



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

July 15, 2014

Motion 14189

Proposed No. 2014-0304.2

Sponsors Phillips, Gossett, Lambert and
Dunn

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 11122, Section F, as amended, and OR 2-120
5 Motion 10651, Section VII, as amended, and OR 3-030
6 Motion 10651, Section VIII, as amended, and OR 3-030
7 Motion 11327, Section II, as amended, and OR 3-101.

8 WHEREAS, the King County Charter provides that the county council "shall be
9 responsible for its own organization and for the employment and supervision of those
10 employees whom it deems necessary to assist it," and

11 WHEREAS, the council desires to implement changes to its staff oversight
12 model;

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

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

16 **Powers and duties of the chair.**

17 A. The chair, with their consent, shall appoint councilmembers to regional
18 committees, standing committees, administrative committees, special committees and
19 outside committees as required or as deemed necessary to efficiently conduct the business

20 of the council. The council recognizes that its committee structure, membership and
21 chairs and vice-chairs reflect the council's will. Any changes thereto shall be made only
22 by formal legislative motion adopted by a majority of the members at a council meeting.

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

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

39 D. The chair shall regularly consult in the exercise of her or his duties with the
40 vice-chair. The chair, in consultation with committee chairs, shall direct the necessary
41 coordination of staff, except for personal and district support and constituent services
42 staff. The council's chief of staff and policy staff director shall report to the chair and are

43 accountable to and responsive to all councilmembers. The chair may exercise any power
44 conferred upon the chief of staff or policy staff director.

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

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

48 **Employment and administration committee.**

49 **A. Membership requirements.** The employment and administration committee
50 shall consist of four members. The chair of the employment and administration
51 committee shall issue, upon recommendation of the employment and administration
52 committee and with the approval of a majority of the council, all employment decisions
53 for legislative branch employees except interns and the councilmembers' personal and
54 district support and constituent services staff, other than employment decisions that are
55 made by the chair of the employment and administration committee as provided in this
56 section.

57 **B. Duties and process.**

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

63 2. Personnel decisions. The employment and administration committee shall
64 make recommendations to the council concerning decisions for legislative branch
65 employees, except for interns and councilmembers' personal and district support and

66 constituent services staff, and except for minor personnel decisions, which may be made
67 by the chair of the employment and administration committee in accordance with
68 subsection ~~((B.5.))~~ B.6. of this section. Personnel decisions include decisions to hire, to
69 fill vacancies, to make staffing adjustments, to designate staff employment assignments,
70 except assignments of policy staff to specific issues and legislation which shall be made
71 by the ~~((chief of staff))~~ policy staff director under OR 3-040.D.2, to adjust staff pay, to
72 analyze future hiring needs and to make other necessary employment decisions.
73 Personnel decisions do not include termination or disciplinary decisions, which follow
74 the process stated in subsection B.3. of this section, or minor personnel decisions, which
75 follow the process stated in subsection ~~((B.5.))~~ B.6. of this section. Where applicable,
76 employment and administration committee recommendations on personnel decisions
77 shall be developed in consultation with appropriate committee chairs and, where
78 applicable, the chief of staff and policy staff director.

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

88 branch employees except interns and the councilmembers' personal and district support
89 and constituent services staffs.

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

101 5. Performance evaluations of chief of staff and policy staff director. Valuing
102 broad-spectrum review of key staff within the legislative branch, performance appraisals
103 of the chief of staff and policy staff director shall be drafted by the chair of the council
104 with input from all councilmembers. Performance evaluation drafts shall then be
105 forwarded to the committee for review and consideration before review with the
106 individual being reviewed and rated.

107 6. Minor personnel decisions.

108 a. Except for interns and councilmembers' personal and district support and
109 constituent services staff, the chair of the employment and administration committee shall

110 make all minor personnel decisions as set forth in this subsection (~~(B-5.)~~) B6. Minor
111 personnel actions are:

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

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

116 (3) reassigning an employee employed within a legislative branch agency of
117 the county auditor, board of appeals/equalization, hearing examiner, office of law
118 enforcement oversight, ombudsman/tax advisor or civic television to another position in
119 the same agency and pay range;

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

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

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

129 b. Requests for minor personnel decisions shall be made in writing to the
130 employment and administration committee chair via the chief of staff or policy staff
131 director. Requests may be made only by councilmembers, legislative branch agency
132 managers, the chief of staff, the policy staff director or a staff member who is supervised

133 directly by the chair of the council. The chief of staff or policy staff director shall
134 promptly provide the employment and administration committee chair with a copy of the
135 request and the chief of staff's or policy staff director's recommendation for approval,
136 disapproval or modification of the request.

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

142 ~~((6.))~~ 7. Nothing in this process is to be construed to alter the at-will status of
143 legislative branch employees. This process is designed to facilitate the will of the
144 majority of the council. If there are specific provisions of a collective bargaining
145 agreement that are contrary to this process, the collective bargaining agreement controls.

146 **C. Recommendations to the council chair.** The employment and
147 administration committee may consider and make recommendations to the council chair
148 regarding management organization structure and legislative branch customer service.
149 The committee may monitor and make recommendations on the legislative branch
150 budget.

151 **D. Removal of recommendations from consent agenda.** Upon the request of
152 any member present before the council, any specific recommendation from the
153 employment and administration committee shall be removed from the consent agenda
154 and considered separately by the council prior to adoption of the employment and

155 administration committee consent agenda. The council may then by a majority vote
156 make whatever orderly disposition of the matter it deems appropriate.

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

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

164 III. Motion 11122, Section F, as amended, and OR 2-120 are each hereby
165 amended to read as follows:

166 **Interim staff assignments.** Pending consideration by the employment and
167 administration committee and action by the council on general staffing adjustments
168 necessary as a result of committee reorganization, the council chair, in consultation with
169 the employment and administration committee chair, the affected committee chairs, the
170 policy staff director and the chief of staff, is hereby authorized to temporarily designate
171 staff employment assignments in order to accomplish the work of the council. Such
172 assignments shall give due consideration to existing areas of expertise, workload and
173 priorities of committee chairs.

174 IV. Motion 10651, Section VII, as amended, and OR 3-030 are each hereby
175 amended to read as follows:

176 **Legislative branch organization - organization chart - chief of staff - policy**
177 **staff director.**

178 **A. Organization chart.** The legislative branch shall be organized in accordance
179 with the organization chart, Attachment A to ~~((Motion 13985))~~ this motion. The chief of
180 staff shall prepare and file with the clerk of the council a revised organization chart to
181 replace Attachment A to this motion when the organization of the legislative branch is
182 changed by any ordinance, motion, or personnel decision adopted by the council.

183 **B. Chief of staff.** There shall be a council chief of staff who reports to the chair,
184 and shall be accountable and responsive to all councilmembers. The chief of staff is
185 responsible for the efficient overall management and administration of the following staff
186 of the legislative branch and their subordinates: the administrative services supervisor;
187 the clerk; the director of communications; the director of strategic policy initiatives; and
188 the director of government relations. The chief of staff is also responsible for monitoring
189 the independent agencies of the council. The chief of staff shall be a resource for
190 personal and committee staff. In addition, the chief of staff, at the direction of the
191 council and in consultation with appropriate committee chairs, may coordinate with the
192 policy staff director the work of committee staff, legal counsel and others as needed on
193 significant issues.

194 **C. Policy staff director.** There shall be a policy staff director who reports to the
195 chair, and shall be accountable and responsive to all councilmembers. The policy staff
196 director is responsible for the efficient overall management and administration of the
197 committee staff, which includes committee assistants and represented legislative analysts.
198 Committee chairs and members are responsible for providing policy direction to
199 committee staff by, among other things, setting priorities and directing the work of
200 committee staff. In addition, the policy staff director, at the direction of the council chair

201 and in consultation with appropriate committee chairs, may coordinate with the chief of
202 staff the work of committee, legal counsel and others as needed on significant issues.

203 V. Motion 10651, Section VIII, as amended, and OR 3-030 are each hereby
204 amended to read as follows:

205 **Staff guidelines.**

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

207 1. "Administrative staff" means the council chief of staff and staff who report
208 directly or indirectly to the council chief of staff; and

209 2. "Policy staff" means the council staff who report directly or indirectly to the
210 ~~((chief of staff))~~ policy staff director, including, but not limited to, staff assigned to a
211 standing or regional committee or the board of health, and who are assigned to provide
212 policy, fiscal or program analysis for all councilmembers.

213 B. Ethical considerations.

214 In common with all county employees and officials, legislative branch employees
215 and elected officials shall comply with the King County code of ethics, K.C.C. chapter
216 3.04. Employees shall familiarize themselves with the content of the code of ethics and
217 in the event they identify any issue of possible concern they shall promptly seek advice
218 from their supervisor, the policy staff director, the council chief of staff or the legal
219 counsel or shall seek an advisory opinion from the board of ethics.

220 C. Lobbying restriction on administrative and policy staff and on the legal
221 counsel to the council.

222 1. Administrative or policy staff or the legal counsel to the council shall not in
223 any way seek to influence the passage or rejection of any matter under consideration by

224 the council or any committee of the council, except where an employee within the scope
225 of his or her duties is required to make a recommendation or is specifically asked by a
226 councilmember to give a recommendation on the particular matter. This restriction does
227 not apply to the policy staff director, the director of government relations or the chief of
228 staff to the council pursuant to previously adopted council action.

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

233 D. Reporting relationships and assignments of policy staff.

234 1. Policy direction. Policy staff work for and are accessible to all
235 councilmembers, and the ~~((chief of staff))~~ policy staff director. Policy staff receive
236 policy direction regarding issues within the committee's jurisdiction from the committee
237 chair, members of the committee, the ~~((chief of staff,))~~ policy staff director and team
238 leaders.

239 2. Policy staff assignments. Policy staff assignments shall be made by the
240 ~~((chief of staff))~~ policy staff director with collaboration from team leaders.

241 Notwithstanding an assignment to a standing or regional committee, policy staff may be
242 assigned tasks to various committees by the ~~((chief of staff))~~ policy staff director or his or
243 her designee. All policy staff are subject to the administrative supervision of the ~~((chief
244 of staff))~~ policy staff director or his or her designee. Policy staff are responsible for
245 conducting objective analysis on legislation and work items to which they are assigned.

246 3. Administrative supervision. In order to ensure maximum effectiveness of the
247 resources of policy staff and ensure that the Charter-based needs of the council are met,
248 administrative supervision includes: overall coordination of all policy staff work plans;
249 developing and implementing an ongoing equitable performance evaluation system that
250 provides accountability of staff work product; developing, conducting and overseeing
251 training and development programs, plans and processes for policy staff that link
252 assessment of policy staff work with staff's professional development and growth. The
253 ~~((chief of staff))~~ policy staff director or his or her designee shall have administrative
254 supervision responsibility over ~~((administration and))~~ policy staff consisting of
255 represented legislative analysts and committee assistants. The chief of staff or his or her
256 designee shall have administrative supervision responsibility over administration staff as
257 shown in Attachment A to this motion.

258 4. Team leader. Team leader staff function as the supervisors for policy staff
259 and committee assistants. A team leader is responsible for: consulting with committee
260 lead staff to ensure adequate staffing to meet the needs of the committee; mentoring and
261 coaching staff; assigning work to committee analysts and support staff, in conjunction
262 with committee lead staff; reviewing staff work against professional and technical
263 standards; meeting on an ongoing basis with staff on the team leader's team to ensure that
264 the work program goals are being met and necessary training provided as well as
265 providing quarterly reviews and preparing performance evaluations. Subject to the
266 confidentiality rules in subsection F. of this section, policy staff are expected to keep the
267 ~~((chief of staff))~~ policy staff director and team leader staff informed about their
268 assignments and any issues that may arise.

269 5. Committee lead staff. The committee lead staff for a committee is
270 responsible for working with the policy staff director and team leader staff in ensuring
271 adequate staff resourcing to meet the needs of the committee, managing the
272 administrative work of the committee, including ensuring that committee agendas are
273 prepared, approved by the committee chair and distributed in a timely manner.

274 E. Scope of work.

275 1. The first priority of policy staff is to support committee work responsibilities
276 as established by the council and carried out under the direction of the committee chair.
277 Their second priority is to support committee members' work requests. Their third
278 priority is to support noncommittee members' work requests related to the work of the
279 committee. Their fourth priority is to accomplish all other work requests from
280 councilmembers. The committee chair shall make reasonable provisions for each
281 priority.

282 2. If policy staff believe that a work request cannot be accomplished consistent
283 with the above priorities, they should discuss the issue with the committee chair, the lead
284 staff for the committee and with the (~~chief of staff~~) policy staff director, subject to the
285 limitations identified in subsection F. of this section concerning confidentiality.

286 F. Confidentiality.

287 1. Councilmembers may request an administrative staff or a policy staff member
288 to perform work and keep the nature of the work confidential. However, administrative
289 analytic (~~and policy~~) staff may apprise the chief of staff, and policy staff may apprise
290 the policy staff director as to the requested work and time required to perform it. The

291 policy staff director and the chief of staff shall maintain the confidential nature of the
292 request.

293 2. Consistent with the reporting relationship and assignment rules in subsections
294 B. through E. of this section, policy staff are expected to inform lead staff and the ~~((chief~~
295 ~~of staff))~~ policy staff director about the amount of time required to perform the work.

296 3. Based upon staff assignment under OR 1-020.B, if administrative staff or
297 policy staff believe that a work request by a councilmember is contrary to adopted
298 council rules or violates the staff's professional ethics, the staff may consult with the
299 policy staff director, the chief of staff or lead staff and for this purpose may disclose the
300 information necessary to identify the problem. The policy staff director, the chief of staff
301 and lead staff shall also maintain confidentiality.

302 G. Staff assistance. Based upon staff assignment under OR 1-020.B,
303 administrative ~~((and policy))~~ staff should seek the assistance of the chief of staff, and
304 policy staff should seek the assistance of the policy staff director, to resolve any concerns
305 regarding performance of their assigned duties.

306 VI. Motion 11327, Section II, as amended, and OR 3-101 are each hereby
307 amended to read as follows:

308 **Hiring.** The council wishes to formalize its process for outreach, recruitment and
309 hiring as described in this section.

310 A. Consistent with OR 3-101.A., ((A))a job announcement will be prepared by
311 the ~~((chief of staff))~~ administrative services supervisor or his or her designee and will be
312 distributed by the county personnel department to the county's standard distribution list
313 and will be posted on the Internet. The job announcement should include a job

314 description, salary, minimum qualifications, the standard "EEO" notice encouraging
315 women and minorities to apply, and application instructions. Appropriate employment
316 resources to recruit persons from minority groups should be used in order to attract as
317 many minority applicants as possible.

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

319 C. Applications will be screened according to written objective work-related
320 criteria established from the job description. Oral interviews will be scheduled with an
321 interview team selected by the chief of staff, or his or her designee, for administration
322 staff, and by the policy staff director, or his or her designee, for committee staff. The oral
323 interview has a twofold purpose: 1. to give the applicant a more detailed description of
324 the job, the council and the staff; and 2. to examine in a structured fashion the experience
325 and qualifications of the applicant. The oral interview may be supplemented by
326 additional tests of an applicant's abilities such as writing samples and analytical exercises.

327 D.1. The chief of staff or his or her designee will assess the results of the
328 interview and testing process for administration staff and will recommend the top
329 candidates to the employment and administration committee. The policy staff director or
330 his or her designee will assess the results of the interview and testing process for policy
331 staff and will recommend the top candidates to the employment and administration
332 committee.

333 2. The employment and administration committee may choose to consider other
334 candidates than those recommended by the policy staff director or chief of staff or his or
335 her designee. The employment and administration committee will recommend a
336 candidate to the council for final selection. After the employment and administration

337 committee has made a recommendation, the council may choose to consider other
338 candidates than those recommended by the employment and administration committee.

339 E. In cases where any new vacancy under his or her responsibility in the
340 legislative branch occurs within six months of the recruitment process described in
341 subsections A., B., C. and D.1. of this section, the chief of staff or the policy staff director
342 or his or her designee may consider any applicants from a previous recruitment process to
343 select top candidates for recommendation to the employment and administration
344 committee to fill the vacant position.

345 F. The only exceptions to this procedure will be for internal promotions or
346 reassignments of legislative branch employees and for the recruitment and hiring of the
347 chief of staff, the policy staff director, current county employees, interns, clerical
348 employees, CTV operations specialists and temporary employees.

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

352 H. The authority for hiring temporary employees for sixty days or less is
353 delegated to the chief of staff. For the purposes of this subsection, "sixty days" means

354 sixty actual days of work or no more than four hundred twenty hours of work, whichever
355 is less.
356

Motion 14189 was introduced on 7/14/2014 and passed as amended by the
Metropolitan King County Council on 7/14/2014, by the following vote:

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

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Larry Phillips, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments: A. King County Legislative Branch Organization Chart

