



KING COUNTY
Signature Report

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

October 9, 2012

Motion 13747

Proposed No. 2012-0407.2

Sponsors Patterson, Hague, Gossett and Lambert

1 A MOTION relating to the organization of the council;
2 amending policy as it relates to confidential assignments;
3 and amending Motion 10651, Section VIII, as amended,
4 and OR 3-040.

5 WHEREAS, the council has adopted a strong chief of staff model with
6 administrative and policy staff reporting directly to the chief of staff, and

7 WHEREAS, the council is more effectively served by greater transparency and
8 accountability by the chief of staff being aware of work program items of direct reports,
9 and

10 WHEREAS, the council can create a workload imbalance that is unclear to the
11 chief of staff, it is critical that the chief of staff be able to cross-level assignments, and

12 WHEREAS the chief of staff is being held accountable for a work program that
13 requires full knowledge of staff efforts;

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

15 I. Motion 10651, Section VIII, as amended, and OR 3-040 are each hereby
16 amended to read as follows:

17 **Staff guidelines.**

18 A. For the purposes of this section, unless the context clearly requires otherwise:

19 1. "Administrative staff" means the council chief of staff and staff who report
20 directly or indirectly to the council chief of staff; and the director of government relations
21 and staff who directly or indirectly report to the director of government relations; and

22 2. "Policy staff" means the council staff who report directly or indirectly to the
23 chief of staff, including, but not limited to, staff assigned to a standing or regional
24 committee or the board of health, and who are assigned to provide policy, fiscal or
25 program analysis for all councilmembers;

26 B. Ethical considerations.

27 In common with all county employees and officials, legislative branch employees
28 and elected officials shall comply with the King County code of ethics, K.C.C. chapter
29 3.04. Employees shall familiarize themselves with the content of the code of ethics and
30 in the event they identify any issue of possible concern they shall promptly seek advice
31 from their supervisor, the council chief of staff or the legal counsel or shall seek an
32 advisory opinion from the board of ethics.

33 C. Lobbying restriction on administrative and policy staff and on the legal
34 counsel to the council.

35 1. Administrative or policy staff or the legal counsel to the council shall not in
36 any way seek to influence the passage or rejection of any matter under consideration by
37 the council or any committee of the council, except where an employee within the scope
38 of his or her duties is required to make a recommendation or is specifically asked by a
39 councilmember to give a recommendation on the particular matter. This restriction does
40 not apply to the director of government relations or the chief of staff to the council
41 pursuant to previously adopted council action.

42 2. With respect to contacts involving the news media related to the political or
43 policy aspects of county business, administrative and policy staff and the legal counsel of
44 the council are encouraged first to refer such matters to the committee chair or
45 councilmember with jurisdiction over the subject matter.

46 D. Reporting relationships and assignments of policy staff.

47 1. Policy direction. Policy staff work for and are accessible to all
48 councilmembers, the chief of staff and the director of government relations. Policy staff
49 receive policy direction regarding issues within the committee's jurisdiction from the
50 committee chair, members of the committee, the chief of staff and lead staff. Where
51 issues are related to the work of the director of government relations, municipal relations
52 or strategic policy initiatives, the chief of staff and lead staff shall consult and confer with
53 the director before providing direction to policy staff.

54 2. Policy staff assignments. Policy staff assignments shall be made by the chief
55 of staff with collaboration from committee lead staff. Notwithstanding an assignment to
56 a standing or regional committee, policy staff may be assigned tasks to various
57 committees by the chief of staff or his or her designee. All policy staff are subject to the
58 administrative supervision of the chief of staff or his or her designee. Policy staff are
59 responsible for conducting objective analysis on legislation and work items to which they
60 are assigned.

61 3. Administrative supervision. In order to ensure maximum effectiveness of the
62 resources of policy staff and ensure that the Charter-based needs of the council are met,
63 administrative supervision includes: overall coordination of all policy staff work plans;
64 developing and implementing an ongoing equitable performance evaluation system that

65 provides accountability of staff work product; developing, conducting and overseeing
66 training and development programs, plans and processes for policy staff that link
67 assessment of policy staff work with staff's professional development and growth. The
68 chief of staff or his or her designee shall have administrative supervision responsibility
69 over policy staff. The chief of staff and director of government relations or his or her
70 designee shall have administrative supervision responsibility over administrative staff
71 under his or her supervision as detailed in OR 1-020.B.

72 4. Lead policy staff. Lead policy staff function as the supervisors for the policy
73 staff assigned work in their respective committees. The lead staff for a committee is
74 responsible for managing the administrative work of the committee, including ensuring
75 that committee agendas are prepared, approved by the committee chair((;)) and
76 distributed in a timely manner. Subject to the confidentiality rules in subsection F. of this
77 section, policy staff are expected to keep the chief of staff and lead staff informed about
78 their assignments and any issues that may arise.

79 E. Scope of work.

80 1. The first priority of policy staff is to support committee work responsibilities
81 as established by the council and carried out under the direction of the committee chair.
82 Their second priority is to support committee members' work requests. Their third
83 priority is to support noncommittee members' work requests related to the work of the
84 committee. Their fourth priority is to accomplish all other work requests from
85 councilmembers. The committee chair shall make reasonable provisions for each
86 priority.

87 2. If policy staff believe that a work request cannot be accomplished consistent
88 with the above priorities, they should discuss the issue with the committee chair, the lead
89 staff for the committee and with the chief of staff, subject to the limitations identified in
90 subsection F. of this section concerning confidentiality.

91 F. Confidentiality.

92 1. Councilmembers may request an administrative staff or a policy staff member
93 to perform work and keep the nature of the work confidential. ~~((Unless otherwise~~
94 ~~instructed by the councilmember requesting confidential work,))~~ However,
95 administrative analytic and policy staff ~~((shall))~~ may apprise the chief of staff ~~((or the~~
96 ~~director of government relations based upon the staff assignment under OR 1-020.B.))~~ as
97 to the ~~((general nature of))~~ requested work and time required to perform ~~((a confidential~~
98 ~~work request))~~ it. The chief of staff shall maintain the confidential nature of the request.
99 The chief of staff may consult with the director of government relations about the
100 confidential work request, in which case the director of government relations shall also
101 maintain the confidentiality.

102 2. Consistent with the reporting relationship and assignment rules in subsections
103 B. through E. of this section, policy staff are expected to inform lead staff and the chief of
104 staff about the amount of time required to perform the work.

105 3. Based upon staff assignment under OR 1-020.B, if administrative staff or
106 policy staff believe that a work request by a councilmember is contrary to adopted
107 council rules or violates the staff's professional ethics, the staff may consult with the
108 director of government relations, the chief of staff or lead staff and for this purpose may

109 disclose the information necessary to identify the problem. The director of government
110 relations, the chief of staff and lead staff shall also maintain confidentiality.

111 G. Staff assistance. Based upon staff assignment under OR 1-020.B,
112 administrative and policy staff should seek the assistance of the chief of staff or the

113 director of government relations to resolve any concerns regarding performance of their
114 assigned duties.
115



Motion 13747 was introduced on 10/1/2012 and passed as amended by the Metropolitan King County Council on 10/8/2012, by the following vote:

Yes: 9 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Hague, Ms. Patterson, Ms. Lambert, Mr. Ferguson, Mr. Dunn and Mr. McDermott
No: 0
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Larry Gossett, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments: None