



King County

**CONFIRMATION PACKET
FOR
JAY OSBORNE
AS THE DIRECTOR OF THE KING COUNTY
DEPARTMENT OF HUMAN RESOURCES**

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SECTION A

- Letter from Executive Dow Constantine to King County Council Chair Joe McDermott to Announce Appointment
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July 30, 2018

The Honorable Joe McDermott
Chair, King County Council
Room 1200
C O U R T H O U S E

Dear Councilmember McDermott:

I am pleased to notify you that effective with the passage of Ordinance XXXX, which will establish a new King County Department of Human Resources, I have appointed Jay Osborne to the role of Director of the King County Department of Human Resources. I am presenting the enclosed motion for County Council's approval to confirm Mr. Osborne as the Director of the King County Department of Human Resources.

On December 11, 2017, I appointed Mr. Osborne to serve as the Interim Director of the Human Resources Division of the Department of Executive Services. He served well during his time as Interim Director and on April 30, 2018, I appointed him as the Human Resources Director.

There is legislation pending before you that will establish a new King County Department of Human Resources. If you approve that legislation, I am asking you to confirm Mr. Osborne as the director of the new department.

Mr. Osborne has led the way as we have worked to establish a new Department of Human Resources. This new department will be charged with implementing my Investing in You strategy, supporting employee engagement and developing an inclusive workplace culture across the County.

Mr. Osborne has worked in the County in a variety of roles since 1988. Before agreeing to serve as the Director of the Human Resources Division, he was the Deputy Director of the Roads Division in the Department of Transportation. There he developed a reputation for strong leadership skills, detailed knowledge of the budget process, and a solid grounding in human resources and labor relations issues.

The Honorable Joe McDermott
July 30, 2018
Page 2

Mr. Osborne is known for building teams and collaborative relationships with key stakeholders, as well as developing people, particularly in the midst of transition. Mr. Osborne's straightforward and decisive leadership style will contribute to his success as Director of the Department of Human Resources as it implements my Investing in You strategy

Mr. Osborne's diverse skill set will uphold the goals and objectives of the King County Strategic Plan by being an efficient, accountable regional and local government that develops a highly engaged, diverse, culturally responsive and high performing workforce.

It is my great pleasure to request the confirmation of Mr. Jay Osborne as the Director of the King County Department of Human Resources.

Sincerely,

Dow Constantine
King County Executive

Enclosure

cc: King County Councilmembers
 ATTN: Carolyn Busch, Chief of Staff
 Melani Pedroza, Clerk of the Council
Whitney Abrams, Chief People Officer, King County Executive Office
Dwight Dively, Director, Office of Performance, Strategy and Budget
Caroline Whalen, County Administrative Officer, Department of Executive
 Services (DES)
Jay Osborne, Director, Human Resources Division, DES

Date Created:	6/18/18
Drafted by:	Richard Hayes, Sr. HR Policy Advisor
Sponsors:	
Attachments:	

1 ..Title

2 A MOTION confirming the executive's appointment of Jay
3 Osborne as the director of the King County department of
4 human resources.

5 ..Body

6 BE IT MOVED by the Council of King County:

7 A. The executive's appointment of Jay Osborne as the director of the King
8 County department of human resources is hereby confirmed.

9 B. This motion takes effect only if Ordinance _____ (Proposed Ordinance 2018-
10 xxxx) takes effect, and in that event, this motion takes effect immediately after Ordinance
11 _____ (Proposed Ordinance 2018-xxxx) takes effect.



King County

Department of Transportation
Road Services Division

August 29, 2018

Honorable Joe McDermott, Chair
King County Council
516 Third Avenue, Rm 1200
Seattle, WA 98104

Dear Chair McDermott,

I am honored to recommend to you the Executive appointment of Jay Osborne as King County's new Director of the Department of Human Resources.

Over the last six years I worked closely with Mr. Osborne, and together in our working partnership we were able to successfully address extraordinarily difficult conditions and challenges. In my career, I have been fortunate to work with some skilled leaders; Jay is one of the best I have ever had the privilege to collaborate with in genuine public service.

Although somewhat unorthodox, I offer some of my comments to Jay on his performance over the years:

- The two critical and incredible skills you bring to your work are storyteller and people whisperer. You are great at seeing the big picture of Roads and where our story fits in the context of the world and pulling it altogether in a narrative that others can understand.
- Your people skills have diffused many pending crises, have helped you to pull together your own staff, and have been well-used to talk the leadership team members off various cliffs. Your sense of humor, hard work, willingness to make the hard decisions, and keen insights have been pivotal in getting the agency to and past the tipping point this last year.
- You quickly endeared yourself to the staff and union reps with your positive vision and transparent "this is the way it is" telling of the truth, so even though big shifts were undertaken, staff understood the whys and the way. I will have difficulty prying you out of their grasp for the next challenge – all a testament to your talent. You have similar deep peer relationships throughout the county that help us succeed within the larger organization.
- Your personal warmth and genuine interest in others helps, so when you call out "we are all going this way," the group is ready to follow. As am I. Extra points for managing up well.
- The ideas for the process were very inclusive and made a difficult decision very transparent. Your willingness to hold many and changing roles has been important to

Honorable Joe McDermott

August 29, 2018

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turning the corner at Roads. With your skill set, existing relationships, and knowledge you were highly effective at this difficult and new role without skipping a beat.

- You are excellent at managing multi-party issues and moving a crowd towards an outcome, and I am pleased to see you succeed on these larger stages on critical policy, systems, or political issues. Together, we are providing a transparent view of the emerging and anticipated issues in a way that communicates a thoughtful, intelligent approach to the work and provides for options for consideration by decision makers. Your ability to warmly engage key people on issues of importance to the work, and your depth of knowledge provides for a level of trust and relationship that has been critical to surviving some difficult issues. I rely on you to manage the agency in partnership, to honestly engage me with your ideas and concerns, and to use our complementary skills and knowledge to tackle the work in a way that the product is always improved together. Thank you for your continued willingness to do the difficult work leadership requires, and to do it with me in particular.
- Between us, we have done the nearly impossible in less time than is reasonable. You are the one and only person with whom it could be done – I look forward to slaying a few more dragons with you.

In closing, I would say that the county needs and deserves the extraordinary leadership skills that Jay can offer, and I hope that I can continue to work with him in this new capacity. I would be happy to discuss my unqualified recommendation further.

Sincerely,

A handwritten signature in black ink, appearing to read "Brenda Bauer". The signature is fluid and cursive, with the first name "Brenda" and last name "Bauer" clearly distinguishable.

Brenda Bauer, Director

cc: Whitney Abrams, Chief People Officer



King County

King County Department of Information Technology

CNK-EX-0600

401 Fifth Avenue, Suite 600

Seattle, WA 98104-5002

206.263.7997 Fax 206.296.6511

TTY Relay: 711

September 7, 2018

The Honorable Joe McDermott, Chair
King County Council
516 Third Avenue, Room 1200
Seattle, WA 98104

Dear Chair McDermott:

It's my pleasure to recommend Jay Osborne as Director, Department of Human Resources. Jay's enthusiasm for his work, coupled with his impressive skillset, makes him a truly fine leader and colleague.

We have worked together over the last several months, so I fully understand and appreciate his vision of ensuring a centralized human resources organization provides value for taxpayers and delivers to County employees. I have been impressed with his extensive, deep understanding of human resources programs and policies. In addition to his technical prowess, Jay consistently exhibits a friendly and approachable demeanor, so critical in his field. I've often noticed how his door is always open, and how he treats all he comes in contact with – no matter where they fall within the workplace hierarchy – with the same respect and responsiveness.

As a peer and colleague, I've found Jay both smart and supportive, and he's always available to brainstorm solutions to issues, problems or challenges. With his abilities, adaptability, and dedication, Jay will make a great addition to any team. I have no doubts you will be exceptionally pleased if you hire him. If you have any questions, please don't hesitate to contact me.

Regards,

Tanya Hannah
Director



King County

Department of Public Defense

710 Second Ave., Suite 200
Seattle, WA 98104

September 7, 2018

Honorable Joe McDermott, Chair
Martin Luther King County Metropolitan Council
516 Third Ave., Room 120
Seattle, WA 98104

Dear Chair McDermott:

I am writing with my wholehearted support for the Executive Appointment of Mr. Jay Osborne as King County's first Director of the Department of Human Resources.

I was appointed to be Interim Director of the Department of Public Defense (DPD) on June 30, 2018. While I had sufficient expertise in DPD operations and policy concerns, I needed additional guidance on human resource's issues. Mr. Osborne's guidance and assistance in all human resources matters has been indispensable to me. He has ensured that I have access to human resources managers who are experienced and strategic thinkers, and who have been able to help draft policies and procedures that ensure greater consistency and transparency in DPD's HR decisions. He and his staff have also helped identify workplace cultural issues that need attention and strategies for addressing those issues.

If we are to fulfill the Executive's call to truly be that Best Run Government, we need a Director of the Human Resources Department who can help get us there. I'm convinced that Jay Osborne is indisputably the right choice.

Please don't hesitate to contact me if you have additional questions.

Sincerely,

Anita Khandelwal
Interim Director



King County

Department of Transportation
Metro Transit Division
General Manager's Office
201 S. Jackson Street
KSC-TR-0415
Seattle, WA 98104-3856

September 10, 2018

Honorable Joe McDermott, Chair
Martin Luther King County Metropolitan Council
516 Third Ave, Room 1200
Seattle, WA 98104

Dear Chair McDermott:

I write to express my support of Executive Constantine's nomination of Mr. Jay Osborne as director for the Department of Human Resources.

I have worked with Mr. Osborne on a number of projects during the past several years and observed his focused and dependable leadership. He is deeply knowledgeable of County practices, and a fine steward of the region's resources.

While Mr. Osborne has a long tenure with the County in various positions, I have had the opportunity to work with him during the last seven years. Our leadership paths first crossed while addressing complicated human resource issues impacting the Roads Services Division. I found him to be wholly committed to attending to the needs of the people in that division, whether working directly with employees as they grappled with change or the union leaders carefully monitoring the impacts of major decisions. Jay was transparent, quick to identify pathways through seemingly intractable issues, and carried himself with a collaborative spirit that kept employees engaged.

Most recently, I have worked with Mr. Osborne as the Metro Transit division moved through the administrative transition to becoming a department in the Executive branch. Here too, he was helpful, focused on the consistent and fair application of County policy, and creative in helping find the means of overcoming challenging policy obstacles. At Metro, we owe our thanks to Jay for helping facilitate a number of our successes.

I look forward to continuing to work with Mr. Osborne as a department director. He will do very fine work in support of the County's overall mission, balancing resources effectively, and pushing always to invest in our most vital asset: the people who do the work in service to the residents of King County.

Respectfully,

Rob Gannon
General Manager

**KING COUNTY
COALITION
of UNIONS**

September 10, 2018

Honorable Joe McDermott, Chair
Martin Luther King County Metropolitan Council
516 Third Avenue, Room 1200
Seattle, WA 98104

CO-CHAIRS

LORELEI WALKER, PTE #17

DUSTIN FREDERICK, PSEU #519

COALITION MEMBERS

ANIMAL CONTROL OFFICERS GUILD

INTERNATIONAL BROTHERHOOD OF
TEAMSTERS #117

JOINT CRAFTS COUNCIL,
CONSTRUCTION CRAFTS

KING COUNTY PROSECUTING
ATTORNEYS ASSOCIATION

KING COUNTY REGIONAL AFIS GUILD

KING COUNTY SECURITY GUILD

OFFICE & PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION #8

PROFESSIONAL & TECHNICAL
EMPLOYEES #17

PUBLIC SAFETY EMPLOYEES UNION

PUBLIC, PROFESSIONAL &
OFFICE-CLERICAL EMPLOYEES AND
DRIVERS, TEAMSTERS LOCAL 763

SERVICE EMPLOYEES INTERNATIONAL
UNION, LOCAL 925

TEAMSTERS #174

WASHINGTON STATE COUNCIL OF
COUNTY & CITY EMPLOYEES,
COUNCIL 2, #21AD

WASHINGTON STATE COUNCIL OF
COUNTY & CITY EMPLOYEES,
COUNCIL 2, #1652

WASHINGTON STATE COUNCIL OF
COUNTY & CITY EMPLOYEES,
COUNCIL 2, #2084

INTERNATIONAL UNION OF OPERATING
ENGINEERS, #302

Dear Chair McDermott:

We are very pleased to send a letter of endorsement and support on behalf of James Osborne. James is scheduled to come before the MKCC for confirmation as the permanent Director of the newly formed Human Resources Department. As the current Director of the HR Division, he has already clearly demonstrated his acumen and exceptional interpersonal and communication skills which are essential in the field of human resources. In addition, he brings an extensive and very successful record as a leader and manager from his many years in the King County Road Services Division and he is very well positioned to lead the new HR department.

In summary, James is a consummate professional, experienced and knowledgeable in the area of Human Resources. He is an innovative problem solver who builds trusting relationships and will be a great addition to the Executive's leadership team.

Labor recommends James Osborne without reservation for confirmation as the Director of the new King County Human Resources Department.

Sincerely,


Dustin Frederick
Coalition Co-Chair
PSEU 519


Denise Cobden
Total Comp. Co-Chair
PTE Local 17

LW:dc


Lorelei Walker
Coalition Co-Chair
PTE Local 17


Michael Gonzales
Total Comp. Co-Chair
Teamsters 174

September 12, 2018

King County Council
516 Third Avenue, Room 1200
Seattle, Washington 98104

Dear King County Councilmembers:

I am writing in support of Jay Osborne's confirmation as Director of the Department of Human Resources for King County.

During my time as Mayor of the City of Normandy Park and as a member of the Metropolitan Parks District, I had the honor of working with Jay Osborne when he was Chair of the City of Normandy Park Park Commission. Mr. Osborne brought the following qualities to the Chair position which resulted in park enhancements and vital partnerships between City Hall, Council, residents and the overall community:

- Leadership
- Equity and Social Justice
- Solution-making skills
- Diplomacy
- Innovation
- Compassion
- Organizational skills
- Clear understanding of government operations, staffing, budgets and contracts
- Strong desire to help one's community

Mr. Osborne is all of the above. Most of all, I truly admire his ability to bring people together, build partnerships and find solutions. Combined with his many years of employment with King County, I am confident in his abilities as Director of the Department of Human Resources for King County.

Thank you for the opportunity to share my insight.

Sincerely,

A handwritten signature in black ink, appearing to read 'Susan West', written in a cursive style.

Susan West
Council Member, City of Normandy Park
Former Mayor, City of Normandy Park

SECTION B

- Letter from Chief People Officer, Whitney Abrams, appointing Jay Osborne to the position of Director of the King County Department of Human Resources
- Letter from Jay Osborne to King County Chair Joe McDermott accepting the position of Director of the King County Department of Human Resources, and Acknowledgment to Comply with County Code Provisions
- Resume



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

April 23, 2018

James Osborne

Dear Jay,

Congratulations! We are excited you have been selected for the permanent Human Resources Director position with us and look forward to your continued contributions to King County. This letter is to confirm our offer and your acceptance of the position of Human Resources Director. The effective date of your appointment is **Monday, April 30, 2018**.

Your annual salary will be **\$185,937.02**. This position reports to Whitney Abrams, Chief People Office and will direct the implementation of King County's strategic goals, vision, workforce management, performance measures, strategies, policies, best practices, and initiatives. This role will also lead the day to day operations for the division and be responsible for the reorganization to a department.

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 position, Human Resources Director, and the talents and skills you bring to it, will aid us in meeting these goals.

Your King County benefits and retirement will remain the same. If you have any questions regarding your benefits or retirement please contact Benefits at: (206) 684-1556.

The County also offers a robust employee development and learning program so employees can maintain and enhance their skills. Every day, we are seeking to improve our skills, our programs, and the way we do business in order to ensure that we can meet our residents' service needs both now and in the future. You and your manager will complete a development plan within the first three months of your employment.

James Osborne

Page 2

Below you will find additional details regarding your employment with King County. If you have any questions please contact Seth Daniel Watson, HR Manager at (206) 477-5330 or seth.watson@kingcounty.gov. We look forward to you joining our team. Again, thank you for choosing the Human Resources Division!

Sincerely,

A handwritten signature in black ink, appearing to read "Whitney Abrams", written over a horizontal line.

Whitney Abrams
Chief People Officer

cc: Seth Watson, HR Manager, Office of the Executive
Greg Felton, Finance Manager, Human Resources
Payroll/Personnel

Summary of Employment Details:

Base Job Title: Human Resources Director

Job Classification: Chief Administrative Officer

Start Date: Monday, April 30, 2018

Salary/wage: \$185,937.02

Range 87 Step 10

Reporting to: Whitney Abrams

Primary work location: King County Administration Building, 500 4th Avenue, Suite 553, Seattle, WA 98104

Normal business hours: 8:00 a.m. to 5:00 p.m. *The County values work-life balance, so we encourage you to discuss alternate work hours with your supervisor.*

FLSA status: Exempt

Union status: Not represented by a labor union

As an appointed employee, you are an at-will employee and are not covered by the provisions of the career service system.



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

July 23, 2018

The Honorable Joe McDermott
Chair, King County Council
Room 1200
C O U R T H O U S E

RE: Acknowledgement to Comply with County Code Provisions

Dear Councilmember McDermott:

I am pleased to accept the King County Executive's appointment to the position of Director of the King County Department of Human Resources. 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,

Jay Osborne
Director Designee

cc: King County Councilmembers

JAMES P. OSBORNE

SKILLS

- Builds trusting relationships
- Exceptional interpersonal skills
- Innovative problem solver
- Effective communicator
- Sound judgment and decision making
- Strategic leader

PROFESSIONAL EXPERIENCE

Director, King County Human Resources Division

December 2017 – Present

- Bring a strong background of managing large teams effectively and providing leadership to a large, highly unionized and multi-faceted human resource organization, including working collaboratively at all levels.
- Foster a culture of engagement and healing for staff within the Human Resources Division, and have strategies and ideas to continue to build on a culture of employee engagement which supports the development, learning, coaching, and team building necessary for the success of the Division.
- Engage with County managers, labor partners, and employees to help drive the Investing in YOU initiative, which focuses on: strengthening our workplace culture; increasing access to learning and development; building a more diverse and culturally responsive workforce; increasing health, well-being and safety; providing competitive, stable, and equitable total compensation; and assuring our systems and processes support this work.
- Have a deep understanding of King County's lines of business, King County Code, the King County budget process, labor relations, and the impacts of each on human resources.

Deputy Director, King County Road Services Division

2015 – December 2017

- In 2015, helped to lead the Bridges and Roads Task Force consisting of elected officials, regional leaders, and community members to consider and make recommendations to respond to funding crisis and aging infrastructure.
- Identified necessary budgetary adjustments to respond to significant downturn in revenues, working closely with central agencies and customers.
- Recommended and implemented key organizational changes to reduce operating costs, including reducing and combining work groups and functions.
- Managed operational relationships with city partners.
- Developed a plan for co-management with the Water & Land Use Division of large drainage facilities in the road right of way that carry regional water.
- Aggressively worked to transfer orphaned road segments and islands of remaining county roads in urban areas to cities so that resources can be focused on contiguous primary service area.
- In 2017, led a Countywide work group to follow up on Task Force recommendations to engage cities to advocate for the local road network in conjunction with the Puget Sound Regional Council.

Maintenance and Operations Manager, King County Road Services Division

2014 – 2015

- Reorganized the maintenance district boundaries and closed three of nine facilities to consolidate limited resources in long-term service areas. Developed a partnering relationship with Washington State Department of Transportation to co-locate at both County and State facilities, providing reliable facilities and mutually beneficial usage that saves both time and money.

- Took over troubled implementation of a new computerized maintenance management system and work order system. This system has been successfully implemented and forms the building blocks for the Division's asset management system.
- Restructured reporting systems to clarify responsibilities in a new service paradigm and improved communication with field staff, labor partners, and maintenance leadership to create a trusting relationship that encouraged open communication.
- Built relationships with other agencies, including developing and implementing a waste disposal plan for road maintenance waste to be re-used as cover at the landfill, saving millions for both the Road Services Division and Solid Waste Division.
- Oversaw a process to analyze the fleet resources to reduce ongoing costs and redistribute fleet assets to better match service areas and emergency priorities.

Strategic Business Operations Manager, King County Road Services Division

2011 – 2014

- Led development and implementation of the Road Services Strategic Plan and associated Line of Business Plan, a process involving internal, executive, and legislative staff from conception to adoption. This plan reorganized work priorities and set policy for operations, capital, facility, and staffing expenditures.
- Developed, managed, and evaluated operating and capital budgets, including leadership of the Division-wide biennial budget process that added field staff and stabilized the organization, creating a zero-based budget that implemented the recently adopted strategic plan.
- Represented the King County Department of Transportation in the Countywide Comprehensive Plan Update including revamping the transportation policy element to match new strategic direction.
- Led LEAN process improvement efforts to remove obstacles and create efficiency throughout the organization.
- Managed strategic, business, and transportation planning functions, including reorganization of three work units into a single section that delivered stalled projects and implemented new processes and procedures responding to the Strategic Plan.
- Managed multidisciplinary projects and teams, developing and completing work plans, and evaluating outcomes through development of new assessment tools to review projects involving internal staff, consultants, and construction contractors.
- Served on the Roads Division core leadership team and working closely with leadership throughout the County including at the executive and council levels, leading efforts to analyze and resolve complex interdepartmental issues.
- Developed and led a Leadership Academy to respond to the dramatic downsizing and reorganization of staff. The Academy brought leaders from around the county offer guidance and training to staff.
- Progressively more responsibility for labor relations, including responding to grievances and negotiating labor contracts. Managed complex relationship issues and negotiations with state and federal agencies through labor, policy, and contractual issues.

Served sequentially as a Program Analyst 3, Program Analyst 4, and Section Manager, King County Road Services Division

1997 – 2011

- Responsible for the development and evaluation of the Roads Capital Improvement Program, which guided the planning, environmental assessment, procurement, and construction management duties of over 450 projects valued at more than \$900 million.
- Prepared and presented CIP Program briefings and related analytical and evaluative reports for management, elected officials, community councils, and stakeholder groups.
- Represented the Division at various regional, executive and high-level committees and work groups, such as those convened by the Federal Highway Administration, Washington State Department of Transportation, and Puget Sound Regional Council.

AWARDS

Received the Young Professional Award for innovation and leadership in 1994 from the National Recreation and Park Association.

Received a National Association of Counties award for Innovative Programming in 1995 for the design, collaboration, and implementation of a summer reading program that involved 250 students at eight elementary schools and involved eight local libraries and staff from all of the major natural and cultural history organizations in the Puget Sound.

Developed and implemented a cultural resources protection program involving coordination with state and local officials that won an Innovation in Local Government Award from the Kennedy School of Government at Harvard University in 2002.

EDUCATION

B.A. degrees, 1988, from Central Washington University, in Social Work and Psychology with minors in Art and Education; graduated with Honors and Presidential Meritorious Service Award

COMMUNITY SERVICE

Parks Commission for City of Normandy Park, 2010 to present (Chair since 2014)

The Normandy Park Parks Commission is a seven-member volunteer advisory committee that provides oversight of the Metropolitan Parks District Levy funds and guidance to the City Council on park and recreation development and programming.

SECTION C

- Background Check Authorization
- Sheriff's Law Enforcement Background Investigation Report
- Statement of Financial & Other Interests Form



KING COUNTY SHERIFF'S OFFICE
516 Third Avenue, W-116
Seattle, WA 98104

Mitzi G. Johanknecht
Sheriff

APPLICANT'S FULL NAME: JAMES PAUL OSBORNE

CURRENT ADDRESS: _____

PHONE #: _____ DATE: 9/4/18 SIGNATURE: [Signature]

To Whom It May Concern:

I hereby authorize any Police Officer or other authorized representative of the King County Sheriff's Office (hereafter as "KCSO") bearing this release, or a copy of it, within one year of its date, to obtain copies of any information in your files concerning me, or information pertaining to my employment, including, but not limited to documents concerning my arrest and conviction history, credit history, or education, academic achievement, attendance, athletics, medical, psychological, personal history, work performance, background investigations, polygraph examinations, and any and all internal affairs investigations and discipline, regardless of whether the information released may be derogatory in nature, including any files which are deemed to be confidential, and/or sealed.

I hereby direct you to release this information upon request of the bearer, regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested to the department. This release is executed with full knowledge and understanding that the information is for the official use of the KCSO. I authorize the KCSO to read, review, or photocopy any documents to allow them to assess my suitability as a Department employee.

Consent is granted for the KCSO to furnish the information described above to third parties in the course of fulfilling its official responsibilities. I further understand that I waive any right or opportunity to read or review any information provided in the background investigation report prepared by the KCSO.

I hereby release you, as my employer, former employer, or representative of either of them and any school, college, university, or other educational institution, credit bureau, lending institution, consumer reporting agency, legal firm, medical institution, law enforcement agency, or related personnel, both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, or my assigned representatives because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me as indicated below. I understand that I have the right to receive a copy of this authorization and acknowledge that I have received a copy.

I understand that the Privacy Act, 5 USC § 552a, prohibits disclosure of certain federal records without my signed authorization or other statutory exemption. My signature above indicates my express permission to release these records pursuant to 5 USC § 552a (b), to the KCSO for their use in conducting this background check.

A photocopy, e-mail transmission, or telephonic facsimile (fax), or any other legible, non-original of this Authorization shall be valid as an original, even though such photocopy or fax does not contain my original electronic or handwritten signature. This release is valid for one year from the date of my signature.

State of WA

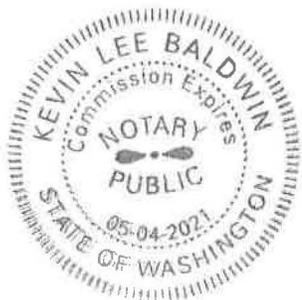
County of KING

I certify that I know or have satisfactory evidence that JAY OSBORNE is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

Subscribed and sworn to before me this 4TH day of SEPTEMBER, 2018.

Notary Seal:

Notary Signature Kevin Lee Baldwin Today's Date 9-4-18





King County

Dow Constantine

King County Executive

401 Fifth Avenue, Suite 800

Seattle, WA 98104

206-296-9600 Fax 206-296-0194

TTY Relay: 711

www.kingcounty.gov

MEMORANDUM

DATE: September 13, 2018

TO: The Honorable Dow Constantine, King County Executive

FR: Whitney Abrams, Chief People Officer
King County Executive Office

RE: James (Jay) Osborne – Background Check

I have received the law enforcement background check conducted on James (Jay) Osborne – Director of the King County Department of Human Resources, 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.



King County

King County Ethics Program
Office of Risk Management Services
500 4th Avenue, Room 320
Seattle, WA 98104
206.263.7821 TTY Relay 711
Program.ethics@kingcounty.gov

Statement of Financial & Other Interests

King County Employees

Filing Year 2018

Read all instructions carefully then fully complete each section.
Incomplete forms cannot be filed.

Name:

Department:

I am filing within two weeks of employment or appointment, reporting on the past year.

Hire Date:

I am filing an annual statement, reporting on calendar year 2017 (See Item No. 3, "Period of Reporting" in Filing Instructions.)

Financial and Other Interests to Report

Note: Underlined terms are defined in the Filing Instructions and in the Code of Ethics

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?

No Yes If **yes**, please answer the following additional questions:

1) Name of each person engaged in any transaction with King County from whom the compensation, gift, or thing of value was received.

2) Name of individual who received the compensation, gift, or thing of value and their relationship to you.

Describe the situation and provide any additional information regarding the compensation, gift or thing of value for the Ethics Program's consideration below.

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?

No Yes If **yes**, please answer the following additional questions:

1) Name of each person engaged in any transaction with King County in whom a financial interest was possessed.

2) Name of individual who possessed the financial interest and their relationship to you.

Describe the situation and provide any additional information regarding this financial interest for the Ethics Program's consideration below.

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?

* "Person" means any individual, partnership, association, corporation, firm, institution, or other entity, whether or not operated for profit. The term does not include governmental units within the United States unless so specified.

No Yes **If yes, please answer the following additional questions:**

1) Name of each person engaged in any transaction with King County with whom the position was held.

2) Name of individual who held the position and their relationship to you.

3) Title of the position held.

Describe the situation and provide any additional information regarding the position(s) for the Ethics Program's consideration below.

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 answer the following additional questions:**

1) Street address, parcel number, or legal description of real property involved in or subject of a King County action.

2) Name of individual who possessed the financial interest and their relationship to you.

3) Name of the King County department involved in the King County action.

E. Declaration

By filling out the information below, I affirm that I, Jan Posbu, am signing this form and declaring under penalty of perjury under the laws of the State of Washington that the foregoing is true, complete, and correct as of the date submitted.

Signature: S/

at

[Signature]
Seattle
City

Washington
State

9-7-18
Date

SECTION D

- Department Organizational Chart

Proposed Department of
Human Resources
Organizational Chart
DRAFT 9-5-18

