vacancy occurs within six months of the recruitment
38 process described above, the administrator may use the results of the previous
39 recruitment process to select finalists for recommendation to the council to fill the vacant
40 position.

41 F. The only exceptions to this procedure will be for internal promotions or
42 reassignments of legislative branch employees and for the recruitment and hiring of
43 current county employees, interns, clerical employees, CTV operations specialists((;))
44 and temporary employees.

45 G. A preference shall be given to an applicant for any position who is presently
46 on the staff of the legislative branch who has already demonstrated the capability to
47 perform the duties of the position satisfactorily.

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48 H. The authority for hiring temporary employees for positions lasting sixty days
49 or less is delegated to the chief of staff.

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Motion 12454 was introduced on 2/5/2007 and passed by the Metropolitan King County Council on 2/5/2007, by the following vote:

Yes: 8 - Mr. Gossett, Ms. Patterson, Ms. Lambert, Mr. von Reichbauer, Mr. Dunn, Mr. Phillips, Ms. Hague and Mr. Constantine

No: 0

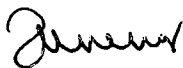
Excused: 1 - Mr. Ferguson

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Larry Gossett, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments None