



Legislation Text

File #: 2016-0390, Version: 2

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

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

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

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

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

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

A. **Organization chart.** The legislative branch shall be organized in accordance with the organization chart, Attachment A to ((~~Motion 14189~~)) this motion. The chief of staff shall prepare and file with the clerk of the council a revised organization chart to replace Attachment A to ((~~Motion 14189~~)) this motion when the organization of the legislative branch is changed by any ordinance, motion, or personnel decision adopted by the council.

B. **Chief of staff.** There shall be a council chief of staff who reports to the chair, and shall be accountable and responsive to all councilmembers. The chief of staff is responsible for the efficient overall management and administration of the following staff of the legislative branch and their subordinates: the

administrative services supervisor; the clerk; the director of communications; the director of strategic policy initiatives; and the director of government relations. The chief of staff is also responsible for monitoring the independent agencies of the council. The chief of staff shall be a resource for personal and committee staff. In addition, the chief of staff, at the direction of the council and in consultation with appropriate committee chairs, may coordinate with the policy staff director the work of committee staff, legal counsel and others as needed on significant issues.

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

D. **King County Flood Control Zone District executive director.** There shall be a King County Flood Control Zone District executive director who reports to the county councilmember who serves as the chair of the King County Flood Control Zone District, and who shall be accountable and responsive to all councilmembers who serve on the King County Flood Control Zone District board of supervisors. The executive director is responsible for the efficient overall management and administration of the King County Flood Control Zone District and the flood control zone district administration unit and its employees.

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

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

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

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

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

2. The executive committee shall establish and be responsible for the outreach, recruitment and hiring process for all employees of the unit. Hiring of the employees shall be subject to appointment by motion by the council, but shall not be subject to the hiring process of OR 3-101 or the decision making requirements of OR 2-030;

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

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

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

6. The executive director is subject to disciplinary actions as determined by the executive committee.

The executive director, if either suspended without pay for two weeks or more or terminated, may appeal the decision to the council. The appeal must be filed within ten calendar days of written notice of the suspension or termination being sent to the employee. An appeal is filed by delivering a notice of appeal to the clerk of the council;

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

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