



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

October 8, 2013

Motion 13985

Proposed No. 2013-0442.1

Sponsors Hague, Gossett and Lambert

1 A MOTION relating to council organization; and amending
2 Motion 10651, Section III, as amended, and OR I-010,
3 Motion 10651, Section V, as amended, and OR 2-030,
4 Motion 10651, Section VII, as amended, and OR 3-030,
5 Motion 10651, Section VIII, as amended, and OR 3-040
6 and Motion 11327, Section II, as amended, and OR 3-101.

7 WHEREAS, the council finds that recent employment actions require changes to
8 the organizational motion to reflect the current organizational status;

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

10 I. Motion 10651, Section III, as amended, and OR 1-020 are each hereby
11 amended to read as follows:

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

13 A. The chair, with their consent, shall appoint councilmembers to regional
14 committees, standing committees, administrative committees, special committees and
15 outside committees as required or as deemed necessary to efficiently conduct the business
16 of the council. The council recognizes that its committee structure, membership and
17 chairs and vice-chairs reflect the council's will. Any changes thereto shall be made only
18 by formal legislative motion adopted by a majority of the members at a council meeting.

19 B. The chair shall have the responsibility and general direction for the council's
20 resources, budget, operation and organizational structure. The chair shall allocate an
21 equal amount of funding and FTE positions to each councilmember's district support and
22 constituent services account from within the council administration account. The chair
23 shall be responsible for the general oversight of legislative branch employees, except
24 personal and district support and constituent services staff of councilmembers. Each
25 councilmember shall be responsible for making employment decisions for his or her
26 personal and district support and constituent services staff. ~~((The council director of
27 government relations shall be responsible for the overall management and administration
28 of municipal relations, strategic policy initiatives, communications and CTV staff.))~~ The
29 council chief of staff shall be responsible for the overall management and administration
30 of ~~((policy staff, committee assistants, administrative staff inclusive of technology
31 services and the clerk's office employees))~~ council staff employees, except for personal
32 staff and district support and constituent services staff. The council chief of staff shall be
33 responsible for the overall management and administration of other legislative branch
34 employees as specified in OR 3-030, except for personal and district support and
35 constituent services staff.

36 C. The chair of the council shall not enter into a consultant contract for more than
37 twenty-five thousand dollars without first being authorized to do so by council motion.

38 All consultants shall comply with the King County code of ethics.

39 D. The chair shall regularly consult in the exercise of her or his duties with the
40 vice-chair. The chair, in consultation with committee chairs, shall direct the necessary
41 coordination of staff, except for personal and district support and constituent services

42 staff. The council's chief of staff shall report to the chair (~~and the director of~~
43 ~~government relations shall report to the chief of staff~~). The chair may exercise any
44 power conferred upon the chief of staff (~~or the director of government relations~~).

45 E. The chair shall be a member of the employment and administration committee.

46 II. Motion 10651, Section V, as amended, and OR 2-030 are each hereby
47 amended to read as follows:

48 **Employment and administration committee.**

49 **A. Membership requirements.** The employment and administration committee
50 shall consist of four members. The chair of the employment and administration
51 committee shall issue, upon recommendation of the employment and administration
52 committee and with the approval of a majority of the council, all employment decisions
53 for legislative branch employees except interns and the councilmembers' personal and
54 district support and constituent services staff, other than employment decisions that are
55 made by the chair of the employment and administration committee as provided in this
56 section.

57 **B. Duties and process.**

58 1. Administrative committee. The employment and administration committee is
59 an administrative committee of the council. The employment and administration
60 committee shall consult with councilmembers and the chief of staff (~~and the director of~~
61 ~~government relations~~) on a continuing basis in order to review council operations under
62 the staffing structure defined in this motion.

63 2. Personnel decisions. The employment and administration committee shall
64 make recommendations to the council concerning decisions for legislative branch

65 employees, except for interns and councilmembers' personal and district support and
66 constituent services staff, and except for minor personnel decisions, which may be made
67 by the chair of the employment and administration committee in accordance with
68 subsection B.5. of this section. Personnel decisions include decisions to hire, to fill
69 vacancies, to make staffing adjustments, to designate staff employment assignments,
70 except assignments of policy staff to specific issues and legislation which shall be made
71 by the chief of staff under OR 3-040.D.2, to adjust staff pay, to analyze future hiring
72 needs and to make other necessary employment decisions. Personnel decisions do not
73 include termination or disciplinary decisions, which follow the process stated in
74 subsection B.3. of this section, or minor personnel decisions, which follow the process
75 stated in subsection B.5. of this section. Where applicable, employment and
76 administration committee recommendations on personnel decisions shall be developed in
77 consultation with appropriate committee chairs and, where applicable, ~~((either or~~
78 ~~both))~~the chief of staff ~~((and the director of government relations))~~.

79 3. Personnel decisions shall be contained in a written recommendation report
80 and may be voted out of committee upon: a. the receipt of the signature of three
81 committee members during a meeting of the committee; or b. subject to signature by a
82 quorum of the committee members in accordance with K.C.C. 1.24.055.C (Rule 6.C).
83 Once the necessary signatures are obtained, recommendation reports from the committee
84 shall be forwarded to the council for consideration on an employment and administration
85 committee consent agenda. The chair of the employment and administration committee
86 shall issue, upon recommendation of the employment and administration committee and
87 with the approval of a majority of the council, all employment decisions for legislative

88 branch employees except interns and the councilmembers' personal and district support
89 and constituent services staffs.

90 4. Terminations and disciplinary decisions. The employment and administration
91 committee makes decisions on discipline and termination, including layoffs, except for
92 councilmembers' personal and district support and constituent services staff. If three
93 committee members vote for a termination or disciplinary action the decision is final,
94 except when an employee exercises the right of an appeal to the full council. An
95 employee who has been either suspended without pay of two weeks or more or
96 terminated may appeal the decision of the employment and administration committee to
97 the council. The appeal must be filed within ten calendar days of written notice of the
98 suspension or termination being sent to the employee. An appeal is accomplished by
99 delivering a notice of appeal to the clerk of the council. Nondisciplinary terminations are
100 subject to appeal in the same manner as disciplinary terminations.

101 5. Minor personnel decisions.

102 a. Except for interns and councilmembers' personal and district support and
103 constituent services staff, the chair of the employment and administration committee shall
104 make all minor personnel decisions as set forth in this subsection B.5. Minor personnel
105 actions are:

- 106 (1) authorizing recruiting for a vacated or newly created position;
107 (2) increasing or reducing the hours assigned to a current position up to the
108 total budgeted hours for the position, as reflected in the Staff and Salary Detail Report
109 maintained by the chief of staff or his or her designee;

110 (3) reassigning an employee employed within a legislative branch agency of
111 the county auditor, board of appeals/equalization, hearing examiner, office of law
112 enforcement oversight, ombudsman/tax advisor or civic television to another position in
113 the same agency and pay range;

114 (4) hiring a temporary or a term-limited temporary employee to perform
115 clerical or technical functions, up to a total of the maximum period allowed by ordinance
116 or two years, whichever is less;

117 (5) extending the employment period of a temporary or a term-limited
118 temporary employee hired to perform clerical or technical functions, up to a total of the
119 maximum period allowed by ordinance or two years, whichever is less; and

120 (6) approving a carryover of excess vacation leave under K.C.C. 3.12.190
121 because of cyclical workloads, work assignments or other reasons as may be in the best
122 interests of the county.

123 b. Requests for minor personnel decisions shall be made in writing to the
124 employment and administration committee chair via the chief of staff. Requests may be
125 made only by councilmembers, legislative branch agency managers, the chief of staff,
126 ~~((the director of government relations))~~ or a staff member who is supervised directly by
127 the chair of the council. The chief of staff shall promptly provide the employment and
128 administration committee chair with a copy of the request and the chief of staff's
129 recommendation for approval, disapproval or modification of the request.

130 c. Action on a requested minor personnel decision shall be in writing, signed
131 by the chair of the employment and administration committee. The chief of staff shall
132 file the original of the decision action with the clerk of the council, and shall provide

133 copies of the decision action to the agency manager or supervisor, affected employee and
134 members of the employment and administration committee.

135 6. Nothing in this process is to be construed to alter the at-will status of
136 legislative branch employees. This process is designed to facilitate the will of the
137 majority of the council. If there are specific provisions of a collective bargaining
138 agreement that are contrary to this process, the collective bargaining agreement controls.

139 **C. Recommendations to the council chair.** The employment and
140 administration committee may consider and make recommendations to the council chair
141 regarding management organization structure and legislative branch customer service.
142 The committee may monitor and make recommendations on the legislative branch
143 budget.

144 **D. Removal of recommendations from consent agenda.** Upon the request of
145 any member present before the council, any specific recommendation from the
146 employment and administration committee shall be removed from the consent agenda
147 and considered separately by the council prior to adoption of the employment and
148 administration committee consent agenda. The council may then by a majority vote
149 make whatever orderly disposition of the matter it deems appropriate.

150 **E. Motions for censure.** The employment and administration committee shall
151 consider and make recommendations on motions for censure related to alleged violations
152 of any antiharassment policy by a councilmember.

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

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

157 III. Motion 10651, Section VII, as amended, and OR 3-030 are each hereby
158 amended to read as follows:

159 **Legislative branch organization - organization chart.**

160 The legislative branch shall be organized in accordance with the organization
161 chart, Attachment A to ~~((Motion 13575))~~ this motion. The chief of staff shall prepare and
162 file with the clerk of the council a revised organization chart to replace Attachment A when
163 the organization of the legislative branch is changed by any ordinance, motion, or personnel
164 decision adopted by the council.

165 IV. Motion 10651, Section VIII, as amended, and OR 3-040 are each hereby
166 amended to read as follows:

167 **Staff guidelines.**

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

169 1. "Administrative staff" means the council chief of staff and staff who report
170 directly or indirectly to the council chief of staff ~~((; and the director of government~~
171 ~~relations and staff who directly or indirectly report to the director of government~~
172 ~~relations)); and~~

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

177 B. Ethical considerations.

178 In common with all county employees and officials, legislative branch employees
179 and elected officials shall comply with the King County code of ethics, K.C.C. chapter
180 3.04. Employees shall familiarize themselves with the content of the code of ethics and
181 in the event they identify any issue of possible concern they shall promptly seek advice
182 from their supervisor, the council chief of staff or the legal counsel or shall seek an
183 advisory opinion from the board of ethics.

184 C. Lobbying restriction on administrative and policy staff and on the legal
185 counsel to the council.

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

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

197 D. Reporting relationships and assignments of policy staff.

198 1. Policy direction. Policy staff work for and are accessible to all
199 councilmembers((;)) and the chief of staff ((~~and the director of government relations~~)).
200 Policy staff receive policy direction regarding issues within the committee's jurisdiction

201 from the committee chair, members of the committee, the chief of staff and ~~((lead staff))~~
202 team leaders. ~~((Where issues are related to the work of the director of government~~
203 ~~relations, municipal relations or strategic policy initiatives, the chief of staff and lead~~
204 ~~staff shall consult and confer with the director before providing direction to policy staff.))~~

205 2. Policy staff assignments. Policy staff assignments shall be made by the chief
206 of staff with collaboration from ~~((committee lead staff))~~ team leaders. Notwithstanding
207 an assignment to a standing or regional committee, policy staff may be assigned tasks to
208 various committees by the chief of staff or his or her designee. All policy staff are
209 subject to the administrative supervision of the chief of staff or his or her designee.
210 Policy staff are responsible for conducting objective analysis on legislation and work
211 items to which they are assigned.

212 3. Administrative supervision. In order to ensure maximum effectiveness of the
213 resources of policy staff and ensure that the Charter-based needs of the council are met,
214 administrative supervision includes: overall coordination of all policy staff work plans;
215 developing and implementing an ongoing equitable performance evaluation system that
216 provides accountability of staff work product; developing, conducting and overseeing
217 training and development programs, plans and processes for policy staff that link
218 assessment of policy staff work with staff's professional development and growth. The
219 chief of staff or his or her designee shall have administrative supervision responsibility
220 over administrative and policy staff. ~~((The chief of staff and director of government~~
221 ~~relations or his or her designee shall have administrative supervision responsibility over~~
222 ~~administrative staff under his or her supervision as detailed in OR 1-020.B.))~~

223 4. (~~Lead policy staff. Lead policy staff function as the supervisors for the~~
224 ~~policy staff assigned work in their respective committees. The lead staff for a committee~~
225 ~~is responsible for managing the administrative work of the committee, including ensuring~~
226 ~~that committee agendas are prepared, approved by the committee chair and distributed in~~
227 ~~a timely manner. Subject to the confidentiality rules in subsection F. of this section,~~
228 ~~policy staff are expected to keep the chief of staff and lead staff informed about their~~
229 ~~assignments and any issues that may arise.)) Team leader. Team leader staff function as
230 the supervisors for policy staff and committee assistants. A team leader is responsible
231 for: consulting with committee lead staff to ensure adequate staffing to meet the needs of
232 the committee; mentoring and coaching staff; assigning work to committee analysts and
233 support staff, in conjunction with committee lead staff; reviewing staff work against
234 professional and technical standards; meeting on an ongoing basis with staff on the team
235 leader's team to ensure that the work program goals are being met and necessary training
236 provided as well as providing quarterly reviews and preparing performance evaluations.
237 Subject to the confidentiality rules in subsection F. of this section, policy staff are
238 expected to keep the chief of staff and team leader staff informed about their assignments
239 and any issues that may arise.~~

240 5. Committee lead staff. The committee lead staff for a committee is
241 responsible for working with team leader staff in ensuring adequate staff resourcing to
242 meet the needs of the committee, managing the administrative work of the committee,
243 including ensuring that committee agendas are prepared, approved by the committee
244 chair and distributed in a timely manner.

245 E. Scope of work.

246 1. The first priority of policy staff is to support committee work responsibilities
247 as established by the council and carried out under the direction of the committee chair.
248 Their second priority is to support committee members' work requests. Their third
249 priority is to support noncommittee members' work requests related to the work of the
250 committee. Their fourth priority is to accomplish all other work requests from
251 councilmembers. The committee chair shall make reasonable provisions for each
252 priority.

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

257 F. Confidentiality.

258 1. Councilmembers may request an administrative staff or a policy staff member
259 to perform work and keep the nature of the work confidential. However, administrative
260 analytic and policy staff may apprise the chief of staff as to the requested work and time
261 required to perform it. The chief of staff shall maintain the confidential nature of the
262 request. ~~((The chief of staff may consult with the director of government relations about
263 the confidential work request, in which case the director of government relations shall
264 also maintain the confidentiality.))~~

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

268 3. Based upon staff assignment under OR 1-020.B, if administrative staff or
269 policy staff believe that a work request by a councilmember is contrary to adopted
270 council rules or violates the staff's professional ethics, the staff may consult with ~~((the~~
271 ~~director of government relations;))~~ the chief of staff or lead staff and for this purpose may
272 disclose the information necessary to identify the problem. The ~~((director of government~~
273 ~~relations, the))~~ chief of staff and lead staff shall also maintain confidentiality.

274 G. Staff assistance. Based upon staff assignment under OR 1-020.B,
275 administrative and policy staff should seek the assistance of the chief of staff ~~((or the~~
276 ~~director of government relations))~~ to resolve any concerns regarding performance of their
277 assigned duties.

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

280 **Hiring.** The council wishes to formalize its process for outreach, recruitment and
281 hiring as described in this section.

282 A. A job announcement will be prepared by the chief of staff or his or her
283 designee and will be distributed by the county personnel department to the county's
284 standard distribution list and will be posted on the Internet. The job announcement
285 should include a job description, salary, minimum qualifications, the standard "EEO"
286 notice encouraging women and minorities to apply, and application instructions.
287 Appropriate employment resources to recruit persons from minority groups should be
288 used in order to attract as many minority applicants as possible. ~~((In cases where~~
289 ~~vacancies exist within the purview of the director of government relations, the chief of~~

290 ~~staff will collaborate with the director of government relations on the development of the~~
291 ~~job description, salary and minimum qualifications.))~~

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

293 C. Applications will be screened according to written objective work-related
294 criteria established from the job description. Oral interviews will be scheduled with an
295 interview team selected by the chief of staff or his or her designee (~~(; or, where the~~
296 ~~vacancy exists within the purview of the director of government relations, the chief of~~
297 ~~staff will select the interview team in collaboration with the director of government~~
298 ~~relations)).~~ The oral interview has a twofold purpose: 1. to give the applicant a more
299 detailed description of the job, the council and the staff; and 2. to examine in a structured
300 fashion the experience and qualifications of the applicant. The oral interview may be
301 supplemented by additional tests of an applicant's abilities such as writing samples and
302 analytical exercises.

303 D.1. The chief of staff or his or her designee will assess the results of the
304 interview and testing process and will recommend the top candidates to the employment
305 and administration committee(~~(; however, where the vacancy exists within the purview of~~
306 ~~the director of government relations, the chief of staff will perform this function in~~
307 ~~collaboration with the director of government relations)).~~

308 2. The employment and administration committee may choose to consider other
309 candidates than those recommended by the chief of staff or his or her designee. The
310 employment and administration committee will recommend a candidate to the council for
311 final selection. After the employment and administration committee has made a

312 recommendation, the council may choose to consider other candidates than those
313 recommended by the employment and administration committee.

314 E. In cases where any new vacancy in the legislative branch occurs within six
315 months of the recruitment process described in subsections A., B., C. and D.1. of this
316 section, the chief of staff or his or her designee may consider any applicants from a
317 previous recruitment process to select top candidates for recommendation to the
318 employment and administration committee to fill the vacant position. ~~((Where the
319 vacancy exists within the purview of the director of government relations, the chief of
320 staff will perform this function in collaboration with the director of government
321 relations.))~~

322 F. The only exceptions to this procedure will be for internal promotions or
323 reassignments of legislative branch employees and for the recruitment and hiring of the
324 chief of staff, ~~((the director of government relations,))~~ current county employees, interns,
325 clerical employees, CTV operations specialists and temporary employees.

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

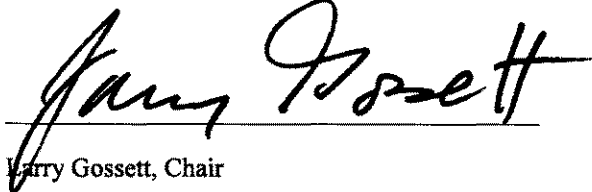
329 H. The authority for hiring temporary employees for sixty days or less is
330 delegated to the chief of staff ~~((; where the vacancy exists within the purview of the
331 director of government relations, the chief of staff will perform this function in
332 collaboration with the director of government relations))~~. For the purposes of this

333 subsection, "sixty days" means sixty actual days of work or no more than four hundred
334 twenty hours of work, whichever is less.
335

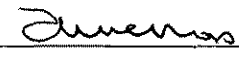
Motion 13985 was introduced on 10/7/2013 and passed by the Metropolitan King County Council on 10/7/2013, by the following vote:

Yes: 8 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Patterson,
Ms. Lambert, Mr. Dunn, Mr. McDermott and Mr. Dembowski
No: 0
Excused: 1 - Ms. Hague

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

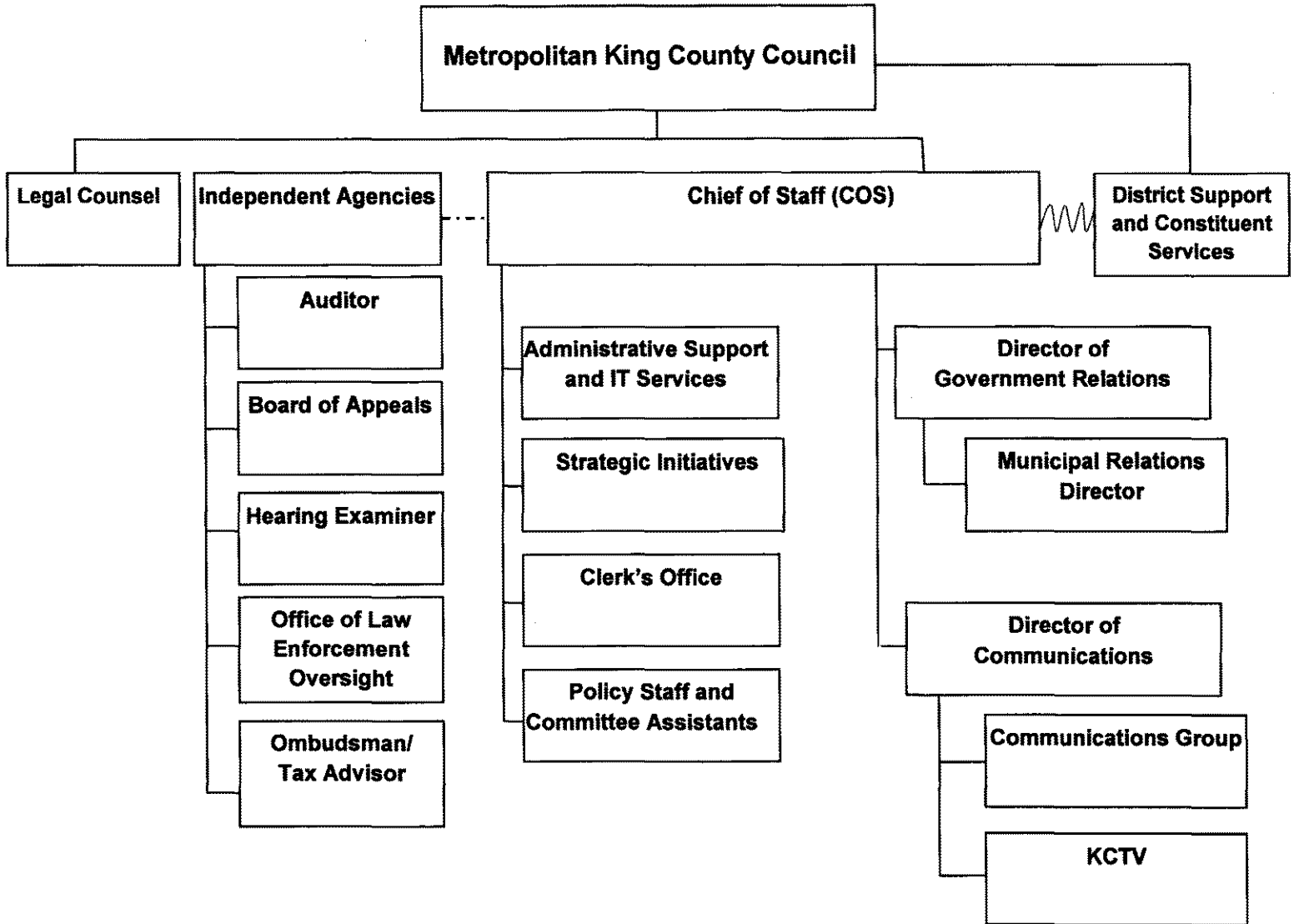

Harry Gossett, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments: A. King County Legislative Branch Organizational Chart 09-24-13



———— Formal supervisory link
- - - - - Monitoring
~~~~~ COS support to district staff