

Adopted: 01/17/18  
Effective: 02/02/18

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SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

AMENDED ORDINANCE NO. 17-104

RELATING TO COUNTY EMPLOYMENT, ESTABLISHING  
RESTRICTED HIRING PROCESS FOR MANAGEMENT EXEMPT EMPLOYEES, AND  
ADDING A NEW CHAPTER 3.90 SCC

WHEREAS, revenue projections by the department of finance indicate the need to manage general fund expenditures; and

WHEREAS, personnel costs, including salaries and wages, benefits, overtime, and payroll taxes, account for 70% to 80% of general fund expenditures; and

WHEREAS, meaningful reductions in general fund spending may need to be achieved by establishing a restricted hiring process that disallows the automatic filling of management exempt positions that become vacant on or after January 1, 2018, thereby reducing personnel expenditures; and

WHEREAS, Article 2 of the Snohomish County Charter vests in the county council the authority to take such budget actions over all three branches of Snohomish County government.

NOW, THEREFORE, BE IT ORDAINED:

Section 1. A new chapter is added to Title 3 of the Snohomish County Code to read:

Chapter 3.90

RESTRICTED HIRING PROCESS

Sections:

- 3.90.010 Purpose.
- 3.90.015 Definitions.
- 3.90.020 Application.
- 3.90.030 Employee replacement process.
- 3.90.040 Executive authority.

1           **3.90.010 Purpose.**

2           The purpose of this chapter is to establish a restricted hiring process to fill  
3 vacant management exempt positions of county employment. The restricted  
4 hiring process is intended to provide the council with a tool to manage county's  
5 general fund expenditures in a manner that ensures ongoing fiscal health and  
6 financial sustainability.  
7

8           **3.90.015 Definitions.**

9           Except where the context clearly indicates otherwise, the following terms  
10 used in this section apply throughout this chapter.

11           (1)       "Contractual obligation" means when a program or position is  
12 substantially funded by a federal or state grant or other dedicated revenue source  
13 and is required under a related grant or other contract.

14           (2)       "General fund" is the primary operating fund of the county created  
15 by SCC 4.07.010 and used to account for all financial resources except those  
16 funds required to be accounted for separately.

17           (3)       "Positions of county employment" include all budgeted regular and  
18 project positions, excluding temporary and seasonal positions.

19           (4)       "Sustainability" means that at the end of the fiscal year, the fund  
20 and/or annual budget will sustain a positive balance having met all its obligations,  
21 including any adjustments or assumed under-expenditures.  
22

23           **3.90.020 Application.**

24           This chapter shall apply to vacant management exempt positions of  
25 county employment funded in full or in part by the general fund regardless of  
26 which branch of government, except:

27           (1)       the deputy county executive;

28           (2)       the legislative chief of staff;

29           (3)       the legislative aides of the county council;

30           (4)       the chief administrators and law clerks/bailiffs of the superior and  
31 district courts; and

32           (5)       the director of each executive department, and the deputy director  
33 for each elected official.  
34

35           **3.90.030 Restricted hiring process.**

36           Beginning January 1, 2018, there is hereby established a restricted hiring  
37 process for all current and future vacant management exempt positions of county  
38 employment as follows:

39           (1)       The department of human resources will review monthly vacant  
40 position reports to identify vacant management exempt positions, and the  
41 department shall notify the county council of such vacancies within fifteen (15)  
42 days of the end of the month.

1 (2) Salary savings shall not be used to hire positions above the  
2 budgeted scale and/or step, except where the promotion of an existing employee  
3 would dictate the initial step.

4 (3) Any such vacant positions shall not be advertised, offered to be  
5 filled, or be filled unless approved by the county council under 3.90.030(7).

6 (4) An elected office or department seeking to fill a vacant  
7 management exempt position of county employment shall submit a request to the  
8 county council who, based upon an analysis/recommendation by the requesting  
9 department and finance, will determine whether filling the vacancy will adversely  
10 affect either the overall sustainability of the general fund or the annual budget of  
11 the department or office. The request must be in the form of an ECAF as  
12 described in SCC 2.48.118, and include estimated fiscal impacts on the county  
13 for the current year and at least five years thereafter.

14 (5) The county council shall by motion authorize filing the vacancy if it  
15 determines at a public meeting, after consultation with a representative of the  
16 requesting department or office and/or the executive that filling the management  
17 exempt position vacancy is fiscally sustainable and necessary:

18 (a) for performance of a critical health or safety function;

19 (b) for satisfaction of a legal mandate;

20 (c) for efficient and cost-effective operations; or

21 (d) to satisfy a county contractual obligation.

### 22 23 **3.90.040 Executive authority.**

24 (1) This chapter does not limit the authority of the county executive to  
25 impose additional restrictions on appointed executive departments subject to the  
26 supervisory authority of the county executive.

27 (2) The county executive and appointed executive departments subject  
28 to the supervisory authority of the county executive shall take no action, by  
29 executive order or otherwise, that purports to limit personnel decisions of county  
30 officials or agencies not subject to the supervisory authority of the county  
31 executive except as expressly authorized by ordinance.

32 (3) County officials and agencies not subject to the supervisory  
33 authority of the county executive, including the offices of the county assessor,  
34 auditor, clerk, council, prosecuting attorney, sheriff, treasurer, and district and  
35 superior courts, may take actions to limit county personnel costs not provided for  
36 in this ordinance to the extent consistent with this ordinance and the county  
37 budget adopted under chapter 4.26 SCC, as amended.

### 38 39 **3.90.050 Sunset.**


40 This chapter is repealed effective on the date six years following  
41 enactment unless re-enacted prior to that date as provided in section 2.115 of the  
42 county charter.

1 PASSED this 17<sup>th</sup> day of January, 2018.

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4 SNOHOMISH COUNTY COUNCIL  
5 Snohomish County, Washington  
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9 Council Vice Chair

10 ATTEST:

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14 Asst. Clerk of the Council  
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17 ( ) APPROVED

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19 ( ) EMERGENCY

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21 (x) VETOED

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23 DATE: 1/31/18  
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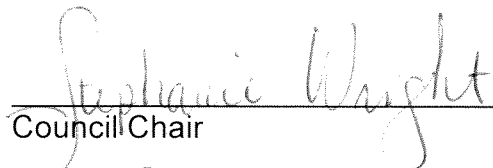
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26 \_\_\_\_\_  
27 County Executive

28 ATTEST:


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VETO OVERRIDDEN BY A 5-0 VOTE IN  
OPEN SESSION ON FEBRUARY 2, 2018

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34 Approved as to form only:

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36 \_\_\_\_\_  
37 Council Chair

38 \_\_\_\_\_  
39 Deputy Prosecuting Attorney

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41 \_\_\_\_\_  
42 Clerk of the Council  
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