



Signature Report

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

September 1, 2016

Motion

Proposed No. 2016-0390.1

Sponsors Dunn, Upthegrove, Gossett and
Balducci

1 A MOTION relating to the organization of the council; and
2 amending Motion 10651, Section VII, as amended, and OR
3 3-030 and adding a new section to the organizational
4 compilation.

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

8 WHEREAS, the council desires to implement changes with regard to the
9 administration of the King County Flood Control Zone District;

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

11 I. Motion 10651, Section VII, as amended, and OR 3-030 are each hereby
12 amended to read as follows:

13 **Legislative branch organization - organization chart - chief of staff - policy**
14 **staff director - King County flood control zone district executive director.**

15 A. **Organization chart.** The legislative branch shall be organized in accordance
16 with the organization chart, Attachment A to (~~Motion 14189~~) this motion. The chief of
17 staff shall prepare and file with the clerk of the council a revised organization chart to
18 replace Attachment A to (~~Motion 14189~~) this motion when the organization of the

19 legislative branch is changed by any ordinance, motion, or personnel decision adopted by
20 the council.

21 **B. Chief of staff.** There shall be a council chief of staff who reports to the chair,
22 and shall be accountable and responsive to all councilmembers. The chief of staff is
23 responsible for the efficient overall management and administration of the following staff
24 of the legislative branch and their subordinates: the administrative services supervisor;
25 the clerk; the director of communications; the director of strategic policy initiatives; and
26 the director of government relations. The chief of staff is also responsible for monitoring
27 the independent agencies of the council. The chief of staff shall be a resource for
28 personal and committee staff. In addition, the chief of staff, at the direction of the
29 council and in consultation with appropriate committee chairs, may coordinate with the
30 policy staff director the work of committee staff, legal counsel and others as needed on
31 significant issues.

32 **C. Policy staff director.** There shall be a policy staff director who reports to the
33 chair, and shall be accountable and responsive to all councilmembers. The policy staff
34 director is responsible for the efficient overall management and administration of the
35 committee staff, which includes committee assistants and represented legislative analysts.
36 Committee chairs and members are responsible for providing policy direction to
37 committee staff by, among other things, setting priorities and directing the work of
38 committee staff. In addition, the policy staff director, at the direction of the council chair
39 and in consultation with appropriate committee chairs, may coordinate with the chief of
40 staff the work of committee, legal counsel and others as needed on significant issues.

41 **D. King County Flood Control Zone District executive director.** There shall
42 be a King County Flood Control Zone District executive director who reports to the
43 county councilmember who serves as the chair of the King County Flood Control Zone
44 District. The executive director is responsible for the efficient overall management and
45 administration of the King County Flood Control Zone District and the flood control zone
46 district administration unit and its employees.

47 II. There is hereby added to the organizational compilation a new section to read
48 as follows:

49 **King County Flood Control Zone District administration.** A. The legislative
50 branch shall provide staffing, facilities and services for the King County Flood Control
51 Zone District at actual cost and fully reimbursed by the district through an interlocal
52 agreement between King County and the district.

53 B. For the administration and management of the King County Flood Control
54 Zone District, a flood control zone district administration unit is established for
55 legislative branch employees exclusively providing support for the King County Flood
56 Control Zone District. The unit is exempt from all other provisions of this organizational
57 compilation except this section, OR 3-030.D. and OR 3-110.

58 C. The following applies to the employees within the unit:

59 1. Job descriptions and classifications for employees in the unit shall be
60 reviewed and recommended by the King County Flood Control Zone District executive
61 committee and authorized by motion by the council;

62 2. The executive committee shall establish and be responsible for the outreach,
63 recruitment and hiring process for all employees of the unit. Hiring of the employees

64 shall be subject to appointment by motion by the council, but shall not be subject to the
65 hiring process of OR 3-101 or the decision making requirements of OR 2-030;

66 3. The executive committee shall annually evaluate the performance of the King
67 County Flood Control Zone District executive director, using a process established by the
68 executive committee;

69 4. The executive director shall annually evaluate the performance of the
70 employees within the unit using a process established by the executive committee. The
71 executive director shall also annually present the results of these completed performance
72 evaluations to the executive committee;

73 5. Employees within the unit, other than the executive director, are subject to
74 disciplinary actions as determined by the executive director. Before suspension or
75 termination, the executive director shall notify the county councilmember who serves as
76 the chair of the King County Flood Control Zone District. An employee of the unit who
77 has been either suspended without pay for two weeks or more or terminated may appeal
78 the decision of the executive director to the council. The appeal must be filed within ten
79 calendar days of written notice of the suspension or termination being sent to the
80 employee. An appeal is filed by delivering a notice of appeal to the clerk of the council;

81 6. The executive director is subject to disciplinary actions as determined by the
82 executive committee. The executive director, if either suspended without pay for two
83 weeks or more or terminated, may appeal the decision to the council. The appeal must be
84 filed within ten calendar days of written notice of the suspension or termination being
85 sent to the employee. An appeal is filed by delivering a notice of appeal to the clerk of
86 the council;

87 7. In common with all county employees and officials and elected officials,
88 employees of the unit shall comply with the King County code of ethics, K.C.C. chapter
89 3.04. All employees shall familiarize themselves with the code of ethics, and in the event
90 they identify any issue of possible concern they shall promptly seek advice from their
91 supervisor, the chief of staff or council's chief legal counsel, or shall seek an advisory
92 opinion from the board of ethics; and

93 8. The chief of staff shall be a resource for the employees of the unit and
94 responsible for implementing and carrying out OR 3-110.

95

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

J. Joseph McDermott, Chair

ATTEST:

Anne Noris, Clerk of the Council

APPROVED this ____ day of _____, ____.

Dow Constantine, County Executive

Attachments: A. Organizational Chart