



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance 19199

Proposed No. 2020-0321.1

Sponsors Kohl-Welles

1 AN ORDINANCE relating to the movement of certain
2 responsibilities from the department of executive services
3 to the department of human resources; amending Ordinance
4 14199, Section 11, as amended, and K.C.C. 2.16.035,
5 Ordinance 19047, Section 59, Ordinance 14199, Section
6 11, as amended, and K.C.C. 2.16.035, Ordinance 18793,
7 Section 3, as amended, and K.C.C. 2.16.036, Ordinance
8 12014, Section 15, as amended, and K.C.C. 3.12.120.

9 **STATEMENT OF FACTS:**

- 10 1. The county has prioritized goals of: developing a highly engaged,
11 diverse, culturally responsive and high-performing workforce; optimizing
12 county operations through innovation and continuous improvement; and
13 delivering consistent, responsive, equitable and high-quality services to its
14 customers.
- 15 2. The executive has directed departments to implement the executive's
16 Best-Run Government and Investing in You initiatives, which align with
17 King County's strategic goals.
- 18 3. King County's over-fifteen-thousand employees play a major role in the
19 success of each King County goal and every service the county delivers.

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20 4. In 2018, the department of human resources was created and many
21 employee services were moved to a central organizational location.

22 5. Centrally locating the benefits, payroll and retirement operations
23 section of the department of executive services in the department of
24 human resources will complete the centralization of all operations that
25 involve the tenure of employees at King County and create a single point
26 of accountability for all human resource business functions. This change
27 will improve King County's ability to enhance employees' experience
28 through better coordination of administrative functions that affect
29 employees.

30 6. Moving the benefits, payroll and retirement operations section from the
31 department of executive services to the department of human resources
32 will facilitate:

33 a. Improving coordination between disability services and benefits to
34 support employees who become disabled or are medically retiring;

35 b. Improving coordination between workers compensation, benefits,
36 payroll and retirement regarding service credits for employees who are off
37 work due to a job-related illness or injury;

38 c. Improving responsiveness when employees have questions related to benefits,
39 pay, disability services and worker compensation; and

40 d. Improving coordination in decision making regarding the design,
41 delivery and operation of benefit services.

42 **BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:**

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43 SECTION 1. Ordinance 14199, Section 11, as amended, and K.C.C. 2.16.035 are
44 hereby amended to read as follows:

45 The county administrative officer shall be the director of the department of
46 executive services. The department shall include the records and licensing services
47 division, the finance and business operations division, the facilities management division,
48 the fleet services division, the airport division, the office of risk management services, the
49 administrative office of emergency management, the administrative office of the business
50 resource center and the administrative office of civil rights. In addition, the county
51 administrative officer shall be responsible for providing staff support for the board of
52 ethics.

53 A. The duties of the records and licensing services division shall include the
54 following:

- 55 1. Issuing marriage, vehicle/vessel, taxicab and for-hire driver and vehicle and
56 pet licenses, collecting license fee revenues and providing licensing services for the
57 public;
- 58 2. Enforcing county and state laws relating to animal control;
- 59 3. Managing the recording, processing, filing, storing, retrieval and certification
60 of copies of all public documents filed with the division as required;
- 61 4. Processing all real estate tax affidavits; and
- 62 5. Acting as the official custodian of all county records, as required by general
63 law, except as otherwise provided by ordinance.

64 B. The duties of the finance and business operations division shall include the
65 following:

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- 66 1. Monitoring revenue and expenditures for the county. The collection and
67 reporting of revenue and expenditure data shall provide sufficient information to the
68 executive and to the council. The division shall be ultimately responsible for maintaining
69 the county's official revenue and expenditure data;
- 70 2. Performing the functions of the county treasurer;
- 71 3. Billing and collecting real and personal property taxes, local improvement
72 district assessments and gambling taxes;
- 73 4. Processing transit revenue;
- 74 5. Receiving and investing all county and political subjurisdiction moneys;
- 75 6. Managing the issuance and payment of the county's debt instruments;
- 76 7. Managing the accounting systems and procedures;
- 77 8. Managing the fixed assets system and procedures;
- 78 9. Formulating and implementing financial policies for other than revenues and
79 expenditures for the county and other applicable agencies;
- 80 10. Administering the accounts payable and accounts receivable functions;
- 81 11. Collecting fines and monetary penalties imposed by district courts;
- 82 12. Developing and administering procedures for the procurement of and
83 awarding of contracts for tangible personal property, services, professional or technical
84 services and public work in accordance with K.C.C. chapter 2.93 and applicable federal
85 and state laws and regulations;
- 86 13. Establishing and administering procurement and contracting methods, and
87 bid and proposal processes, to obtain such procurements;
- 88 14. In consultation with the prosecuting attorney's office and office of risk

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89 management services, developing and overseeing the use of standard procurement and
90 contract documents for such procurements;

91 15. Administering contracts for goods and services that are provided to more
92 than one department;

93 16. Providing comment and assistance to departments on the development of
94 specifications and scopes of work, in negotiations for such procurements, and in the
95 administration of contracts;

96 17. Assisting departments to perform cost or price analyses for the procurement
97 of tangible personal property, services and professional or technical services, and price
98 analysis for public work procurements;

99 18. Developing, maintaining and revising as may be necessary from time to
100 time the county's general terms and conditions for contracts for the procurement of
101 tangible personal property, services, professional or technical services and public work;

102 19. ~~((Managing the payroll system and procedures, including processing
103 benefits transactions in the payroll system and administering the employer
104 responsibilities for the retirement and the deferred compensation plans;~~

105 ~~20.))~~ Managing and developing financial policies for borrowing of funds,
106 financial systems and other financial operations for the county and other applicable
107 agencies;

108 ~~((21.))~~ 20. Managing the contracting opportunities program to increase
109 opportunities for small contractors and suppliers to participate on county-funded
110 contracts. Submit an annual report as required by K.C.C. 2.97.090;

111 ~~((22.))~~ 21. Managing the apprenticeship program to optimize the number of

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112 apprentices working on county construction projects. Submit an annual report as
113 required by K.C.C. 12.16.175; and

114 ~~((23-))~~ 22. Serving as the disadvantaged business enterprise liaison officer for
115 federal Department of Transportation and other federal grant program purposes. The
116 disadvantaged business enterprise liaison officer shall have direct, independent access to
117 the executive on disadvantaged business enterprise program matters consistent with 49
118 C.F.R. Sec. 26.25. For other matters, the disadvantaged business enterprise liaison
119 officer shall report to the manager of the finance and business operations division.

120 C. The duties of the facilities management division shall include the following:

- 121 1. Overseeing space planning for county agencies;
- 122 2. Administering and maintaining in good general condition the county's
123 buildings except for those managed and maintained by the department of natural
124 resources and parks and the Metro transit department as provided in K.C.C. chapter 4.56;
- 125 3. Operating security programs for county facilities except as otherwise
126 determined by the council;
- 127 4. Administering all county facility parking programs except for public
128 transportation facility parking;
- 129 5. Administering the supported employment program;
- 130 6. Managing all real property owned or leased by the county, except as provided
131 in K.C.C. chapter 4.56, ensuring, where applicable, that properties generate revenues
132 closely approximating fair market value;
- 133 7. Maintaining a current inventory of all county-owned or leased real property;
- 134 8. Functioning as the sole agent for the disposal of real properties deemed

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135 surplus to the needs of the county;

136 9. In accordance with K.C.C. chapter 4A.100, providing support services to
137 county agencies in the acquisition of real properties, except as otherwise specified by
138 ordinance;

139 10. Issuing oversized vehicle permits, franchises and permits and easements for
140 the use of county property except franchises for cable television and telecommunications;

141 11. Overseeing the development of capital projects for all county agencies
142 except for specialized roads, solid waste, public transportation, airport, water pollution
143 abatement, surface water management projects and parks and recreation;

144 12. Being responsible for all general projects, such as office buildings or
145 warehouses, for any county department including, but not limited to, the following:

146 a. administering professional services and construction contracts;

147 b. acting as the county's representative during site master plan, design and
148 construction activities;

149 c. managing county funds and project budgets related to capital projects;

150 d. assisting county agencies in the acquisition of appropriate facility sites;

151 e. formulating guidelines for the development of operational and capital
152 project plans;

153 f. assisting user agencies in the development of capital projects and project
154 plans, as defined and provided for in K.C.C. chapter 4A.100;

155 g. formulating guidelines for the use of life cycle cost analysis and applying
156 these guidelines in all appropriate phases of the capital process;

157 h. ensuring the conformity of capital project plans with the adopted space plan

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158 and agency business plans;

159 i. developing project cost estimates that are included in capital project plans,
160 site master plans, capital projects and biennial project budget requests;

161 j. providing advisory services, feasibility studies or both services and studies to
162 projects as required and for which there is budgetary authority;

163 k. coordinating with user agencies to assure user program requirements are
164 addressed through the capital development process as set forth in this chapter and in
165 K.C.C. chapter 4A.100;

166 l. providing engineering support on capital projects to user agencies as
167 requested and for which there is budgetary authority; and

168 m. providing assistance in developing the executive budget for capital projects;
169 and

170 13. Providing for the operation of a downtown winter shelter for homeless
171 persons between October 15 and April 30 each year.

172 D. The duties of the fleet services division shall include the following:

173 1. Acquiring, maintaining and managing the motor pool equipment rental and
174 revolving fund for fleet vehicles and equipment, the equipment rental and revolving fund
175 and the wastewater equipment rental and revolving fund. Metro transit department
176 vehicles determined by the Metro transit department director to be intricately involved in
177 or related to providing public transportation services shall not be part of the motor pool;

178 2. Establishing rates for the rental of equipment and vehicles;

179 3. Establishing terms and charges for the sale of any material or supplies that
180 have been purchased, maintained or manufactured with money from the motor pool and

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181 equipment revolving fund, the equipment rental and revolving fund and the wastewater
182 equipment rental and revolving fund;

183 4. Managing fleet and equipment training programs, stores function and vehicle
184 repair facilities;

185 5. Administering the county alternative fuel program and take-home assignment
186 of county vehicles policy; and

187 6. Inventorying, monitoring losses and disposing of county personal property in
188 accordance with K.C.C. chapter 4.56.

189 E. The duties of the airport division shall include managing the maintenance and
190 operations of the King County international airport, and shall include the following:

191 1. Developing and implementing airport programs under state and federal law
192 including preparing policy recommendations and service models;

193 2. Managing and maintaining the airport system infrastructure;

194 3. Managing, or securing services from other divisions, departments or entities
195 to perform, the design, engineering and construction management functions related to the
196 airport capital program, including new facilities development and maintenance of
197 existing infrastructure; providing support services such as project management,
198 environmental review, permit and right-of-way acquisitions, schedule and project control
199 functions; and

200 4. Preparing and administering airport service and supporting capital facility
201 plans and periodic updates.

202 F. The duties of the office of risk management services shall include the
203 management of the county's insurance and risk management programs consistent with

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204 K.C.C. chapter 2.21.

205 G. The duties of the administrative office of emergency management shall
206 include the following:

207 1. Planning for and providing effective direction, control and coordinated
208 response to emergencies; and

209 2. Being responsible for the emergency management functions defined in
210 K.C.C. chapter 2.56.

211 H. The duties of the administrative office of civil rights shall include the
212 following:

213 1. Enforcing nondiscrimination ordinances as codified in K.C.C. chapters 12.17,
214 12.18, 12.20 and 12.22;

215 2. Assisting departments in complying with the federal Americans with
216 Disabilities Act of 1990, the federal Rehabilitation Act of 1973, Section 504, and other
217 legislation and rules regarding access to county programs, facilities and services for
218 people with disabilities;

219 3. Serving as the county Americans with Disabilities Act coordinator relating to
220 public access;

221 4. Providing staff support to the county civil rights commission;

222 5. Serving as the county federal Civil Rights Act Title VI coordinator; and

223 6. Coordinating county responses to federal Civil Rights Act Title VI issues and
224 investigating complaints filed under Title VI.

225 I. The duties of the administrative office of the business resource center shall
226 include the following:

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227 1. The implementation and maintenance of those systems necessary to generate
228 a regular and predictable payroll through the ~~((finance and business operations division))~~
229 department of human resources;

230 2. The implementation and maintenance of those systems necessary to provide
231 regular and predictable financial accounting and procedures through the finance and
232 business operations division;

233 3. The implementation and maintenance of those systems necessary to generate
234 regular and predictable county budgets, budget reports and budget management tools for
235 the county; and

236 4. The implementation and maintenance of the human resources systems of
237 record for all human resources data for county employment purposes.

238 SECTION 2. Ordinance 19047, Section 59, is hereby amended to read as follows:

239 ~~((This  ))~~Ordinance 19047 and section 3 of this ordinance take~~((s))~~ effect April 1,
240 2021, but only if by that date the executive has transmitted a status report on the status of
241 the feasibility study as required in this section, a feasibility study and recommendations
242 establishing the human and civil rights commission and a motion approving the
243 feasibility study, and a motion approving the feasibility study is passed by council. The
244 motion should reference the subject matter, ~~((this  ))~~Ordinance 19047, ~~((ordinance~~
245 ~~s))~~Section 59, in both the title and body of the motion.

246 It is the intention of the council that the executive collaborate with equity and
247 social justice staff of the council and leverage the robust community engagement
248 activities of the office of equity and social justice in order to assess the feasibility of
249 establishing the human and civil rights commission and inform recommendations to

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250 establish the human and civil rights commission. Therefore, the feasibility study should
251 include, but not be limited to, the following:

252 A. A summary, as well as a detailed description, of the outcomes of the robust
253 community engagement to assess the feasibility of implementing the human and civil
254 rights commission to be established by this ordinance. Community engagement required
255 by this subsection shall prioritize outreach with interested stakeholders, including
256 unincorporated area councils, community councils and community development
257 organizations ("stakeholders") with in each of the unincorporated King County
258 community service areas ("CSA") and communities most disproportionately impacted by
259 inequities and discrimination such as the African American, Native American and Alaska
260 Native, Asian/Pacific Islander, Latinx, lesbian, gay, bisexual, transgender and queer and
261 disability communities;

262 B. A summary, as well as a detailed description, of the outcomes of the robust
263 community engagement with CSA stakeholders in each of the community service areas
264 and communities listed in subsection A. of this section in evaluating the current list of
265 protected classes included in the county charter and the county's antidiscrimination
266 ordinances as well as evaluating the list of protected classes as proposed by Seattle
267 University's Fred T. Korematsu Center for Law and Equality Report on the research and
268 recommendations regarding the King County Civil Rights Commission;

269 C. A feasibility assessment and recommendation on the integration of the
270 executive director and staff of the human and civil rights commission into King County
271 government; and

272 D. Recommendations for resources necessary to support the activities of the

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273 human and civil rights commission as required by this ordinance, which shall include, but
274 not be limited to, staffing, facilities and services costs, and possible revenue sources to
275 fund the costs.

276 The executive should file the status report by August 14, 2020, in the form of a
277 paper original and an electronic copy with the clerk of the council, who shall retain the
278 original and provide an electronic copy to all councilmembers, the council chief of staff
279 and the lead staff for the law and justice committee, or its successor.

280 The executive should file the feasibility study and motion required by this section
281 by February 1, 2021, in the form of a paper original and an electronic copy with the clerk
282 of the council, who shall retain the original and provide an electronic copy to all
283 councilmembers, the council chief of staff and the lead staff for the law and justice
284 committee, or its successor.

285 SECTION 3. Ordinance 14199, Section 11, as amended, and K.C.C. 2.16.035 are
286 hereby amended to read as follows:

287 A. The county administrative officer shall be the director of the department of
288 executive services. The department shall include the records and licensing services
289 division, the finance and business operations division, the facilities management division,
290 the fleet services division, the airport division, the office of risk management services, the
291 administrative office of emergency management and the administrative office of the
292 business resource center. In addition, the county administrative officer shall be
293 responsible for providing staff support for the board of ethics.

294 B. The duties of the records and licensing services division shall include the
295 following:

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296 1. Issuing marriage, vehicle/vessel, taxicab and for-hire driver and vehicle and
297 pet licenses, collecting license fee revenues and providing licensing services for the
298 public;

299 2. Enforcing county and state laws relating to animal control;

300 3. Managing the recording, processing, filing, storing, retrieval and certification
301 of copies of all public documents filed with the division as required;

302 4. Processing all real estate tax affidavits; and

303 5. Acting as the official custodian of all county records, as required by general
304 law, except as otherwise provided by ordinance.

305 C. The duties of the finance and business operations division shall include the
306 following:

307 1. Monitoring revenue and expenditures for the county. The collection and
308 reporting of revenue and expenditure data shall provide sufficient information to the
309 executive and to the council. The division shall be ultimately responsible for maintaining
310 the county's official revenue and expenditure data;

311 2. Performing the functions of the county treasurer;

312 3. Billing and collecting real and personal property taxes, local improvement
313 district assessments and gambling taxes;

314 4. Processing transit revenue;

315 5. Receiving and investing all county and political subjurisdiction moneys;

316 6. Managing the issuance and payment of the county's debt instruments;

317 7. Managing the accounting systems and procedures;

318 8. Managing the fixed assets system and procedures;

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319 9. Formulating and implementing financial policies for other than revenues and
320 expenditures for the county and other applicable agencies;

321 10. Administering the accounts payable and accounts receivable functions;

322 11. Collecting fines and monetary penalties imposed by district courts;

323 12. Developing and administering procedures for the procurement of and
324 awarding of contracts for tangible personal property, services, professional or technical
325 services and public work in accordance with K.C.C. chapter 2.93 and applicable federal
326 and state laws and regulations;

327 13. Establishing and administering procurement and contracting methods, and
328 bid and proposal processes, to obtain such procurements;

329 14. In consultation with the prosecuting attorney's office and office of risk
330 management services, developing and overseeing the use of standard procurement and
331 contract documents for such procurements;

332 15. Administering contracts for goods and services that are provided to more
333 than one department;

334 16. Providing comment and assistance to departments on the development of
335 specifications and scopes of work, in negotiations for such procurements, and in the
336 administration of contracts;

337 17. Assisting departments to perform cost or price analyses for the procurement
338 of tangible personal property, services and professional or technical services, and price
339 analysis for public work procurements;

340 18. Developing, maintaining and revising as may be necessary from time to
341 time the county's general terms and conditions for contracts for the procurement of

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342 tangible personal property, services, professional or technical services and public work;

343 19. ~~((Managing the payroll system and procedures, including processing~~
344 ~~benefits transactions in the payroll system and administering the employer~~
345 ~~responsibilities for the retirement and the deferred compensation plans;~~

346 ~~20.))~~ Managing and developing financial policies for borrowing of funds,
347 financial systems and other financial operations for the county and other applicable
348 agencies;

349 ~~((21.))~~ 20. Managing the contracting opportunities program to increase
350 opportunities for small contractors and suppliers to participate on county-funded
351 contracts. Submit an annual report as required by K.C.C. 2.97.090;

352 ~~((22.))~~ 21. Managing the apprenticeship program to optimize the number of
353 apprentices working on county construction projects. Submit an annual report as
354 required by K.C.C. 12.16.175; and

355 ~~((23.))~~ 22. Serving as the disadvantaged business enterprise liaison officer for
356 federal Department of Transportation and other federal grant program purposes. The
357 disadvantaged business enterprise liaison officer shall have direct, independent access to
358 the executive on disadvantaged business enterprise program matters consistent with 49
359 C.F.R. Sec. 26.25. For other matters, the disadvantaged business enterprise liaison
360 officer shall report to the manager of the finance and business operations division.

361 D. The duties of the facilities management division shall include the following:

362 1. Overseeing space planning for county agencies;

363 2. Administering and maintaining in good general condition the county's

364 buildings except for those managed and maintained by the department of natural

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365 resources and parks and the Metro transit department as provided in K.C.C. chapter 4.56;

366 3. Operating security programs for county facilities except as otherwise
367 determined by the council;

368 4. Administering all county facility parking programs except for public
369 transportation facility parking;

370 5. Administering the supported employment program;

371 6. Managing all real property owned or leased by the county, except as provided
372 in K.C.C. chapter 4.56, ensuring, where applicable, that properties generate revenues
373 closely approximating fair market value;

374 7. Maintaining a current inventory of all county-owned or leased real property;

375 8. Functioning as the sole agent for the disposal of real properties deemed
376 surplus to the needs of the county;

377 9. In accordance with K.C.C. chapter 4A.100, providing support services to
378 county agencies in the acquisition of real properties, except as otherwise specified by
379 ordinance;

380 10. Issuing oversized vehicle permits, franchises and permits and easements for
381 the use of county property except franchises for cable television and telecommunications;

382 11. Overseeing the development of capital projects for all county agencies
383 except for specialized roads, solid waste, public transportation, airport, water pollution
384 abatement, surface water management projects and parks and recreation;

385 12. Being responsible for all general projects, such as office buildings or
386 warehouses, for any county department including, but not limited to, the following:

387 a. administering professional services and construction contracts;

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- 388 b. acting as the county's representative during site master plan, design and
389 construction activities;
- 390 c. managing county funds and project budgets related to capital projects;
- 391 d. assisting county agencies in the acquisition of appropriate facility sites;
- 392 e. formulating guidelines for the development of operational and capital
393 project plans;
- 394 f. assisting user agencies in the development of capital projects and project
395 plans, as defined and provided for in K.C.C. chapter 4A.100;
- 396 g. formulating guidelines for the use of life cycle cost analysis and applying
397 these guidelines in all appropriate phases of the capital process;
- 398 h. ensuring the conformity of capital project plans with the adopted space plan
399 and agency business plans;
- 400 i. developing project cost estimates that are included in capital project plans,
401 site master plans, capital projects and biennial project budget requests;
- 402 j. providing advisory services, feasibility studies or both services and studies to
403 projects as required and for which there is budgetary authority;
- 404 k. coordinating with user agencies to assure user program requirements are
405 addressed through the capital development process as set forth in this chapter and in
406 K.C.C. chapter 4A.100;
- 407 l. providing engineering support on capital projects to user agencies as
408 requested and for which there is budgetary authority; and
- 409 m. providing assistance in developing the executive budget for capital projects;
410 and

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411 13. Providing for the operation of a downtown winter shelter for homeless
412 persons between October 15 and April 30 each year.

413 E. The duties of the fleet services division shall include the following:

414 1. Acquiring, maintaining and managing the motor pool equipment rental and
415 revolving fund for fleet vehicles and equipment, the equipment rental and revolving fund
416 and the wastewater equipment rental and revolving fund. Metro transit department
417 vehicles determined by the Metro transit department director to be intricately involved in
418 or related to providing public transportation services shall not be part of the motor pool;

419 2. Establishing rates for the rental of equipment and vehicles;

420 3. Establishing terms and charges for the sale of any material or supplies that
421 have been purchased, maintained or manufactured with money from the motor pool and
422 equipment revolving fund, the equipment rental and revolving fund and the wastewater
423 equipment rental and revolving fund;

424 4. Managing fleet and equipment training programs, stores function and vehicle
425 repair facilities;

426 5. Administering the county alternative fuel program and take-home assignment
427 of county vehicles policy; and

428 6. Inventorying, monitoring losses and disposing of county personal property in
429 accordance with K.C.C. chapter 4.56.

430 F. The duties of the airport division shall include managing the maintenance and
431 operations of the King County international airport, and shall include the following:

432 1. Developing and implementing airport programs under state and federal law
433 including preparing policy recommendations and service models;

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434 2. Managing and maintaining the airport system infrastructure;
435 3. Managing, or securing services from other divisions, departments or entities
436 to perform, the design, engineering and construction management functions related to the
437 airport capital program, including new facilities development and maintenance of
438 existing infrastructure; providing support services such as project management,
439 environmental review, permit and right-of-way acquisitions, schedule and project control
440 functions; and

441 4. Preparing and administering airport service and supporting capital facility
442 plans and periodic updates.

443 G. The duties of the office of risk management services shall include the
444 management of the county's insurance and risk management programs consistent with
445 K.C.C. chapter 2.21.

446 H. The duties of the administrative office of emergency management shall
447 include the following:

448 1. Planning for and providing effective direction, control and coordinated
449 response to emergencies; and

450 2. Being responsible for the emergency management functions defined in
451 K.C.C. chapter 2.56.

452 I. The duties of the administrative office of the business resource center shall
453 include the following:

454 1. The implementation and maintenance of those systems necessary to generate
455 a regular and predictable payroll through the ~~((finance and business operations division))~~
456 department of human resources;

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457 2. The implementation and maintenance of those systems necessary to provide
458 regular and predictable financial accounting and procedures through the finance and
459 business operations division;

460 3. The implementation and maintenance of those systems necessary to generate
461 regular and predictable county budgets, budget reports and budget management tools for
462 the county; and

463 4. The implementation and maintenance of the human resources systems of
464 record for all human resources data for county employment purposes.

465 SECTION 4. Ordinance 18793, Section 3, as amended, and K.C.C. 2.16.036 are
466 hereby amended to read as follows:

467 A. The department of human resources shall be responsible for the administration
468 of the county personnel system in accordance with K.C.C. Title 3. The department shall
469 manage and be fiscally responsible for the human resources services division, the career
470 and culture division and the ~~((employee health and safety))~~ central employee services
471 division.

472 B. The duties of the department shall include:

473 1. Developing, administering and monitoring human resources policy;

474 2. Developing, administering and monitoring diversity management programs
475 including equal employment opportunity affirmative action plan development and
476 integration of equity and social justice concepts into plans and programs;

477 3. Advising the executive and council on overall county employment policies;

478 4. Developing and disseminating communications to employees regarding
479 issues related to human resources; and

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- 480 5. Providing labor relations training for county agencies, the executive, the
481 council and others, in collaboration with the office of labor relations.
- 482 C. The duties of the human resources services division shall include:
- 483 1. Developing proposed and administering policies and procedures for:
- 484 a. employment, including recruitment, examination and selection;
- 485 b. classification and compensation; and
- 486 c. salary administration;
- 487 2. Providing technical and human resources information services support;
- 488 3. Coordinating individual employee performance review programs in executive
489 departments;
- 490 4. Administering the county's civil service personnel system in accordance with
491 K.C.C. chapter 3.14;
- 492 5. Monitoring executive branch compliance with human resources policies;
- 493 6. Collecting and reporting to the office of performance, strategy and budget on
494 a quarterly basis information on the numbers of filled and vacant full-time equivalent and
495 term-limited temporary positions and the number of emergency employees for each
496 appropriation unit; and
- 497 7. Providing a quarterly report to the council showing vacant positions by
498 department. The report must indicate whether a term-limited temporary employee is
499 backfilling the position, the salary and benefits associated with a position and how long
500 the position has been vacant. The report is due thirty days after the end of each calendar
501 quarter and shall be filed in the form of a paper original and an electronic copy with the
502 clerk of the council, who shall retain the original and provide an electronic copy to all

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503 councilmembers, the council chief of staff and the lead staff to the budget and fiscal
504 management committee or its successor.

505 D. The duties of the career and culture division shall include:

506 1. Developing and administering training and organizational development
507 programs, including centralized employee and supervisory training, conflict resolution
508 training and other employee development programs;

509 2. Developing and administering programs to minimize detrimental workplace
510 conflict;

511 3. Developing and administering programs that promote employee engagement;
512 and

513 4. Providing organization assistance, mediation and restoration services.

514 E. The duties of the ~~((employee health and safety))~~ central employee services
515 division shall include:

516 1. Developing and managing insured and noninsured benefits programs,
517 including proposing policy recommendations, negotiating benefits plan designs with
518 unions, preparing legally mandated communications materials and providing employee
519 assistance and other work and family programs;

520 2. Developing and administering workplace safety programs, including
521 inspection of work sites and dissemination of safety information to employees to promote
522 workplace safety;

523 3. Administering the county's self-funded industrial insurance/worker's
524 compensation program, as authorized by Title 51 RCW;

525 4. Overseeing the county's unemployment compensation program; ~~((and))~~

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- 526 5. Administering the county's employee benefits program fund; and
527 6. Managing the payroll system and procedures, including processing benefits
528 transactions in the payroll system and administering the employer responsibilities for the
529 retirement and the deferred compensation plans.

530 SECTION 5. Ordinance 12014, Section 15, as amended, and K.C.C. 3.12.120 are
531 hereby amended to read as follows:

532 A. Nothing contained in this chapter shall prevent, relieve or otherwise excuse any
533 county officer or employee from the performance of any duty imposed upon the officer or
534 employee by any other law of this county, or from the rendering of service at such times
535 and places as are necessary in order to properly perform the functions of the officer or
536 employee's office or employment.

537 B. Except as otherwise provided by ordinance, the official workday shall consist of
538 eight hours of work for all full-time regular and full-time probationary employees. The
539 lunch hour shall not be considered as part of the workday. The official workday for other
540 employees shall be determined by the director. In the case of service reductions resulting
541 in a budgetary furlough, departments may reduce work hours or county offices may be
542 closed.

543 C. Except as otherwise provided by ordinance, the official workweek shall consist
544 of five working days for all full-time regular and full-time probationary employees. The
545 official workweek for other employees shall be determined by the director. In the case of
546 service reductions resulting from a budgetary furlough, county offices may be closed,
547 resulting in the reduction of the workweek.

548 D. The county recognizes that there is an occasional need for an employee to return

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549 to work outside of the employee's normal workday. The personnel guidelines shall contain
550 procedures relating to call duty.

551 E. The county recognizes a responsibility for action regarding on-the-job injuries.
552 The personnel guidelines shall contain procedures relating to on-the-job injury.

553 F. A career service employee who accepts an appointment to an exempt position
554 effective on or after January 1, 1996, and which position and appointment resulted from the
555 reorganization of the executive branch as reflected in the creation of certain new positions
556 contained in Attachment A to Ordinance 12013 shall retain the employee's career service
557 status and rights while holding such exempt position and have the restoration rights set
558 forth in this section. This provision is not intended to provide the career service employee
559 with a right to the exempt position. But, such employee, if selected for the exempt position,
560 could be terminated from the position only for just cause.

561 G. A career service employee who accepts a transfer or promotion to an exempt
562 position before December 1, 1979, shall, upon separation from the exempt position, be
563 allowed to re-enter career service at a position comparable in terms of responsibilities and
564 salary or wage (including normal cost-of-living increases) to the career service position
565 formerly held by the employee. A career service employee accepting such a transfer or
566 promotion on or after December 1, 1979, shall have such a right to restoration, but only if:

567 1. The right to restoration is exercised within four calendar years from the
568 effective date of the transfer or promotion to an exempt position; and

569 2.a. the former appointing authority, at the appointing authority's discretion,
570 approves the restoration within the limits of available authorized positions; or

571 b. a different appointing authority, having jurisdiction over comparable authorized

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572 positions, and at the different appointing authority's discretion, approves the restoration
573 within the limits of available authorized positions.

574 H. Matters involving wages and hours, including, but not limited to, minimum
575 wage and overtime compensation, shall be determined in accordance with applicable state
576 and federal laws and regulations.

577 I. Overtime work may be authorized by the department director where necessary to
578 maintain or perform vital county services and shall be paid in accordance with appropriate
579 state and federal law.

580 J. If a county agency or the benefits, payroll and retirement operations section of
581 the ~~((finance and business operations))~~ central employee services division has determined
582 that an overpayment of wages to a nonrepresented employee has occurred, the agency or
583 the benefits, payroll and retirement operations section of the ~~((finance and business
584 operations))~~ central employee services division shall provide written notice to the
585 nonrepresented employee consistent with state law.

586 K. The following adjudicative process is available, subject to subsection K.1.
587 ~~((though))~~ through 12. of this section, after a decision regarding a nonrepresented
588 employee's challenge to an initial determination of an overpayment of wages:

589 1. A nonrepresented county employee who is dissatisfied with the decision
590 regarding the employee's challenge to the overpayment determination must submit to the
591 manager of the benefits, payroll and retirement operations section of the ~~((finance and
592 business operations))~~ central employee services division a written request for an
593 adjudicative proceeding consistent with RCW 49.48.210;

594 2. The request must comply with RCW 49.48.210;

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595 3. A county agency's determination concerning an overpayment to a
596 nonrepresented employee shall be final if the nonrepresented employee fails to request an
597 adjudicative proceeding in the manner prescribed by RCW 49.48.210;

598 4. The manager of benefits, payroll and retirement operations section of the
599 ~~((finance and business operations))~~ central employee services division shall log the date
600 and time of the request and forward the request to the agency and to the manager of the
601 ~~((finance and business operations))~~ central employee services division, who shall be
602 responsible for the adjudicative proceeding;

603 5. Within forty-five business days of receipt of the nonrepresented employee's
604 written request for an adjudicative hearing, the manager of the ~~((finance and business
605 operations))~~ central employee services division shall conduct an adjudicative hearing to
606 review the decision regarding the challenge to the overpayment determination and to
607 determine the final amount of the overpayment, if any, received by the nonrepresented
608 employee. However, the manager of the ~~((finance and business operations))~~ central
609 employee services division may, under extenuating circumstances, schedule the
610 adjudicative hearing at a time that is more than forty-five days after the receipt of the
611 request for a hearing. The manager of the ~~((finance and business operations))~~ central
612 employee services division shall set the time and place of the hearing and give not less than
613 fifteen business days advance written notice to all parties; notice to the nonrepresented
614 employee shall be by certified mail, return receipt requested;

615 6. At the hearing, evidence may be presented by the nonrepresented employee,
616 the agency and the benefits, payroll and retirement operations section of the ~~((finance and
617 business operations))~~ central employee services division, but any documents must be

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618 provided to the other parties at least five business days before the hearing;

619 7. If the nonrepresented employee fails to attend or participate in the hearing,
620 upon a showing of valid service, the manager of the ((~~finance and business operations~~))
621 central employee services division may enter an administrative order declaring the amount
622 claimed, in the notice sent to the employee after the employer's review of the employee's
623 challenge to the overpayment determination, to be assessed against the employee and
624 subject to collection action by the employer as provided in RCW 49.48.200;

625 8. Within thirty business days after the hearing, the manager of the ((~~finance and~~
626 ~~business operations~~)) central employee services division shall issue an administrative order
627 that determines the final amount of the overpayment, if any, received by the nonrepresented
628 employee. The manager of the ((~~finance and business operations~~)) central employee
629 services division shall send a copy of the administrative order, by certified mail, return
630 receipt requested, to the nonrepresented employee at the employee's last known address, to
631 the agency and to the manager of benefits, payroll and retirement operations section of the
632 ((~~finance and business operations~~)) central employee services division; however, the
633 manager of the ((~~finance and business operations~~)) central employee services division may,
634 under extenuating circumstances, issue an administrative order more than thirty days after
635 the hearing;

636 9. The administrative order issued by the manager of the ((~~finance and business~~
637 ~~operations~~)) central employee services division shall be final;

638 10. Once a final administrative order determining the final overpayment amount
639 owed by the nonrepresented employee has been entered, a payroll deduction to recover the
640 overpayment may begin as authorized by state law;

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641 11. Nothing in this section precludes an agency or the benefits, payroll and
642 retirement operations section of the ((~~finance and business operations~~)) central employee
643 services division from entering into a voluntary agreement with a nonrepresented employee
644 to repay any overpayment of wages, consistent with state law; and

645 12. The manager of the ((~~finance and business operating~~)) central employee
646 services division may be recused from conducting an adjudicative hearing, at the manager's
647 discretion, to avoid any real conflict of interest. If this occurs, the ((~~county administrative~~
648 ~~officer~~)) director of the department of human resources or designee shall assume

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649 responsibility for the hearing.

650 SECTION 6. This ordinance takes effect January 1, 2021.

651

Ordinance 19199 was introduced on 9/29/2020 and passed by the Metropolitan King County Council on 11/17/2020, by the following vote:

Yes: 9 - Ms. Balducci, Mr. Dembowski, Mr. Dunn, Ms. Kohl-Welles, Ms. Lambert, Mr. McDermott, Mr. Upthegrove, Mr. von Reichbauer and Mr. Zahilay

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

DocuSigned by:
Claudia Balducci
7E1C273CE9994B6...

Claudia Balducci, Chair

ATTEST:

DocuSigned by:
Melani Pedroza
8DE1BB375AD3422...

Melani Pedroza, Clerk of the Council

APPROVED this _____ day of 11/30/2020, _____.

DocuSigned by:
Dow Constantine
4FBCAB8196AE4C6...

Dow Constantine, County Executive

Attachments: None

Certificate Of Completion

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Source Envelope:	
Document Pages: 30	Signatures: 3
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Time Zone: (UTC-08:00) Pacific Time (US & Canada)	401 5th Ave
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	Seattle, WA 98104
	Angel.Allende@kingcounty.gov
	IP Address: 198.49.222.20

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Signer Events

Claudia Balducci
 claudia.balducci@kingcounty.gov
 King County General (ITD)
 Security Level: Email, Account Authentication (None)

Signature

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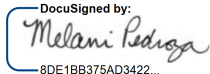
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Melani Pedroza
 melani.pedroza@kingcounty.gov
 Clerk of the Council
 King County Council
 Security Level: Email, Account Authentication (None)

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 dow.constantine@kingcounty.gov
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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Bailey Bryant bailey.bryant@kingcounty.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 11/23/2020 11:49:01 AM Viewed: 11/23/2020 1:23:47 PM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	11/30/2020 2:04:30 PM
Completed	Security Checked	11/30/2020 2:04:30 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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