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SNOHOMISH COUNTY  
EXECUTIVE OFFICE

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AUG 9 1982 521

**County Council**

**SNOHOMISH COUNTY, WASHINGTON**



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G.L. \_\_\_\_\_ D.J. \_\_\_\_\_

ORDINANCE NO. 82-074

RELATING TO CREATION OF DEPARTMENT OF PERSONNEL

BE IT ORDAINED:

Section 1. A new chapter is added to the Snohomish County Code Title Chapter 2.300 as follows:

Chapter 2.300

DEPARTMENT OF PERSONNEL

Sections:

- 2.300.010 Creation and Purpose
- 2.300.020 Definitions
- 2.300.030 Authority
- 2.300.040 Director
- 2.300.050 Appointment
- 2.300.060 Functions
- 2.300.070 Organization by Director
- 2.300.080 Severability

2.300.010 Creation and Purpose. There is hereby established a Snohomish County Personnel Department. It shall be the purpose of the department to provide and administer to the extent permitted by state law, a professional system of personnel management for county employees through the development, communication and uniform application of policies, rules and procedures and by selection and implementation of programs which improve the effectiveness and efficiency of the county's human resources.

2.300.020 Definitions

- (1) Council means the Snohomish County Council.

- (2) Executive means the Snohomish County executive.
- (3) County personnel system means those statements of policy and procedure contained in chapter 3a of the Snohomish County Code or its successor.
- (4) Exempt employee system means the conditions of employment for personnel exempt from the county personnel system as specified by SCC chapter 3.68, and amendments.
- (5) Department means the Snohomish County Personnel Department.

2.300.030 Authority. The department of personnel shall have the authority for administration of the Snohomish County personnel 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:

- (a) Employment services
- (b) Training
- (c) Classification
- (d) Pay administration
- (e) Employee benefits
- (f) Employee relations
- (g) Labor negotiations
- (h) Affirmative action
- (i) Safety
- (j) Employee records and information
- (k) Staff support to personnel boards.

2.300.040 Director. The director of the department of personnel shall be the administrative head of the department, shall be supervised by the county executive. The director shall prepare and submit to the executive an annual budget request for the department as directed by the executive. The director shall appoint all officers and employees of the department in accordance with the rules of the county personnel system.

The director or his designee shall serve as secretary to any board created by the county to hear employee grievances or to make recommendations regarding the operation of the county personnel system. The director at his discretion may create temporary advisory committees for the purpose of enabling employees and management to provide input and/or to participate in the development or administration of programmatic elements. The director shall have sole authority over the makeup and duration of such committees.

2.300.050 Appointment of Director. The director shall be appointed by the executive subject to confirmation by the county council. He shall serve at the pleasure of

the executive and shall be subject to the county exempt employee system.

2.300.060 Functions.

(a) Employment services. The department shall administer the central employment program for filling all county position vacancies subject to applicable laws and collective bargaining agreements and shall determine and perform the necessary recruitment, application, examination and certification practices.

(b) 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.

(c) Classification. The department will develop and maintain a system of classification which places 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.

(d) 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 reflects 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 personnel system, exempt employee system and collective bargaining agreements.

(e) 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 shall recommend additions, deletions and other adjustments as necessary 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 non-monetary awards and incentives; and savings, investment or other thrift programs.

(f) 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 personnel 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; assistance, advice and counsel relative to any personal problems or concerns which may negatively affect the employment relationship.

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

(h) Affirmative action. The department shall prepare and maintain a county affirmative action plan which shall be adopted by council resolution. The plan shall specify activities the county commits to undertake to meet its affirmative action objectives. An annual report shall be provided to the executive and council on the county's progress under the plan as well as recommendations for corrective action where necessary.

(i) 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, 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.

(j) 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.

(k) Staff support to personnel boards. The department shall provide secretarial and other staff support to the personnel board created by the county to hear grievances, to the law enforcement officers and

firefighters (LEOFF) disability board and to any other personnel boards which may be created for the purpose of performing or reviewing functions which are assigned under this ordinance to the personnel department.

2.300.070 Organization by Director. Subject to the approval of the executive, the director may create divisions and sections, and may reassign positions and functions within the department; provided that appropriate budget and personnel transfers are made with executive and council approval.

2.300.080 Severability. If any provision of this chapter is held invalid, the remainder of the chapter shall not be affected.

PASSED this 3rd day of August, 1982.

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

Cliff Bailey  
Chairman

ATTEST:

Ellie Snyder  
Clerk of the Council

(  ) APPROVED  
( ) VETOED  
( ) EMERGENCY

DATE: 8-11-82

ATTEST:

Willis D. Tucker  
WILLIS TUCKER  
Executive

PUBLISHED 7-25-82 and 8-20-82