

June 28, 1990

Introduced by: RON SIMS

Proposed No: 90-565

ORDINANCE NO. 9662

AN ORDINANCE relating to the organization of the executive branch of county government; eliminating the personnel division of the department of executive administration and establishing the office of human resource management as an administrative office; amending ordinance 1438, section 3(part) as amended, and K.C.C. 2.16.030; and amending ordinance 1438, section 3(e) as amended, and K.C.C. 2.16.090

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 1438, section 3(part) as amended, and K.C.C. 2.16.030 are hereby amended to read as follows:

Deputy County Executive. The deputy county executive shall, at the discretion of the county executive, assist the executive in the management of all county agencies except as otherwise provided by the Charter or by ordinance. County agencies referenced in K.C.C. 2.16 shall, individually and collectively, constitute the executive organizational structure of King County government.

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

A. OFFICE OF FINANCIAL MANAGEMENT - DIVISIONS - DUTIES.

The chief financial officer, under the general supervision of the deputy, shall assist the deputy, shall supervise the administrative office of financial management, including the management of the accounting and financial reporting systems, and the county's insurance and risk management programs consistent with K.C.C. Chapter 4.12; and shall perform such other financial duties as are delegated to him or her by the deputy. To assist the chief financial officer in performing assigned management responsibilities, he/she shall be responsible to manage, be fiscally accountable for the following divisions.

1 1. BUDGET DIVISION. The responsibilities of the budget
2 division include:

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

6 b. Forecast and monitor revenues;

7 c. Monitor expenditures and work programs, per Section
8 475 of the charter;

9 d. Develop and prepare expenditure plans and ordinan-
10 ces to manage implementation of the operating and capital budgets
11 throughout the fiscal year;

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

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

18 a. Perform all the duties of treasurer;

19 b. Formulate and implement financial policies for the
20 county and other applicable agencies;

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

23 d. Receive and invest all county and political sub-
24 jurisdiction monies;

25 e. Manage the issuance and payment of the county's
26 debt instruments.

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

31 4. FINES AND PENALTY COLLECTION. There is hereby
32 established the fines and penalty collection section to be
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1 responsible for collecting fines and monetary penalties accruing
 2 to the county as a result of action taken by the district court.
 3 The section shall be administered by the chief accountant of the
 4 office of financial management, and shall report directly to the
 5 chief accountant. The activities of the section shall be coor-
 6 dinated with the district court and department of public safety.
 7 Formal procedures shall be promulgated to insure that such ser-
 8 vices are provided in conformance with general law and other
 9 related policies of the county.

10 B. OFFICE OF PROGRAM DEVELOPMENT. The principal function
 11 of the office is to analyze long-term issues. Long term is
 12 defined as having a meaningful impact in excess of the allocation
 13 of resources. Other functions of the office include:

14 1. Coordinate the executive's state legislative program
 15 with that of the council through the county's lobbyist.

16 2. Analyze and make recommendations to the deputy on
 17 issues involving more than one county agency.

18 3. Analyze and make recommendations to the deputy on
 19 issues involving intergovernmental relations among various
 20 governmental jurisdictions.

21 4. Conduct short-term research evaluation assignments as
 22 directed.

23 C. OFFICE OF HUMAN RESOURCE MANAGEMENT - DIVISIONS -
 24 DUTIES. The office of human resource management is an admin-
 25 istrative office under the general supervision of the deputy that
 26 is primarily responsible for administration of an effective per-
 27 sonnel system for the county as mandated by section 510 of the
 28 King County Charter. The chief of human resource management
 29 shall be responsible to manage and be fiscally accountable for
 30 the following divisions:

31 1. HUMAN RESOURCE SERVICES DIVISION. The functions of
 32 the human resource services division include:

1 a. Advise the executive on labor policy and negotiate
2 collective bargaining agreements with recognized bargaining
3 agents for approval by the council.

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

6 c. Manage and administer King County's career service
7 personnel system, including classification, compensation and
8 hiring (recruitment, examination and selection), and provide pro-
9 fessional personal service and support to employees, county agen-
10 cies and, as appropriate, residents of the county.

11 d. Serve as staff support, when appropriate, to other
12 public agenices in recommending and performing personnel admin-
13 istrative functions related to noncareer service employees.

14 e. Coordinate performance appraisal and merit review
15 processes for King County employees.

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

18 2. EMPLOYEE RESOURCES AND DEVELOPMENT DIVISION. The
19 responsibilities of the employee resources and development divi-
20 sion include:

21 a. Develop, manage, and monitor the county's affirma-
22 tive action plans and policies consistent with legal requirements
23 to ensure equality of King County employment as required by
24 K.C.C. 3.12.180.

25 b. Develop and administer employee benefit programs,
26 negotiate contracts with providers, manage employee benefit
27 funds, and conduct benefits enrollment processes.

28 c. Monitor King County's payroll system.

29 d. Coordinate orientation program for new employees,
30 develop and administer centralized employee and supervisory
31 training, and develop and administer other employee development
32 programs.

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1 3. SAFETY AND CLAIMS MANAGEMENT DIVISION. The respon-
2 sibilities of the safety and claims management division include:

3 a. Develop and implement safety programs, including
4 inspection of work sites and dissemination of safety information
5 to employees, to promote workplace safety.

6 b. Administer King County's self-funded industrial
7 insurance/worker's compensation program, as authorized by Title
8 51, RCW.

9 SECTION 2. Ordinance 1438, section 3(e) as amended, and
10 K.C.C. 2.16.090, are hereby amended to read 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 man-
15 agement and coordination of the county's civil rights and
16 compliance program, executive internal auditor program, cable
17 communications, capital planning and development, and the centra-
18 lized purchasing process for materials and services purchased by
19 the county. The department is responsible to manage and be
20 fiscally accountable for the following divisions:

21 ~~((A. PERSONNEL DIVISION. The functions of the division~~
22 ~~include:~~

23 ~~1. Manage and administer an effective personnel system~~
24 ~~for the county and provide professional personnel services and~~
25 ~~support to employees, county agencies and, as appropriate, resi-~~
26 ~~dents of the county.~~

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

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

31 ~~4. Serve as staff support, when appropriate to other~~
32 ~~public agencies in recommending and performing personnel admin-~~
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~~istrative 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.~~

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

~~7. Formulate and implement the county's affirmative action fair employment practices and the necessary policies, procedures and goals.)~~

((B)) A. SYSTEM SERVICES DIVISION. The functions of the division include:

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

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

((C)) B. REAL PROPERTY DIVISION. The functions of the division include:

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

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

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

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

((D)) C. RECORDS AND ELECTIONS DIVISION. The functions of the division include:

1. Conduct all special and general elections held in the

1 county and register voters.

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

5 3. Process all real estate tax affidavits.

6 4. Act as the official custodian of all county records,
7 per general law.

8 ((B)) D. GENERAL SERVICES DIVISION. The functions of the
9 division include:

10 1. Issue business, marriage and motor vehicle licenses,
11 and collect license fee revenues.

12 2. Enforce county and state law relating to animal
13 control.

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

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

17 ((F)) E. FACILITIES MANAGEMENT DIVISION. The functions of
18 the division include:

19 1. Administer and maintain in good general condition the
20 county's physical facilities, unless specific facilities' main-
21 tenance is the functional responsibility of other county
22 agencies.

23 2. Maintain, control, and be accountable for the inven-
24 tory of all King County personal property, disposing of surplus
25 property, per general law.

26 3. Operate the security program for the courthouse
27 complex.

28 4. Operate courthouse switchboard and information desk.

29 5. Provide messenger service for county government
30 agencies.

31 ((G)) F. OFFICE OF CAPITAL PLANNING AND DEVELOPMENT.
32 There is hereby created an office of capital planning and devel-

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1 opment within the department of executive administration. The
2 administrator of the office shall report directly to the director
3 of executive administration. The functions of the office of
4 capital planning and development shall be to:

5 1. Oversee the development of long-range, non-parks
6 capital planning for county agencies. This activity shall
7 include:

8 a. Formulating guidelines for the development of faci-
9 lity master plans and program plans;

10 b. Formulating guidelines for the use of life cycle
11 cost analysis in all phases of the capital process;

12 c. Ensuring conformity of facility master planning
13 with approved operational master plans, and facility program
14 plans with approved facility master plans;

15 d. Making periodic reviews of the county's space and
16 construction standards and recommending changes as necessary;

17 e. Providing technical assistance to agencies during
18 the planning phases of CIP projects.

19 2. Provide assistance to the office of financial manage-
20 ment in developing the executive budget for CIPs.

21 3. Manage approved above grade, non-park CIP projects to
22 ensure their completion on schedule, within adopted budgets, and
23 consistent with approved facility master plans. Management acti-
24 vities shall include:

25 a. Contract administration;

26 b. Acting as the county's representative during design
27 and construction;

28 c. Budget management of approved projects;

29 d. Providing advisory services and/or feasibility stu-
30 dies to projects as required and for which there is budgetary
31 authority;

32 e. Coordinating with the involved agencies to facili-
33 tate the completion of approved projects.

4. Provide staff support to the King County design commission to consist primarily of technical assistance in the consultant selection process, preparing meeting agenda, and recording proceedings of design commission meetings.

INTRODUCED AND READ for the first time this 2nd day of July, 1990.

PASSED this 8th day of October, 1990.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Lois North
Chair

ATTEST:

ACTING Dorothy M. Rivera
DEPUTY Clerk of the Council

APPROVED this 16th day of October, 1990.

[Signature]
King County Executive

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