



**KING COUNTY**  
**Signature Report**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**October 12, 2011**  
**Motion 13575**

**Proposed No. 2011-0371.2**

**Sponsors Gossett**

1           A MOTION relating to the organization of the council; and  
2           amending Motion 10651, Section III, as amended, and OR  
3           1-020, Motion 10651, Section V, as amended, and OR 2-  
4           030, Motion 10651, Section VII, as amended, and OR 3-  
5           030, Motion 10651, Section VIII, as amended, and OR 3-  
6           040 and Motion 11327, Section II, as amended, and OR 3-  
7           101.

8           WHEREAS, the council has specified by motion policies for members and staff;  
9           and

10           WHEREAS, the council desires to implement a dual-accountability staff  
11           leadership model;

12           NOW, THEREFORE, BE IT MOVED by the Council of King County:

13           I. Motion 10651, Section III, as amended, and OR 1-020 are each hereby  
14           amended to read as follows:

15           **OR 1-020. Powers and duties of the chair.**

16           A. The chair, with their consent, shall appoint councilmembers to regional  
17           committees, standing committees, administrative committees, special committees and  
18           outside committees as required or as deemed necessary to efficiently conduct the business  
19           of the council. The council recognizes that its committee structure, membership and

20 chairs and vice-chairs reflect the council's will. Any changes thereto shall be made only  
21 by formal legislative motion adopted by a majority of the members at a council meeting.

22 B. The chair shall have the responsibility and general direction for the council's  
23 resources, budget, operation and organizational structure. The chair shall allocate an  
24 equal amount of funding and FTE positions to each councilmember's district support and  
25 constituent services account from within the council administration account. The chair  
26 shall be responsible for the general oversight of legislative branch employees, except  
27 personal and district support and constituent services staff of councilmembers. Each  
28 councilmember shall be responsible for making employment decisions for his or her  
29 personal and district support and constituent services staff. The council director of  
30 government relations shall be responsible for the overall management and administration  
31 of municipal relations, strategic policy initiatives, communications and CTV staff. The  
32 council chief of staff shall be responsible for the overall management and administration  
33 of ~~((council staff employees, except for personal staff and district support and constituent~~  
34 ~~services staff))~~ policy staff, committee assistants, administrative staff inclusive of  
35 technology services and the clerk's office employees. The council chief of staff shall be  
36 responsible for the overall management and administration of other legislative branch  
37 employees as specified in OR 3-030, except for personal and district support and  
38 constituent services staff.

39 C. The chair of the council shall not enter into a consultant contract for more than  
40 twenty-five thousand dollars without first being authorized to do so by council motion.  
41 All consultants shall comply with the King County code of ethics.

42 D. The chair shall regularly consult in the exercise of her or his duties with the  
43 vice-chair. The chair, in consultation with committee chairs, shall direct the necessary  
44 coordination of staff, except for personal and district support and constituent services  
45 staff. The council's chief of staff shall report to the chair and the director of government  
46 relations shall report to the ~~((chair))~~ chief of staff. The chair may exercise any power  
47 conferred upon the chief of staff or the director of government relations.

48 E. The chair shall be a member of the employment and administration committee.

49 II. Motion 10651, Section V, as amended, and OR 2-030 are each hereby  
50 amended to read as follows:

51 **OR 2-030. Employment and administration committee.**

52 **A. Membership requirements.** The employment and administration committee  
53 shall consist of four members.

54 **B. Duties and process.**

55 1. Administrative committee. The employment and administration committee is  
56 an administrative committee of the council. The employment and administration  
57 committee shall consult with councilmembers ~~((and))~~, the chief of staff and the director  
58 of government relations on a continuing basis in order to review council operations under  
59 the staffing structure defined in this motion.

60 2. Personnel decisions. The employment and administration committee shall  
61 make recommendations to the council concerning decisions for legislative branch  
62 employees, except for interns and councilmembers' personal and district support and  
63 constituent services staff, and except for minor personnel decisions, which may be made  
64 by the chair of the employment and administration committee in accordance with

65 subsection B.5. of this section. Personnel decisions include decisions to hire, to fill  
66 vacancies, to make staffing adjustments, to designate staff employment assignments,  
67 except assignments of policy staff to specific issues and legislation which shall be made  
68 by the chief of staff under OR 3-040.D.2, to adjust staff pay, to analyze future hiring  
69 needs and to make other necessary employment decisions. Personnel decisions do not  
70 include termination or disciplinary decisions, which follow the process stated in  
71 subsection B.3. of this section, or minor personnel decisions, which follow the process  
72 stated in subsection B.5. of this section. Where applicable, employment and  
73 administration committee recommendations on personnel decisions shall be developed in  
74 consultation with appropriate committee chairs and, where applicable, either or both the  
75 chief of staff and the director of government relations.

76           3. Personnel decisions shall be contained in a written recommendation report  
77 and may be voted out of committee upon: a. the receipt of the signature of three  
78 committee members during a meeting of the committee; or b. subject to signature by a  
79 quorum of the committee members in accordance with K.C.C. 1.24.055.C (Rule 6.C).  
80 Once the necessary signatures are obtained, recommendation reports from the committee  
81 shall be forwarded to the council for consideration on an employment and administration  
82 committee consent agenda. The chair of the employment and administration committee  
83 shall issue, upon recommendation of the employment and administration committee and  
84 with the approval of a majority of the council, all employment decisions for legislative  
85 branch employees except interns and the councilmembers' personal and district support  
86 and constituent services staffs.

87           4. Terminations and disciplinary decisions. The employment and administration  
88 committee makes decisions on discipline and termination, including layoffs., except for  
89 councilmembers' personal and district support and constituent services staff. If three  
90 committee members vote for a termination or disciplinary action the decision is final,  
91 except when an employee exercises the right of an appeal to the full council. An  
92 employee who has been either suspended without pay of two weeks or more or  
93 terminated may appeal the decision of the employment and administration committee to  
94 the council. The appeal must be filed within ten calendar days of written notice of the  
95 suspension or termination being sent to the employee. An appeal is accomplished by  
96 delivering a notice of appeal to the clerk of the council. Nondisciplinary terminations are  
97 subject to appeal in the same manner as disciplinary terminations.

98           5. Minor personnel decisions.

99           a. Except for interns and councilmembers' personal and district support and  
100 constituent services staff, the chair of the employment and administration committee shall  
101 make all minor personnel decisions as set forth in this subsection B.5. Minor personnel  
102 actions are:

103           (1) authorizing recruiting for a vacated or newly created position;

104           (2) increasing or reducing the hours assigned to a current position up to the  
105 total budgeted hours for the position, as reflected in the Staff and Salary Detail Report  
106 maintained by the chief of staff or his or her designee;

107           (3) reassigning an employee employed within a legislative branch agency of  
108 the county auditor, board of appeals/equalization, hearing examiner, ombudsman/tax  
109 advisor or civic television to another position in the same agency and pay range;

110           (4) hiring a temporary or a term-limited temporary employee to perform  
111 clerical or technical functions, up to a total of the maximum period allowed by ordinance  
112 or two years, whichever is less;

113           (5) extending the employment period of a temporary or a term-limited  
114 temporary employee hired to perform clerical or technical functions, up to a total of the  
115 maximum period allowed by ordinance or two years, whichever is less; and

116           (6) approving a carryover of excess vacation leave under K.C.C. 3.12.190  
117 because of cyclical workloads, work assignments or other reasons as may be in the best  
118 interests of the county.

119           b. Requests for minor personnel decisions shall be made in writing to the  
120 employment and administration committee chair via the chief of staff. Requests may be  
121 made only by councilmembers, legislative branch agency managers, the chief of staff, the  
122 director of government relations or a staff member who is supervised directly by the chair  
123 of the council. The chief of staff shall promptly provide the employment and  
124 administration committee chair with a copy of the request and the chief of staff's  
125 recommendation for approval, disapproval or modification of the request.

126           c. Action on a requested minor personnel decision shall be in writing, signed  
127 by the chair of the employment and administration committee. The chief of staff shall  
128 file the original of the decision action with the clerk of the council, and shall provide  
129 copies of the decision action to the agency manager or supervisor, affected employee and  
130 members of the employment and administration committee.

131           6. Nothing in this process is to be construed to alter the at-will status of  
132 legislative branch employees. This process is designed to facilitate the will of the

133 majority of the council. If there are specific provisions of a collective bargaining  
134 agreement that are contrary to this process, the collective bargaining agreement controls.

135 **C. Recommendations to the council chair.** The employment and  
136 administration committee may consider and make recommendations to the council chair  
137 regarding management organization structure and legislative branch customer service.  
138 The committee may monitor and make recommendations on the legislative branch  
139 budget.

140 **D. Removal of recommendations from consent agenda.** Upon the request of  
141 any member present before the council, any specific recommendation from the  
142 employment and administration committee shall be removed from the consent agenda  
143 and considered separately by the council prior to adoption of the employment and  
144 administration committee consent agenda. The council may then by a majority vote  
145 make whatever orderly disposition of the matter it deems appropriate.

146 **E. Motions for censure.** The employment and administration committee shall  
147 consider and make recommendations on motions for censure related to alleged violations  
148 of any antiharassment policy by a councilmember.

149 **F. Personnel records as confidential.** To the extent permitted by law, personnel  
150 records which would be exempt from public disclosure shall continue to be treated as  
151 confidential and records or portions thereof which are exempt shall be conspicuously  
152 identified as such and separated from nonexempt records.

153 III. Motion 10651, Section VII, as amended, and OR 3-030 are each hereby  
154 amended to read as follows:

155 **OR 3-030. Legislative branch organization - organization chart.**

156 The legislative branch shall be organized in accordance with the organization  
157 chart, Attachment A to ~~((Motion 13378))~~ this motion.

158 IV. Motion 10651, Section VIII, as amended, and OR 3-040 are each hereby  
159 amended to read as follows:

160 **OR 3-040. Staff guidelines.**

161 A. For the purposes of this section, unless the context clearly requires otherwise:

162 1. "Administrative staff" means: the council chief of staff and staff who report  
163 directly or indirectly to the council chief of staff; and the director of government relations  
164 and staff who directly or indirectly report to the director of government relations; and

165 2. "Policy staff" means the council staff who report directly or indirectly to the  
166 chief of staff, including, but not limited to, staff assigned to a standing or regional  
167 committee or the board of health, and who are assigned to provide policy, fiscal or  
168 program analysis for all councilmembers;

169 B. Ethical considerations.

170 In common with all county employees and officials, legislative branch employees  
171 and elected officials shall comply with the King County code of ethics, K.C.C. chapter  
172 3.04. Employees shall familiarize themselves with the content of the code of ethics and  
173 in the event they identify any issue of possible concern they shall promptly seek advice  
174 from their supervisor, the council chief of staff or the legal counsel or shall seek an  
175 advisory opinion from the board of ethics.

176 C. Lobbying restriction on administrative and policy staff and on the legal  
177 counsel to the council.



178           1. Administrative or policy staff or the legal counsel to the council shall not in  
179 any way seek to influence the passage or rejection of any matter under consideration by  
180 the council or any committee of the council, except where an employee within the scope  
181 of his or her duties is required to make a recommendation or is specifically asked by a  
182 councilmember to give a recommendation on the particular matter. This restriction does  
183 not apply to the director of government relations or the chief of staff to the council  
184 pursuant to previously adopted council action.

185           2. With respect to contacts involving the news media related to the political or  
186 policy aspects of county business, administrative and policy staff and the legal counsel of  
187 the council are encouraged first to refer such matters to the committee chair or  
188 councilmember with jurisdiction over the subject matter.

189           D. Reporting relationships and assignments of policy staff.

190           1. Policy direction. Policy staff work for and are accessible to all  
191 councilmembers (~~and~~), the chief of staff and the director of government relations.  
192 Policy staff receive policy direction regarding issues within the committee's jurisdiction  
193 from the committee chair, members of the committee, the chief of staff and lead staff.  
194 Where issues are related to the work of the director of government relations, municipal  
195 relations or strategic policy initiatives, the chief of staff and lead staff shall consult and  
196 confer with the director before providing direction to policy staff.

197           2. Policy staff assignments. Policy staff assignments shall be made by the chief  
198 of staff with collaboration from committee lead staff. Notwithstanding an assignment to  
199 a standing or regional committee, policy staff may be assigned tasks to various  
200 committees by the chief of staff or his or her designee. All policy staff are subject to the

201 administrative supervision of the chief of staff or his or her designee. Policy staff are  
202 responsible for conducting objective analysis on legislation and work items to which they  
203 are assigned.

204 3. Administrative supervision. In order to ensure maximum effectiveness of the  
205 resources of policy staff and ensure that the Charter-based needs of the council are met,  
206 administrative supervision includes: overall coordination of all policy staff work plans;  
207 developing and implementing an ongoing equitable performance evaluation system that  
208 provides accountability of staff work product; developing, conducting and overseeing  
209 training and development programs, plans and processes for policy staff that link  
210 assessment of policy staff work with staff's professional development and growth. The  
211 chief of staff or his or her designee shall have administrative supervision responsibility  
212 over ~~((administrative and))~~ policy staff. The chief of staff and director of government  
213 relations or his or her designee shall have administrative supervision responsibility over  
214 administrative staff under his or her supervision as detailed in OR 1-020.B.

215 4. Lead policy staff. Lead policy staff function as the supervisor for the policy  
216 staff assigned work in their respective committees. The lead staff for a committee is  
217 responsible for managing the administrative work of the committee, including ensuring  
218 that committee agendas are prepared, approved by the committee chair, and distributed in  
219 a timely manner. Subject to the confidentiality rules in subsection F. of this section,  
220 policy staff are expected to keep the chief of staff and lead staff informed about their  
221 assignments and any issues that may arise.

222 E. Scope of work.

223           1. The first priority of policy staff is to support committee work responsibilities  
224 as established by the council and carried out under the direction of the committee chair.  
225 Their second priority is to support committee members' work requests. Their third  
226 priority is to support noncommittee members' work requests related to the work of the  
227 committee. Their fourth priority is to accomplish all other work requests from  
228 councilmembers. The committee chair shall make reasonable provisions for each  
229 priority.

230           2. If policy staff believe that a work request cannot be accomplished consistent  
231 with the above priorities, they should discuss the issue with the committee chair, the lead  
232 staff for the committee and with the chief of staff, subject to the limitations identified in  
233 subsection F. of this section concerning confidentiality.

234           F. Confidentiality.

235           1. Councilmembers may request an administrative staff or a policy staff member  
236 to perform work and keep the nature of the work confidential. Unless otherwise  
237 instructed by the councilmember requesting confidential work, administrative and policy  
238 staff shall apprise the chief of staff or the director of government relations based upon the  
239 staff assignment under OR 1-020.B. as to the general nature of and time required to  
240 perform a confidential work request.

241           2. Consistent with the reporting relationship and assignment rules in subsections  
242 B. through E. of this section, policy staff are expected to inform lead staff and the chief of  
243 staff about the amount of time required to perform the work.

244           3. Based upon staff assignment under OR 1-020.B. ~~((F))~~if administrative staff or  
245 policy staff believe that a work request by a councilmember is contrary to adopted

246 council rules or violates the staff's professional ethics, the staff may consult with the  
247 director of government relations, the chief of staff or lead staff, and for this purpose may  
248 disclose the information necessary to identify the problem. The director of government  
249 relations, the chief of staff and lead staff shall also maintain confidentiality.

250 G. Staff assistance. Based upon staff assignment under OR 1-020.B,  
251 ((A))administrative and policy staff should seek the assistance of the chief of staff or the  
252 director of government relations to resolve any concerns regarding performance of their  
253 assigned duties.

254 V. Motion 11327, Section II, as amended, and OR 3-101 are each hereby  
255 amended to read as follows:

256 **OR 3-101. Hiring.** The council wishes to formalize its process for outreach,  
257 recruitment and hiring as described in this section.

258 A. A job announcement will be prepared by the chief of staff or his or her  
259 designee and will be distributed by the county personnel department to the county's  
260 standard distribution list and will be posted on the Internet. The job announcement  
261 should include a job description, salary, minimum qualifications, the standard "EEO"  
262 notice encouraging women and minorities to apply, and application instructions.  
263 Appropriate employment resources to recruit persons from minority groups should be  
264 used in order to attract as many minority applicants as possible. In cases where vacancies  
265 exist within the purview of the director of government relations, the chief of staff will  
266 collaborate with the director of government relations on the development of the job  
267 description, salary and minimum qualifications.

268 B. Positions will remain open for a reasonable period of time.

269 C. Applications will be screened according to written objective work-related  
270 criteria established from the job description. Oral interviews will be scheduled with an  
271 interview team selected by the chief of staff or his or her designee, or, where the vacancy  
272 exists within the purview of the director of government relations, the chief of staff will  
273 select the interview team in collaboration with the director of government relations. The  
274 oral interview has a ~~((two-fold))~~ twofold purpose: 1. to give the applicant a more  
275 detailed description of the job, the council and the staff; and 2. to examine in a structured  
276 fashion the experience and qualifications of the applicant. The oral interview may be  
277 supplemented by additional tests of an applicant's abilities such as writing samples and  
278 analytical exercises.

279 D.1. The chief of staff or his or her designee will assess the results of the  
280 interview and testing process and will recommend the top candidates to the employment  
281 and administration committee; however, where the vacancy exists within the purview of  
282 the director of government relations, the chief of staff will perform this function in  
283 collaboration with the director of government relations.

284 2. The employment and administration committee may choose to consider other  
285 candidates than those recommended by the chief of staff or his or her designee. The  
286 employment and administration committee will recommend a candidate to the council for  
287 final selection. After the employment and administration committee has made a  
288 recommendation, the council may choose to consider other candidates than those  
289 recommended by the employment and administration committee.

290 E. In cases where any new vacancy in the legislative branch occurs within six  
291 months of the recruitment process described in subsections A., B., C. and D.1. of this

292 section, the chief of staff or his or her designee may consider any applicants from a  
293 previous recruitment process to select top candidates for recommendation to the  
294 employment and administration committee to fill the vacant position. Where the vacancy  
295 exists within the purview of the director of government relations, the chief of staff will  
296 perform this function in collaboration with the director of government relations.

297 F. The only exceptions to this procedure will be for internal promotions or  
298 reassignments of legislative branch employees and for the recruitment and hiring of the  
299 chief of staff, the director of government relations, current county employees, interns,  
300 clerical employees, CTV operations specialists and temporary employees.

301 G. A preference shall be given to an applicant for any position who is presently  
302 on the staff of the legislative branch who has already demonstrated the capability to  
303 perform the duties of the position satisfactorily.

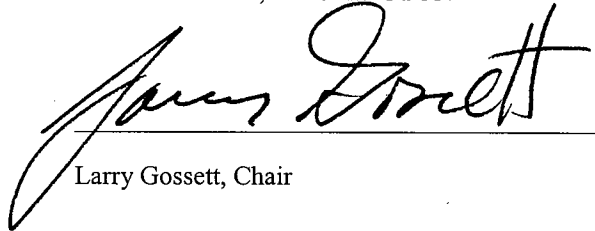
304 H. The authority for hiring temporary employees for sixty days or less is  
305 delegated to the chief of staff; where the vacancy exists within the purview of the director  
306 of government relations, the chief of staff will perform this function in collaboration with  
307 the director of government relations. For the purposes of this subsection, "sixty days"

308 means sixty actual days of work or no more than four hundred twenty hours of work,  
309 whichever is less.  
310

Motion 13575 was introduced on 9/12/2011 and passed as amended by the Metropolitan King County Council on 10/10/2011, by the following vote:

Yes: 8 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Hague,  
Ms. Patterson, Ms. Lambert, Mr. Dunn and Mr. McDermott  
No: 1 - Mr. Ferguson  
Excused: 0

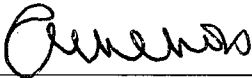
KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



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Larry Gossett, Chair

ATTEST:

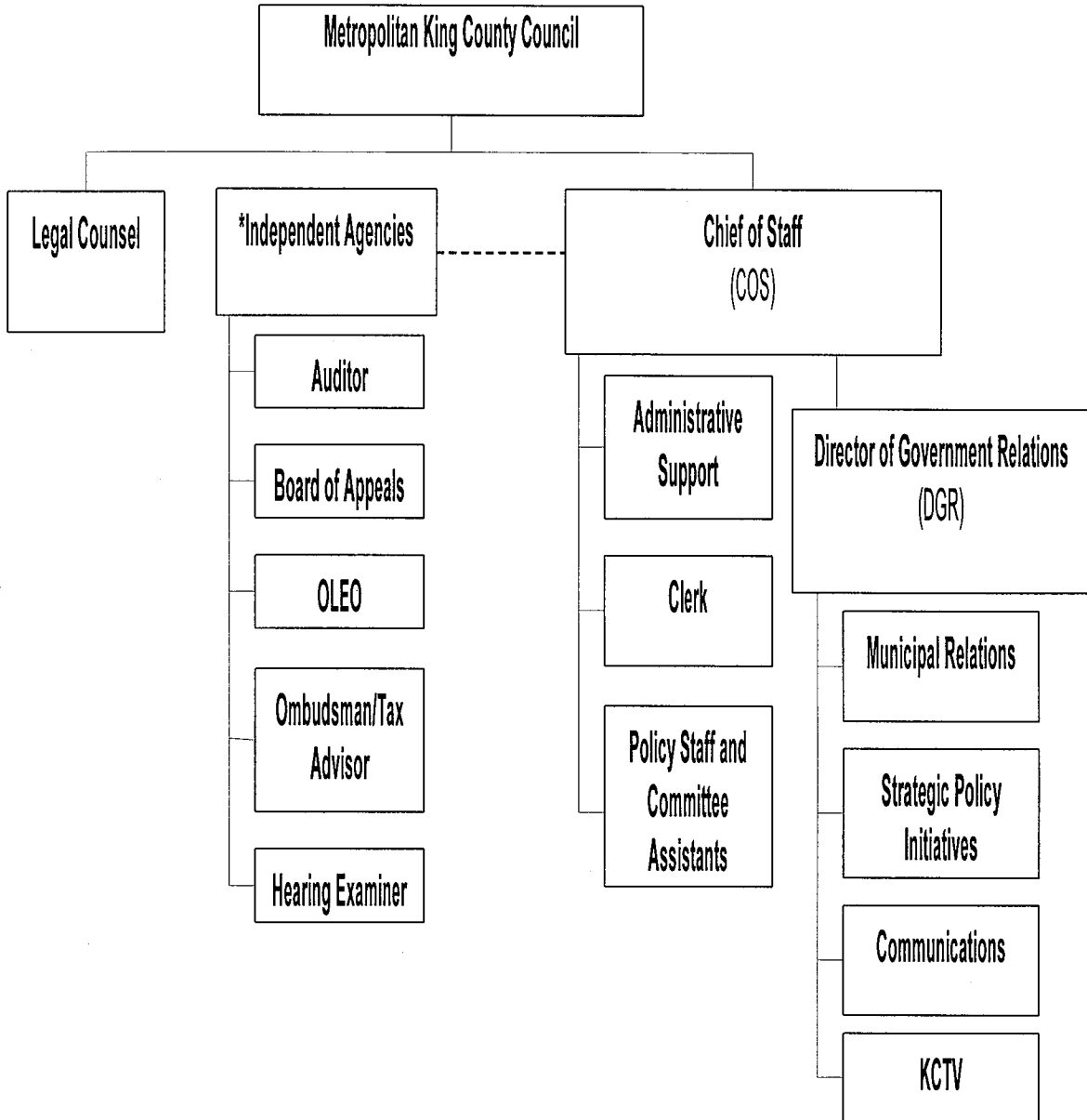


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Anne Noris, Clerk of the Council

**Attachments:** A. King County Legislative Branch Organization Chart Revised 10-10-11

### King County Legislative Branch Organization Chart



\*The Chief of Staff monitors the offices and activities of the Council's Independent Legislative Branch Agencies

\*\*Each member supervises his or her personal and district support and constituent services staff