

ORDINANCE NO. **8679**

AN ORDINANCE changing the name of the Affirmative Action Program, within the Department of Executive Administration, to the Civil Rights and Compliance Program; amending Ordinance 1438, Section 3, as amended, and K.C.C. 2.16.090.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 1438, Section 3(e), as amended, and K.C.C. 2.16.090 are hereby amended to read as follows:

Department of Executive Administration -- Divisions -- Duties. The department of executive administration is a staff department primarily responsible for providing administrative and management support to other agencies of county government and for the management and coordination of the county's civil rights and compliance program, executive internal auditor program, cable communications and the centralized purchasing process for materials and services purchased by the county. The department is responsible to manage and be fiscally accountable for the following divisions:

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

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

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

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

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

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

1 6. Manage the county's safety and workers' compensation
2 program.

3 **B. SYSTEM SERVICES DIVISION.** The functions of the division
4 include:

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

7 2. Plan, design, implement and manage new systems
8 development based on demonstrated need and cost effectiveness
9 under the general policy direction of the data processing policy
10 review committee.

11 **C. REAL PROPERTY DIVISION.** The functions of the division
12 include:

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

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

19 3. Pursuant to the requirements of K.C.C. 4.04, provide
20 support services to county agencies in the acquisition of needed
21 real properties.

22 4. Issue house moving and utility permits, and
23 franchises.

24 **D. RECORDS AND ELECTIONS DIVISION.** The functions of the
25 division include:

26 1. Conduct all special and general elections held in the
27 county and register voters.

28 2. Manage the recording, processing, filing, storing,
29 retrieval, certification of copies as required, of all public
30 documents filed with the division.

31 3. Process all real estate tax affidavits.

32 4. Act as the official custodian of all county records,
33 per general law.

1 **E. GENERAL SERVICES DIVISION.** The functions of the
2 division include:

3 1. Issue business, marriage and motor vehicle licenses,
4 and collect license fee revenues.

5 2. Enforce county and state law relating to animal
6 control.

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

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

10 **F. FACILITIES MANAGEMENT DIVISION.** The functions of the
11 division include:

12 1. Administer and maintain in good general condition the
13 county's physical facilities, unless specific facilities'
14 maintenance is the functional responsibility of other county
15 agencies.

16 2. Develop executive proposed above grade, non-park CIP
17 projects with clearly defined scope, cost and schedule
18 information pursuant to K.C.C. 4.04 and to perform project
19 management of all above grade non-parks CIP projects to insure
20 compliance with project scope, costs and schedules. Management
21 activities shall include:

22 a. Contract administration;

23 b. Acting as the county's representative during design
24 and construction,

25 c. Providing advisory services and/or feasibility
26 studies to such projects as approved by the department director,

27 d. Project budget management of approved projects,

28 e. Necessary coordination with involved agencies to
29 facilitate the completion of approved projects.

30 3. Maintain, control, and be accountable for the
31 inventory of all King County personal property, disposing of
32 surplus property, per general law.

