

SNOHOMISH COUNTY COUNCIL  
SNOHOMISH COUNTY, WASHINGTON



CO00011274

ORDINANCE NO. 04-141

AMENDING CHAPTERS 2.600, 3A.01, 3A.02, 3A.07, 3A.08, 3A.10, and 3A.12  
OF THE SNOHOMISH COUNTY CODE RELATING TO THE AUTHORITY AND  
FUNCTIONS OF THE DEPARTMENT OF HUMAN RESOURCES

BE IT ORDAINED:

Section 1. Snohomish County Code Section 2.600.030, last amended by Ordinance No. 94-050 on July 6, 1994, is amended to read:

**2.600.030 Authority.**

The department of human resources shall have the authority for administration of the Snohomish county human resources system in accordance with its rules, federal and state law and the rules of any regulatory agency with assigned jurisdiction. The department's scope of authority shall include but not be limited to the following functional areas:

- (1) Employment services, as limited by SCC 2.600.060(1);
- (2) Training;
- (3) Classification;
- (4) Pay administration;
- (5) Employee benefits;
- (6) Employee relations;
- (7) Labor negotiations;
- (8) ~~((Affirmative action;~~
- ~~(9) Safety;~~
- (10)) Employee records and information; and
- ~~((11))~~ (9) Staff support to human resources boards.

Section 2. Snohomish County Code, Section 2.600.060, last amended by Ordinance No. 94-050 on July 6, 1994, is amended to read:

**2.600.060 Functions.**

(1) Employment Services. The department shall ~~((administer the central employment program for filling county position vacancies subject to applicable laws and collective bargaining agreements and shall determine and perform the necessary recruitment, application, examination and certification practices.))~~ act in an advisory capacity to departments regarding the processes of filling county position vacancies and determining and performing the necessary recruitment, application, examination and certification practices. These processes are subject to applicable laws and collective bargaining agreements.

(2) Training. The department in conjunction with county department heads shall assess the training needs of county employees and recommend programs, seminars, educational courses or other activities which can improve employee job performance or prepare the employee for advancement. Curriculum, course content development, instructor and participant selection and scheduling and funding recommendations shall be included in this function.

(3) Classification. The department will develop and maintain a system of classification. The department's intention is to place positions with similar duties and responsibilities in the same class using the same descriptive title, salary schedule and qualifications for employment. Classifications shall be organized into a plan and the department will carry out periodic reviews to determine necessary combination, abolishment or revision of class specifications or the establishment of new classes to reflect organizational changes.

(4) Pay Administration. The department shall prepare and submit an annual pay plan for council approval which shall establish the official rate of pay for each position in county employment. The pay plan will provide for the assignment of each position to a pay range which takes into account the prevailing rate of pay for such work, considering the availability of funds, and shall be administered in accordance with rules and procedures adopted as a part of the human resources system, exempt employee system and collective bargaining agreements.

(5) Employee Benefits. Employee benefits shall consist of all non-salary perquisites determined by the county to be necessary as a portion of total compensation to attract and retain qualified employees. The department may recommend additions, deletions and other adjustments to maintain benefits which are equivalent to those provided by comparable public and private employers considering the availability of funds and the makeup and desires of the workforce. Employee benefits include, but are not limited to, paid and unpaid

leave provisions; insurance-based programs; monetary or nonmonetary awards and incentives; and savings, investment or other thrift programs.

(6) Employee Relations. The department shall promote positive employee relations through all of its administrative and program efforts. Important areas of emphasis shall include: development of necessary rules and procedures covering all human resources management responsibilities; communication of such rules and procedures and thorough training in their use; provision of a system for evaluating employee performance, correcting poor performance and recognizing excellent accomplishments; prompt investigation and resolution of complaints and grievances; encouragement and serious consideration of employee ideas to improve the quality of their work life; referrals for assistance, advice and counsel relative to any personal problems or concerns which may negatively affect the employment relationship.

(7) Labor Negotiations. The department shall lead and direct the conduct of labor negotiations in accordance with policy guidelines established by the executive and council.

~~(8) ((Affirmative Action. The department shall administer its functions and services in accordance with applicable affirmative action plans and legislation.~~

~~(9) Safety. The department shall establish and administer a county safety program in accordance with the rules of the Washington Industrial Safety and Health Act (WISHA). The program shall include the development of a safety organization, and shall establish management accountability for a safe working environment, provide training to identify hazards and prevent injury and report results to enhance risk assessment and to allow for program evaluation.~~

~~(10))~~ Employee Records and Information. The department shall maintain central employee records and personnel information systems which shall be the official county record of all personnel actions and the employment history of each employee. Records and other information shall be confidential and maintained in accordance with state law.

~~((11))~~ (9) Staff Support to Human Resources Boards. The department shall provide secretarial and other staff support to the law enforcement officers and firefighters (LEOFF) disability board and to any other human resources boards which may be created for the purpose of performing or reviewing functions which are assigned under this chapter to the human resources department.

Section 3. Snohomish County Code Section 3A.01.010, adopted by Ordinance No. 84-129 on November 21, 1984, is amended to read:

**3A.01.010 Purpose.**

It is the purpose of these personnel rules to provide basic statements of personnel policy which shall be applied to employees in the classified service. They are published to inform employees, supervisors, and administrators of their rights and responsibilities under these rules, and to define the basis on which ~~((the personnel))~~ elected and appointed officials, including the human resources director, shall ~~((conduct a comprehensive))~~ administer this system of personnel management.

Section 4. Snohomish County Code Section 3A.01.030, adopted by Ordinance No. 84-129 on November 21, 1984, is amended to read:

**3A.01.030 Amendment of rules.**

It shall be the duty of the human resources director ~~((of personnel))~~ to review with department heads and elected officials any proposed modifications of these rules. Such proposed modifications shall become effective upon adoption by ordinance by the council.

Section 5. Snohomish County Code Section 3A.02.040, adopted by Ordinance No. 84-129 on November 21, 1984, is amended to read:

**3A.02.040 Certification.**

The ~~((provision))~~ identification of qualified candidates ~~((;))~~ from various eligible registers by the employing official with the advice and assistance of the director ~~((from various eligible registers, to the employing official))~~ in accordance with certification procedures so that selection to fill a vacant position may be completed.

Section 6. Snohomish County Code Section 3A.02.140, adopted by Ordinance No. 84-129 on November 21, 1984, is amended to read:

**3A.02.140 Eligible register(s).**

A list or lists of candidates qualified for employment, promotion, demotion ~~((transfer))~~ or reinstatement by examination or due to other circumstances ~~((;))~~ as described by these rules and who are available for certification ~~((by the director)).~~

Section 7. Snohomish County Code Section 3A.07.010, adopted by Ordinance No. 97-042 on May 28, 1997, is amended to read:

### **3A.07.010 Recruitment.**

Recruitment of candidates for vacant positions in the classified service of Snohomish county shall be the responsibility of ~~((the director with the assistance of))~~ elected officials and department heads with the assistance of the director. The director will develop and ~~((conduct))~~ recommend to elected officials and department heads an active recruitment program designed to meet current and projected employment needs. Recruitment will be tailored to the various classes of positions to be filled and will be directed to sources likely to yield qualified candidates. Position vacancies may be filled by considering candidates from within Snohomish County employment ("county only") when the affected elected official or department head, after consulting the director, deems it appropriate and in the best interests of the county. The director ~~((will also ensure))~~ may assist elected officials and department heads so that vacancies are advertised or posted with other appropriate labor market sources ~~((in accordance with the county's affirmative action plan)).~~

Section 8. Snohomish County Code Section 3A.07.030, adopted by Ordinance No. 97-042 on May 28, 1997, is amended to read:

### **3A.07.030 Examinations – General.**

Suitability for appointment to the classified service shall be determined by examination relating to those matters which will test the capacity and fitness of the candidates to discharge the duties of the position. Examinations may include written, oral, physical or performance exercises, evaluations of training and experience, or any combination of these. They may take into consideration such factors as experience, education, aptitude, knowledge, skill, ability, character or any other job-related qualifications. ~~((The director))~~ Elected officials and department heads shall specify the nature and content of examinations based upon the advice and information of the director ~~((elected officials, department heads))~~ and subject matter experts.

Section 9. Snohomish County Code Section 3A.07.040, adopted by Ordinance No. 97-042 on May 28, 1997, is amended to read:

### **3A.07.040 Examination administration.**

(1) Conduct of Examinations. Examinations shall be held at such times and places and in such manner, as, in the judgment of the ~~((director))~~ affected elected official or department head, most nearly meet the practicability of administration and needs of the ~~((service))~~ elected official or department head.

(2) Veterans Preference. War veterans shall have added to their final passing score a percentage preference in accordance with state law. In order to

receive this percentage preference, eligible applicants must request such preference and provide proof of discharge in the manner prescribed by the director.

Section 10. Snohomish County Code Section 3A.08.010, adopted by Ordinance No. 97-042 on May 28, 1997, is amended to read:

**3A.08.010 Eligible registers.**

(1) Each appointment to fill a regular position in the classified service shall be made from an eligible register established for the class of positions by the ~~((director))~~ affected elected official or department head. An eligible register shall contain the names of candidates who are qualified for appointment to the class. An eligible register may be abolished or reestablished whenever it is determined by the affected elected official or department head, after consulting the director, to be in the best interests of the county.

(2) Types of Registers.

(a) Layoff. A layoff register shall be formed for each job classification from which employees have been laid off.

~~(b) ((Transfer. A transfer register shall be formed to include every regular employee who formally requests a transfer from his/her position to another position in the same classification. An employee may request a voluntary demotion to a classification having a lower maximum salary in the same manner. Employees seeking a transfer must meet the minimum qualifications for the classification sought. The involuntary transfer of an employee, from one position of a classification to another position within the same classification and organization, may be effected by an employing official at any time with notification to the director.~~

~~(c))~~ (e)) Reemployment. The names of employees who have been separated from the county in good standing or who have been reclassified to a classification with a lower pay range may, at the employee's request, be placed on a reemployment register for the period of one year. The names of employees who were laid off due to medical restrictions shall be placed on the reemployment list in accordance with 3A.06.060.

~~((d))~~ (c) County Only/Open. A register shall be formed at the conclusion of each county only or open examination and shall contain the names of those candidates who have achieved the minimum rating which is determined to be necessary by the director. Candidates with the same score or rank are considered to be equally qualified and are generally to be afforded the same treatment in certification and selection processes

Section 11. Snohomish County Code Section 3A.08.030, adopted by Ordinance No. 97-042 on May 28, 1997, is amended to read:

**3A.08.030 Types of appointments.**

(1) Regular Appointment. Regular appointment is any appointment to a regular budgeted position vacancy in the classified service.

(2) Temporary Appointment. Temporary appointment is any appointment to perform work which is temporary in nature. Temporary appointment of any individual shall not exceed 1040 hours during a 12-month period. Qualified county employees on layoff status shall be given first consideration for temporary appointments. The temporary employment of an intern who is enrolled as a student in a bona fide course of study at a college or university shall be permitted. Conditions of employment including salary, hours of work and length of employment shall be determined by agreement between the county and the college or university. The director shall be notified in writing by the department head of all such agreements.

(3) In-Training Appointment. Whenever ~~((the director))~~ an elected official or department head determines it is in the best interests of ~~((the county))~~ their office or department, the ~~((director))~~ elected official or department head may approve the in-training appointment of an applicant who does not meet the minimum qualifications for a classification. In such cases, the employing official shall provide justification for the appointment and shall establish a training program that will satisfy the deficiency in qualifications within one year from the date of appointment. During the training period, the employee shall be compensated at a lower rate than that of the class for which training is being given. At the end of the training period, if the employee has successfully completed the necessary training, the employee shall be placed on a probationary period in accordance with these rules and shall be placed at the first step of the salary range for the appropriate class. Time spent in training status shall not be credited toward satisfaction of the probationary period. Removal of the employee during training or probationary period shall be at the discretion of the employing official.

(4) Acting Appointment. Acting appointment is a form of temporary appointment in which a regular classified county employee is given an assignment in a position in a different classification having the same or higher pay range, to replace another employee.

(5) Exempt Appointment. Exempt appointment is the appointment of an employee to an exempt position not subject to this title and shall be governed by the rules and procedures of chapter 3.68 SCC.

Section 12. Snohomish County Code Section 3A.08.040, adopted by Ordinance No. 97-042 on May 28, 1997, is amended to read:

**3A.08.040 Appointment following transfer of function.**

Where there is a transfer of function into the classified service from another personnel system or governmental entity, any incumbent employee shall be appointed without examination provided the duties and responsibilities of the affected position are not changed substantially. The director ~~((shall))~~ may provide employees so affected with a written determination of their status and benefits at the time of transfer.

Section 13. Snohomish County Code Section 3A.10.030, adopted by Ordinance No. 84-129 on November 21, 1984, is amended to read:

**3A.10.030 Recall from layoff.**

First consideration to fill vacancies in county positions shall be given to employees on layoff registers. Upon notification by an employing official that a vacancy exists, the director will contact qualified candidates from the layoff register and certify the names of those interested, if any, to the employing official. Names will be submitted in the following order:

- (1) Employees laid off from the same layoff unit in which the vacancy exists.
- (2) Employees laid off from the classification which is currently vacant.
- (3) Employees laid off from other classifications at the same or a higher level who have the appropriate qualifications.

The employing official shall examine ~~((or request that the director examine))~~ certified candidates ~~((;))~~ and indicate to the director the selection results.

Section 14. Snohomish County Code Section 3A.12.020, adopted by Ordinance No. 84-129 on November 21, 1984, is amended to read:

**3A.12.020 Performance evaluation.**

(1) **Policy.** The performance evaluation process is intended to improve productivity through systematic communication between supervisors and employees regarding performance standards, goals, employee concerns, problems, training needs and opportunities.

(2) **Rules.**



(a) ~~((The director))~~ Each elected official and department head shall develop and maintain performance evaluation systems for all groups of employees.

(b) The performance evaluation systems shall be based on standards related to an employee's work assignment.

(c) The performance evaluation systems shall provide the employee with an opportunity to submit a written response to the contents of his/her evaluation. The contents of an employee's evaluation are not subject to the grievance procedure.

Section 15. Snohomish County Code Section 3A.12.040, adopted by Ordinance No. 84-129 on November 21, 1984, is amended to read:

**3A.12.040 Dismissal procedure.**

The director ~~((will))~~ may advise and assist department heads in the handling of all matters involving contemplated dismissal prior to the completion of the action, unless, in the judgment of the department head, immediate action is required.

Section 16. Snohomish County Code Section 3A.12.060, adopted by Ordinance No. 84-129 on November 21, 1984, is amended to read:

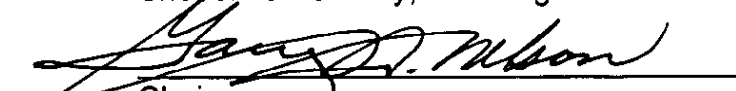
**3A.12.060 Sexual harassment.**

It is the policy of the county to maintain an environment which is free from sexual harassment and intimidation. No employee shall be subjected to unsolicited and unwelcome sexual overtures or threats either verbal or physical, and any such actions may bring prompt disciplinary action including possible termination. The ~~((director))~~ executive shall develop guidelines which inform employees of their rights under this policy and shall specify procedures to be used by employees in filing complaints. An investigation of alleged sexual harassment shall be treated confidentially and every effort will be expended to prevent personal embarrassment.

Section 17. This ordinance shall take effect on January 1, 2005.

PASSED this 19<sup>th</sup> day of January, 2005

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

  
Chairperson

Ordinance 04-  
AMENDING CHAPTERS 2.600, 3A.01, 3A.02, 3A.07, 3A.08, 3A.10, and  
3A.12 OF THE SCC RELATING TO THE AUTHORITY AND FUNCTIONS  
OF THE DEPT. OF HUMAN RESOURCES

ATTEST:

Barbara Sikorst  
Clerk of the Council, *Asst.*

- APPROVED
- EMERGENCY
- VETOED

DATE: 1/21/05

ATTEST:

Laura Nelson  
Approved as to form only:

Steve Weibel  
County Executive

Charles E. Anderson  
Deputy Prosecuting Attorney