

November 25, 1986
0247B:BB:clt

INTRODUCED BY: Bruce Laing

PROPOSED NO. 86 - 263

ORDINANCE NO. 8311

AN ORDINANCE relating to the organization of the executive branch of county government, specifying functions; amending Ordinance 6066, Section 25 and K.C.C. 2.16.020; amending Ordinance 6066, Section 20 as amended and K.C.C. 2.16.030; amending Ordinance 1438, Section 3(e) as amended and K.C.C. 2.16.090; amending Ordinance 6066, Section 26 as amended and K.C.C. 2.16.100; amending Ordinance 5559, Sections 1 through 7 as amended and K.C.C. 2.16.110.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 6066, Section 25 and K.C.C. 2.16.020 are hereby amended as follows:

Executive branch of county government - policy regarding organizational structure.

A. ORGANIZATION ((STRUCTURE)). The organization of the executive branch, as described in this section of the code is intended to comply with Article 3 of the county charter.

Accordingly, the executive branch shall consist of:

1. The county executive;
2. The deputy county executive who shall be that officer fulfilling the duties and responsibilities of the position identified in the charter as county administrative officer;
3. Specific organizational units classified "administrative offices" assigned to the deputy county executive, having a specified function by which it will assist that officer in performing assigned responsibilities;
4. Specific organizational units, classified "executive departments" determined by major assigned function or process. Executive departments shall be categorized as follows:

1 a. Line departments, having the responsibility for the
2 provision of specific governmental services to or for the
3 residents of the county;

4 b. Staff departments, having the responsibility for the
5 provision of administrative services to or for the various
6 agencies of county government;

7 5. Specific organizational units within departments and
8 administrative offices, where created by ordinance, classified
9 "divisions", to which will be delegated the responsibility of
10 efficiently and effectively carrying out assigned departmental or
11 office functions.

12 B. STRUCTURE. County agencies referenced in this chapter
13 shall individually and collectively constitute the organizational
14 structure of the executive branch of King County government.

15 C. UNIT TITLES. Titles of agencies of the executive branch
16 of county government as used in this section shall be the official
17 organizational unit titles. Where necessary or appropriate, the
18 clerk of the council is authorized to change the titles of
19 executive branch agencies where appearing in other ordinances or
20 sections of the code to conform with the unit titles used herein.

21 D. AUTHORITY TO ACT. The director of each executive
22 department, chief officer of each administrative office, and
23 manager of each division may exercise the powers vested in that
24 department, administrative office, or division.

25 SECTION 2. Ordinance 6066, Section 20, as amended, and K.C.C.
26 2.16.030 are hereby amended as follows:

27 DEPUTY COUNTY EXECUTIVE. The deputy county executive shall,
28 at the discretion of the county executive, assist the executive in
29 the management of all county agencies except as otherwise provided
30 by the Charter or by ordinance. County agencies referenced in
31 K.C.C. 2.16 shall, individually and collectively, constitute the
32 executive organizational structure of King County government.
33

1 To assist the deputy in performing assigned management
2 responsibilities, he/she shall be responsible to manage, be
3 fiscally accountable for the following administrative offices.

4 A. (~~OFFICE-OF-THE-BUDGET--The-responsibilities-of-the~~
5 ~~budget-office-include:~~

6 1: ~~Plan;-prepare-and-manage;-with-emphasis-on-fiscal~~
7 ~~management-and-control-aspects;-the-annual-operating-and-capital~~
8 ~~improvement-budgets;~~

9 2: ~~Forecast-and-monitor-revenues;~~

10 3: ~~Monitor-expenditures-and-work-programs;-per-Section-475~~
11 ~~of-the-Charter;~~

12 4: ~~Develop-and-prepare-expenditure-plans-and-ordinances-to~~
13 ~~manage-implementation-of-the-operating-and-capital-budgets~~
14 ~~throughout-the-fiscal-year;~~

15 5: ~~Monitor-and-evaluate-the-performance-of-county-agencies~~
16 ~~for-effectiveness-and-efficiency-through-the-development-of-labor~~
17 ~~standards:))~~

18 OFFICE OF FINANCIAL MANAGEMENT - DIVISIONS - DUTIES. The
19 chief financial officer, under the general supervision of the
20 deputy, shall assist the deputy, shall supervise the
21 administrative office of financial management, including the
22 management of the accounting and financial reporting systems, and
23 the county's insurance and risk management programs consistent
24 with Chapter 4.12 K.C.C.; and shall perform such other financial
25 duties as are delegated to him or her by the deputy. To assist
26 the chief financial officer in performing assigned management
27 responsibilities, he/she shall be responsible to manage, be
28 fiscally accountable for the following divisions.

29 1. BUDGET DIVISION. The responsibilities of the budget
30 division include;

1 a. Plan, prepare and manage, with emphasis on fiscal
2 management and control aspects, the annual operating and capital
3 improvement budgets;

4 b. Forecast and monitor revenues;

5 c. Monitor expenditures and work prorams, per Section 475
6 of the Charter;

7 d. Develop and prepare expenditure plans and ordinances
8 to manage implementaton of the operating and capital budgets
9 throughout the fiscal year;

10 e. Monitor and evaluate the performance of county
11 agencies for effectiveness and efficiency through the development
12 of performance indicators.

13 2. FINANCE DIVISION. The finance division shall be
14 responsible for the functions of general financial management to
15 include:

16 a. Perform all the duties of the treasurer;

17 b. Formulate and implement financial policies for the
18 county and other applicable agencies;

19 c. Bill and collect real and personal property taxes,
20 local improvement district (LID) assessments and gambling taxes;

21 d. Receive and invest all county and political
22 sub-jurisdiction monies;

23 e. Manage the issuance and payment of the county's debt
24 instruments.

1 3. OFFICE DIVISION MANAGER STATUS. Should personnel,
 2 presently filling a position as manager of the budget or finance
 3 divisions, have career service status, the position shall become
 4 exempt when a vacancy occurs.

5 B. OFFICE OF PROGRAM DEVELOPMENT. The principal function of
 6 the office is to analyze long term issues. Long term is defined
 7 as having a meaningful impact in excess of the allocation of
 8 resources. Other functions of the office include:

9 1. Coordinate the executive's state legislative program
 10 with that of the council through the county's lobbyist;

11 2. Analyze and make recommendations to the deputy on issues
 12 involving more than one county agency;

13 3. Analyze and make recommendations to the deputy on issues
 14 involving intergovernmental relations among various governmental
 15 jurisdictions;

16 4. Conduct short term research evaluation assignments as
 17 directed.

18 (~~6. --OFFICE OF FINANCE:--The responsibilities of the office~~
 19 ~~include:~~

20 ~~1. Performance of all the duties of the comptroller and the~~
 21 ~~treasurer, including issuance of warrants;~~

22 ~~2. Formulation and implementation of financial policy for~~
 23 ~~the county and other applicable agencies;~~

1 3: Management-of-the-accounting-and-financial-reporting
2 systems:

3 4: Maintaining-custody-of-assigned-public-funds-and
4 authorizing-the-disbursement-of-said-funds-on-proper-vouchers-or
5 warrants:

6 5: Management-of-the-collection,-receipt-and-investment-of
7 assigned-revenues-due-the-county-or-other-agencies-for-which-the
8 comptroller-acts-as-treasurer:))

9 SECTION 3. Ordinance 1438, Section 3(e) as amended and K.C.C.
10 2.16.090 are hereby amended as follows:

11 DEPARTMENT OF EXECUTIVE ADMINISTRATION - DIVISIONS - DUTIES.

12 The department of executive administration is a staff department
13 primarily responsible for providing administrative and management
14 support to other agencies of county government and for the
15 management and coordination of the county's affirmative action
16 program, executive internal auditor program, cable communications
17 and the centralized purchasing process for materials and services
18 purchased by the county. ((Unless-specifically-provided
19 otherwise,-references-to-the-county-administrative-officer,-except
20 as-used-in-the-King-County-Charter,-shall-mean-the-director,
21 department-of-executive-administration:--This-department-shall-be
22 responsible-for-the-development-of-proposed-above-grade,-non-parks
23 GIP-projects-with-clearly-defined-scope,-cost-and-schedule
24 information-pursuant-to-K:6:6:-4:04:)) The department is
25 responsible to manage and be fiscally accountable for the
26 following divisions:

27 A. PERSONNEL DIVISION. The functions of the division include:

28 1. Manage and administer an effective personnel system for
29 the county and provide professional personnel services and support
30 to employees, county agencies and, as appropriate, residents of
31 the county.

1 2. Negotiate collective bargaining agreements with
2 appropriate labor organizations for approval by the council.

3 3. Represent county interests in the grievance process
4 including formal hearings before the personnel board.

5 4. Serve as staff support, when appropriate, to other
6 public agencies in recommending and performing personnel
7 administrative functions related to non-career service employees.

8 5. Manage the county's participation in the work study
9 program and other temporary or part-time employment programs.

10 6. Manage the county's safety and worker's compensation
11 program.

12 B. SYSTEM SERVICES DIVISION. The functions of the division
13 include:

14 1. Operate, maintain and enhance automated data processing
15 systems for the county and other contracting agencies.

16 2. Plan, design, implement and manage new systems
17 development based on demonstrated need and cost effectiveness
18 under the general policy direction of the data processing policy
19 review committee.

20 C. REAL PROPERTY DIVISION. The functions of the division
21 include:

22 1. Manage all real property owned or leased by the county
23 ensuring, where applicable, that properties generate revenues
24 closely approximating fair market value.

25 2. Maintain a current inventory of all county owned or
26 leased real property as part of the program to sell properties
27 deemed surplus to the needs of the county.

28 3. Pursuant to the requirements of K.C.C. 4.04, provide
29 support services to county agencies in the acquisition of needed
30 real properties.

1 4. Issue house moving and utility permits, and ((television
2 eable)) franchises.

3 D. RECORDS AND ELECTIONS DIVISION. The functions of the
4 division include:

5 1. Conduct all special and general elections held in the
6 county and register voters.

7 2. Manage the recording, processing, filing, storing,
8 retrieval, certification of copies as required, of all public
9 documents filed with the division.

10 3. Process all real estate tax affidavits.

11 4. Act as the official custodian of all county records, per
12 general law.

13 E. GENERAL SERVICES DIVISION. The functions of the division
14 include:

15 1. Issue business, marriage and motor vehicle licenses, and
16 collect license fee revenues.

17 2. Enforce county and state law relating to animal control.

18 3. Manage the county's centralized reproduction center.

19 4. Manage the program of printing and distributing the King
20 County Code and all supplements to the public.

21 F. FACILITIES MANAGEMENT DIVISION. The functions of the
22 division include:

23 1. Administer and maintain in good general condition the
24 county's physical facilities, unless specific facilities'
25 maintenance is the functional responsibility of other county
26 agencies.

27 2. Develop executive proposed above grade, non-park CIP
28 projects with clearly defined scope, cost and schedule information
29 pursuant to K.C.C. 4.04 and to perform project management of all
30 above grade non-parks CIP projects to insure compliance with
31 project scope, costs and schedules. Management activities include:
32
33

- 1 a. Contract administration;
- 2 b. Acting as the county's representative during design
- 3 and constructions;
- 4 c. Providing advisory services and/or feasibility studies
- 5 to such projects as approved by the department director;
- 6 d. Project budget management of approved projects; and
- 7 e. Necessary coordination with involved agencies to
- 8 facilitate the completion of approved projects.
- 9 3. Maintain, control, and be accountable for the inventory
- 10 of all King County personal property, disposing of surplus
- 11 property, per general law.
- 12 4. Operate the security program for the courthouse complex.
- 13 5. Operate courthouse switchboard and information desk.
- 14 6. Provide messenger service for county government agencies.
- 15 7. ((Effective-January-7,-1983,-p)) Provide staff support
- 16 to King County design commission to consist primarily of preparing
- 17 meeting agenda and recording proceedings of the commission
- 18 meetings.

19 SECTION 4. Ordinance 6603, Section 26, as amended and K.C.C.

20 2.16.100 are hereby amended as follows:

21 CAREER SERVICE EXEMPTIONS.

22 A. Exemptions from the requirements of the career service

23 personnel system shall be consistent with the provisions of

24 Section 550, and Sections 350.10 and 350.20 of the King County

25 Charter. Key subordinate units, as determined by the county

26 council, and departmental divisions shall be considered to be

27 executive departments and divisions of the administrative office

28 of financial management shall be considered to be administrative

29 offices for the purpose of determining the applicability of the

30 Charter provisions.

31

32

33

1 B. Accordingly, directors, managers and supervisors of
2 departments, divisions, key subordinate units as determined by the
3 county council, and other units of governments as required by law,
4 shall be exempt from the requirements and provisions of the career
5 service personnel system. In this regard:

6 1. Recognizing the professional nature of the program and
7 the selection process referenced in K.C.C. 2.60, the administrator
8 of the public defense program shall be an exempt position.

9 2. Recognizing the nature of the program and the public
10 policy implications involved, the administrator of the affirmative
11 action program shall be an exempt position(~~(;-PROVIDED-THAT;~~
12 ~~should-personnel;-presently-filling-the-position;-have-career~~
13 ~~service-status;-the-position-shall-not-become-exempt-until-a~~
14 ~~vacancy-occurs)).~~

15 3. Recognizing the transitory nature of the program and the
16 public policy implications involved, the administrator of the
17 agriculture program shall be an exempt position.

18 4. Recognizing the nature of the program and the scope of
19 public interest, the jail commander, department of adult
20 detention, shall be an exempt position with appointments thereto
21 subject to confirmation by the council.

22 SECTION 5. Ordinance 5559, Sections 1 through 7 as amended,
23 and K.C.C. 2.16.110 are hereby amended as follows:

24 APPOINTMENT AND CONFIRMATION OF EXEMPT OFFICIALS. A.
25 Appointments by the county executive. The county executive shall
26 appoint the deputy county executive and the director of each
27 executive department, except the department of assessment,
28 PROVIDED that the director of the department of youth services and
29 the department of judicial administration shall be selected by the
30 executive from a list of at least three persons submitted by
31 Superior Court judges.
32
33

1 B. Office Appointments. The deputy county executive shall
2 appoint the ((director)) chief officer of each administrative
3 office, and with the advice of the financial management director,
4 shall appoint the division managers of the office of financial
5 management.

6 C. Departmental Appointments. The director of each executive
7 department, at the discretion of the county executive, shall
8 appoint exempt employees of his or her department as provided in
9 Section 550 of the Home Rule Charter.

10 D. Confirmation and Approval.

11 1. All appointments by the county executive shall be
12 subject to confirmation by a majority of the county council except
13 exempt personnel assigned to his or her personnel staff.

14 2. All appointments to positions of division manager or
15 office director not made by the county executive shall be subject
16 to approval by the county executive.

17 E. Confirmation Policy.

18 1. APPOINTMENTS-STATUS. All individuals appointed by the
19 county executive, per Section 340.40 of the Home Rule Charter,
20 shall serve in an acting capacity, unless confirmed by the council.

21 2. APPOINTMENTS-REFERRAL TO THE COUNCIL FOR CONFIRMATION.
22 Within seven calendar days of any executive appointment which is
23 subject to council confirmation, the executive shall deliver
24 written notice of said appointment to the council accompanied by a
25 proposed motion confirming the individual.

26 3. CONFIRMATION BY THE COUNCIL. Upon the receipt of the
27 notification by the executive of an appointment, accompanied by
28 the proposed motion, the council shall act to consider
29 confirmation of the appointment within ninety days. Approval of
30 the introduced motion by a majority of the council shall
31 constitute confirmation of the appointee. Once confirmed, the
32 appointee is no longer serving in an acting capacity.

1 4. EVALUATION CRITERIA. In considering the confirmation of
2 executive appointments to offices of management level
3 responsibility, the council shall base its review on the ability
4 of the appointee to meet the following criteria:

5 a. A demonstrated reputation for integrity and
6 professionalism.

7 b. A commitment to and knowledge of the responsibilities
8 of the office.

9 c. A history of demonstrated leadership, experience and
10 administrative ability.

11 d. The ability to work effectively with the executive,
12 the council, other management, public agencies, private
13 organizations and citizens.

14 e. A demonstrated sensitivity to and knowledge of the
15 particular needs and problems of minorities and women.

16 5. REQUIRED DOCUMENTATION TO BE SUBMITTED TO THE COUNCIL.
17 The appointee, prior to review of the appointment by the council,
18 shall submit to the chairman:

19 a. A full and complete resume of his/her employment
20 history, to include references attesting to the stated employment
21 experiences.

22 b. A signed statement acknowledging that the council's
23 confirmation process may require the submittal of additional
24 information relating to the background and expertise of the
25 appointee.

26 6. MINIMUM PROCEDURES. Upon receipt of an executive
27 appointment, the chairman or his delegate, subject to the
28 council's rules of procedure, shall notify councilmembers of the
29 appointment and attempt to allow a minimum of one work week for
30 individual members to submit written questions to the reviewing
31 committee.

1 It is understood that written inquiries submitted to the
2 reviewing committee, by individual councilmembers, may require a
3 written response from the appointee or the executive, in matters
4 pertaining to the process of appointment and other pertinent
5 employment policies of King County.

6 INTRODUCED this 5th day of May 1986.

7
8
9 PASSED this 16th day of November 1987.

10 KING COUNTY COUNCIL
11 KING COUNTY, WASHINGTON

12 Gary Grant
13 Chairman

14 ATTEST:

15 Dorothy M. Owens
16 Clerk of the Council

17 APPROVED this 25th day of November, 1987.

18 Jim Hill
19 King County Executive