



King County

CONFIRMATION PACKET FOR
NATHAN VALDERAS
KING COUNTY DEPARTMENT OF ELECTIONS
DEPUTY DIRECTOR

SECTION A

- Letters in Support of Appointment



King County
Department of
Executive Services

Chinook Building
401 Fifth Avenue, Suite 135
Seattle, WA 98104-1818
Phone: 206-263-9750 Fax 206-296-3829
TTY Relay: 711

December 18, 2017

King County Council
516 Third Ave, Room 1200
Seattle, WA 98104

RE: Nathan Valderas – Support of Appointment for Deputy Director of Elections

To Whom It May Concern:

I'm writing to express my wholehearted support of the appointment of Nathan Valderas as the Deputy Director for King County Elections. Having worked with Nathan for over three years, I have seen firsthand the dedication and commitment he brings to his work.

Nathan and I have worked together in different roles and capacities, from serving on interview panels to addressing complex employee relations issues. I appreciate the fact that he has consistently demonstrated a commitment to creating a best-run government and to our King County values. He is dedicated to inclusion and comes from a place of listening and understanding. He personally models integrity and respect for others. These qualities make Nathan a respected leader inside and outside of Elections.

I offer my support of this appointment and look forward to continuing working with Nathan. As Deputy, I know he will act as an outstanding public servant to his Director, staff, peers and the residents of King County.

Sincerely,

Shawn Abernethy, HR Manager 3
Department of Executive Services



Snohomish County Elections
A Division of the Auditor's Office

Carolyn Welkel
County Auditor

Garth Fell
Elections and Recording Manager

December 20, 2017

King County Council
516 Third Ave, Room 1200
Seattle, WA 98104

To Whom It May Concern:

It is with confidence I recommend Nathan Valderas for the position of Deputy Director for King County Elections.

Nathan is a dedicated election administrator who has served the voters of King County for the last eleven years. Nathan is a certified Election Administrator in the State of Washington and his breadth of operational experience is extensive. He has played an important role in many of King County Elections' critical projects over the last decade including:

- Accessible voting units (2006)
- Ballot drop box program (2008)
- Transition to Vote-by-Mail (2009)
- The implementation of a new tabulation system (2017)

In my years working with Nathan, both as a former King County election administrator and now in my role in Snohomish County, I have always known him to be a highly professional administrator who strives for accuracy, transparency, and continuous improvement. Ultimately, his combination of experience and commitment to serving the voters of King County make him an ideal fit for the Deputy Director position.

Sincerely,

Garth Fell
Snohomish County Elections and Recording Manager

January 1, 2018

King County Council
516 Third Ave, Room 1200
Seattle, WA 98104

RE: Nathan Valderas

To Whom It May Concern:

I have known Nathan Valderas for over fifteen years and I have worked with him as he has advanced from Election Distribution Center Supervisor to Administrative Services Manager to his current role as the Operations Manager at King County Elections. I strongly support and recommend him for the position of Deputy Director and believe his experience and skills are uniquely suited for the position and will serve King County well.

Nathan has a solid understanding of what it takes to support the Elections department- including its personnel, budget and operations. With over eleven years of experience supporting his department he is a respected resource inside and outside Elections. Nathan consistently strives to advance county and department priorities like Equity and Social Justice, continuous improvement and increasing voter access in King County.

For these reasons, I can confidently recommend Nathan and fully support his appointment as Deputy Director of Elections.

Sincerely,



Sean Bouffion
Acting Deputy Director
Records and Licensing Service Division

SECTION B

- Letter from Director Julie Wise appointing Nathan Valderas to the position of King County Department of Elections Deputy Director
- Letter from Nathan Valderas to King County Chair Joe McDermott accepting the position of King County Department of Elections Deputy Director and Acknowledgement to Comply with County Code Provisions
- Resume'



King County

Department of Elections
Julie Wise, Director

vote!

January 2, 2018

Nathan Valderas
16219 11th Ave. NE
Shoreline, WA 98155

Dear Nate,

Congratulations! This letter confirms your appointment to the position of Deputy Director in the Department of Elections (Appointed Position #01027420). The effective date of your appointment is January 2, 2018, pending Council approval of permanent placement. I am excited you have accepted this position of responsibility and I look forward to many years of serving the citizens of King County together. Your eleven-year record at King County Elections and your leadership as our former Operations Manager make you uniquely qualified to lead as my Deputy Director, Designee. I believe you are and will continue to be a tremendous asset to King County and the Department of Elections.

As discussed, your annual salary will be \$136,047.39, which is Range 79, Step 4 of the County's 2018 FLSA-exempt squared salary table. You will remain eligible for the County's comprehensive health care benefits, which currently include full-family medical coverage with no premium share. The County also offers an extensive wellness program that provides employees with opportunities to actively focus on their health and well-being. Additionally, you remain eligible to participate in the Washington State Public Employees Retirement System (PERS).

King County values our diverse and vibrant community and acts to preserve our environment. We strive to provide equity and opportunity for our employees through our Equity and Social Justice efforts and seek to be the best run government in the nation. Your job, and the talents and skills you bring to it, will aid us in meeting these goals.

In addition to this letter, I will also be providing you with a letter of expectations which will detail my expectations of you and the work you will perform in your new position. We will work together in the coming months to set performance expectations regarding your position and your ongoing work. You will continue to report directly to me and work jointly with the rest of my senior leadership team.

This position's standard workweek is 40 hours and normal work hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. This position has been determined to be exempt from the overtime provisions of the federal Fair Labor Standards Act and/or the Washington State Minimum Wage Act. As such, you are not eligible for overtime compensation and are required to work the hours necessary to meet your position's responsibilities. If interested, you may want to discuss establishing an ongoing alternative work schedule that is subject to prior approval.

The position is also exempt from some career service provisions as it is an "at-will" appointment. At-will employees serve at the pleasure of the hiring authority and may be terminated from employment at any time without cause and without prior notice.

Nathan Valderas
January 2, 2018
Page 2

Please understand that the provisions of this letter do not constitute an expressed or implied contract but rather a statement of a number of things important to you.

I would like to congratulate you on your appointment. I look forward to your participation and important contributions to the organization. If you have any questions concerning this offer, please contact Richard Moore, Human Resources Manager, at (206) 477-4118. We so look forward to you joining our team. Again, thank you for choosing King County!

Sincerely,



Julie Wise
Director

cc: Payroll/Personnel



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January 23, 2018

The Honorable Joe McDermott
Chair, King County Council
Room 1200
COURTHOUSE

RE: Acknowledgment to Comply with County Code Provisions

Dear Councilmember McDermott:

I am pleased to accept the King County Department of Elections' appointment to the position of King County Deputy Director of Elections. Pursuant to King County Code, Section 2.16.110(E)(5), please accept this letter as my acknowledgement that the Council's confirmation process may require the submittal of information relating to my background and expertise.

I look forward to receiving the Council's consideration for confirmation.

Sincerely,

Nathan Valderas
Deputy Director, Designee
King County Elections

cc: King County Councilmembers
 ATTN: Grant Lahmann, Chief of Staff
 Melani Pedroza, Clerk of the Council
 Jeff Muhm, Councils Director of Council Initiatives
 Jay Osborne, Interim Director, Human Resources Division (HRD), (DES)

NATHAN VALDERAS

CAREER SUMMARY

I am a professional public servant with over eleven years of experience in all aspects of election administration. Since 2006 I have supported King County Elections in conducting more than 50 successful elections, including three presidential elections. I consider myself an expert in supporting the needs of my staff and department and take pride in my dedication to supporting the democratic process through fair, open and accurate elections.

EXPERIENCE

OPERATIONS MANAGER – KING COUNTY ELECTIONS

8/2016 – present

In my current role I am responsible for the Voter Services and Ballot Processing workgroups which are comprised of 30 staff members. I have oversight of all voter registration and required processes associated with preparing returned ballots for scanning and tabulation.

ADMINISTRATIVE SERVICES MANAGER – KING COUNTY ELECTIONS

12/2014 – 8/2016

In this role I managed the finance/budget, payroll, quality assurance, ballot drop box and facility-related functions of the department. During a portion of this time period I also served as the acting Human Resources Manager.

BUILDING OPERATIONS MANAGER – KING COUNTY ELECTIONS

2/2011 – 12/2014

In this role I managed the security, safety, building operations and ballot drop box programs for the department.

ELECTION DISTRIBUTION CENTER SUPERVISOR – KING COUNTY ELECTIONS

5/2006 – 2/2011

I supervised the Elections Distribution Center and was responsible for the maintenance, support, delivery and retrieval of voting equipment and supplies to the County's 600 polling places.

RECORDS CENTER SUPERVISOR – KING COUNTY RECORDS, ELECTIONS & LICENSING DIV

2001 – 5/2006

I supervised King County Record Center staff, providing records retention, storage, retrieval and disposition services to all King County agencies.

EDUCATION

WESTERN WASHINGTON UNIVERSITY – BELLINGHAM, WA

Bachelor of Arts, Sociology (1999)

CERTIFICATIONS

CERTIFIED ELECTIONS ADMINISTRATOR - WASHINGTON STATE

SECTION C

- Background Check Authorization
- Sheriff's Law Enforcement Background Investigation Report
- Financial Public Disclosure Form

KING COUNTY

Background Check Authorization Form

TO WHOM IT MAY CONCERN:

As an applicant for appointment by the King County Director of Elections for the position of King County Deputy Director of Elections, I, understand that full disclosure of all relevant information regarding my fitness for this position is essential to the efficient and orderly governmental process, and I voluntarily consent to such full disclosure as a condition of my being considered further for this position.

In addition, I authorize the King County Department of Elections to perform any law enforcement and financial credit checks that are necessary to complete the confirmation process.

In executing this disclosure authorization, I hereby waive, release and forever relinquish any or all claims arising from the authorized disclosure of whatsoever kind or nature I might hereafter have asserted against King County, its officers, employees, or agents and against any agency, firm, person, or other entity releasing to King County the information disclosure of which is authorized by my execution of this form.



Nathan Valderas

Signed this 12th day of December 2017



King County

Human Resources Management Division

Department of Executive Services

King County Administration Building
500 Fourth Avenue, Room 553
Seattle, WA 98104

206-296-7340 TTY Relay: 711
www.kingcounty.gov

MEMORANDUM

DATE: January 18, 2018

TO: Julie Wise, Director
Department of Elections

FR: ~~Jay Osborne, Director~~
Human Resources Division

RE: Nathan Valderas – Background Check

I received the law enforcement background check conducted on Nathan Valderas, Deputy Director for the King County Department of Elections, by the King County Sheriff's Office.

The report contains no adverse information nor reveals any prior criminal record that disqualifies him for this position.

Thank you.

Statement of Financial and Other Interests

King County Boards, Commissions, Committees, and other Multimember Bodies



King County

Department of Executive Services
 Board of Ethics
 CNK-ES-0135
 401 Fifth Ave., Suite 135
 Seattle, WA 98104
 206-296-1586 Fax 206-205-0840
 TTY Relay 711
 board.ethics@kingcounty.gov

Read all instructions carefully, then fully complete each section.
 Incomplete forms will be returned.

For Board of Ethics use only	Date Received _____
	Audit Date _____
	Date Closed _____

Person reporting Nathan Valderas

Board or commission _____

County agency or department associated with or responsible for the board or commission
King County Elections

I am filing within two (2) weeks of nomination for appointment, reporting on the preceding twelve (12) calendar months ending (enter month, day, and year) _____

I am filing an annual statement, reporting on calendar year 2011. (See #3, "Period of Reporting," on Page 3.)

Financial and Other Interests to Report

Note: Underlined terms are defined on page 4 and in the Code of Ethics.
 If you need more space to provide the required information, please attach additional pages.

A. Compensation, Gifts and Things of Value

During the reporting period, did you, or a member of your immediate family receive compensation, gifts, or things of value from any person engaged in any transaction with King County in which you participated or for which you had responsibility as a board, commission, or committee member?

No Yes **If yes**, please provide the following information.

Name of each <u>person</u> engaged in any <u>transaction with King County</u> from whom the <u>compensation, gift, or thing of value</u> was received	Name of individual who received the <u>compensation, gift, or thing of value</u> and their relationship to you

B. Financial Interests

During the reporting period, did you, or a member of your immediate family possess a financial interest in any person engaged in any transaction with King County in which you participated or for which you had responsibility as a board, commission, or committee member?

No Yes **If yes**, please provide the following information.

Name of each <u>person</u> engaged in any <u>transaction with King County</u> in whom a financial interest was possessed	Name of individual who possessed the financial interest and their relationship to you

C. Positions

During the reporting period, did you, or a member of your immediate family hold a position in any person engaged in any transaction with King County in which you participated or for which you had responsibility as a board, commission, or committee member?

No Yes **If yes**, please provide the following information.

Name of each <u>person</u> engaged in any <u>transaction with King County</u> with whom the position was held	Name of individual who held the position and their relationship to you	Title of the position held

D. Real Property

During the reporting period, did you, or a member of your immediate family possess a financial interest in any real property that was either involved in or the subject of a King County action? Property for which the only King County action was valuation or revaluation for tax purposes does not have to be reported, except that employees of the Department of Assessments and Board of Appeals who are required to file this statement shall report property for which valuation or revaluation actions were taken by King County during the reporting period.

No Yes **If yes**, please provide the following information.

Street address, assessor parcel number, or legal description of real property involved in or subject of a <u>King County action</u>	Name of the individual who possessed the financial interest and their relationship to you	Name of the King County department involved in the <u>King County action</u>

E. Declaration

I have completed the Statement of Financial and Other Interests and acknowledge that I have received the following information to assist me in the completion of the form: Important Filing Information, Definitions, and Who Is Required to File a Statement of Financial and Other Interests. I understand that the purpose of this program is to ensure the public's trust in government by disclosing any conflicts between personal and financial interests and our service to King County residents, and to educate county board and commission members on situations of potential conflict.

I, Nathan Valderas (print name), declare under penalty of perjury under the laws of the State of Washington that the foregoing is true, complete, and correct.

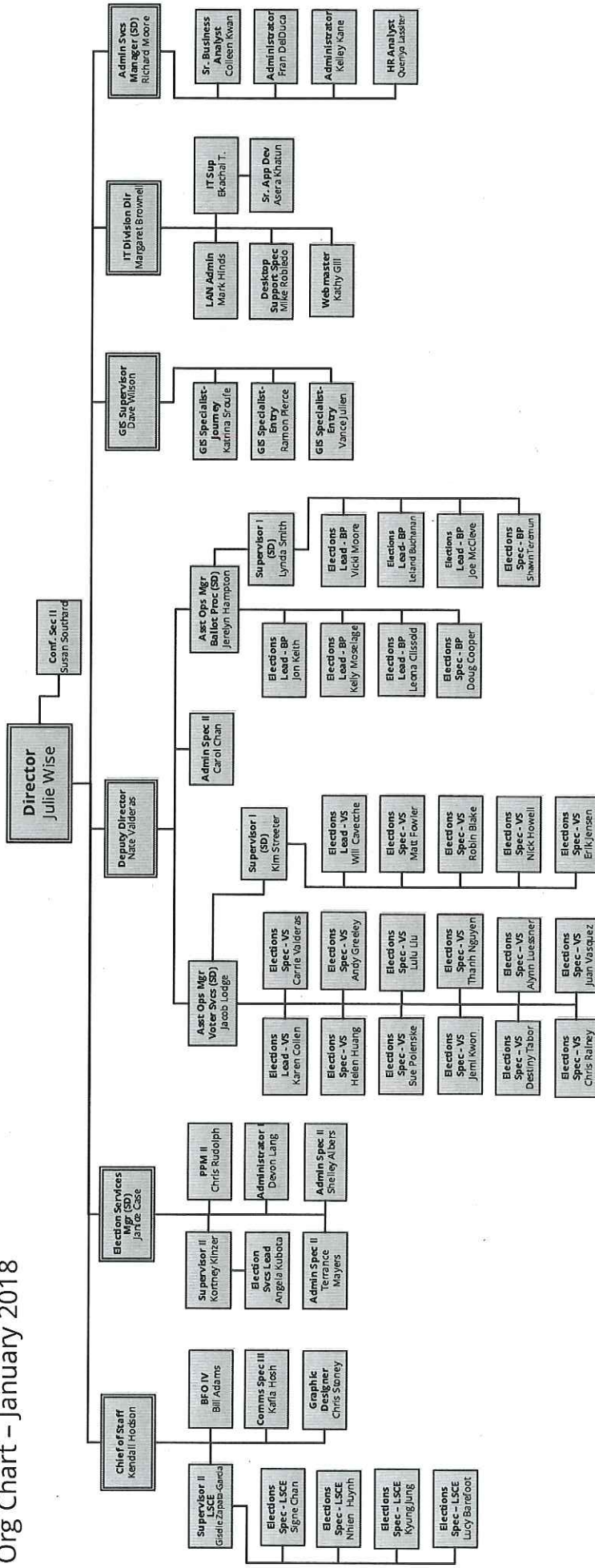
Signature  Job Title Operations Manager

Signed this 14th day of December (month), 2017.
 at Renton (city) WA (state)

SECTION D

- Department Organizational Chart
- Position Description

King County Department of Elections Org Chart - January 2018





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**Department of Elections
Deputy Director**

Description & Purpose of the position

The purpose of this position is to implement and manage the programs established by the Director of Elections. The Deputy manages all aspects of and activities related to conducting Local, State and Federal Elections including the planning and execution of voter registration, voter pamphlet and ballot production, ballot processing, candidate and jurisdiction coordination, precinct boundary management and election results reporting. The Deputy Director coordinates operational initiatives related to continuous improvement, strategic planning, election innovation, and technology/systems development along with external initiatives related to voter education and outreach, election accessibility and language compliance issues.

Example of duties

- Direct the work of staff through a subordinate team of Election Supervisors to oversee the hiring, training and evaluating the performance of election staff.
- Develop an annual work plan for elections including the implementation of performance goals and objectives; review and evaluate workflows, products, methods, and procedures to establish and maintain an effective and efficient system that meets the needs of the voters in King County.
- Oversee the planning and coordination of regular and special elections in King County including staffing and equipment/material/supply preparation.
- Implement and revise departmental policies and procedures to ensure compliance with federal, state and local election law and administrative code.
- Participate in the development and justification of the department's biennial operating budget, including the forecasting of funds required for staff, equipment, materials and services.
- Work with the management team to meet strategic goals as defined in the department's Strategic Plan.
- Oversee the operation of existing election technology including the election management system (EMS), ballot sorting, scanning and tabulation systems.
- Recommend and develop plans to implement new/revised technical systems and processes as needed.
- Represent the Department to the public, elected officials, government officials, political party officials and candidates.
- Work with the Office of the Secretary of State, Elections division and other county Auditors to coordinate statewide and intra-county election issues.
- Serve as the highest county Elections official in the Director's absence.