

CONSENT AGENDA

GRANT COUNTY COMMISSIONERS TUESDAY, DECEMBER 15, 2009

COMMISSIONERS' OFFICE:

Commissioners Office Vouchers

Special Occasion license applications for Moses Lake Chamber of Commerce, 324 S Pioneer Way, Moses Lake, WA 98837; and Big Bend Community College Foundation, 7662 Chanute St. NE, Moses Lake, WA 98837, from the Washington State Liquor Control Board.

Request from the Grant County Mosquito Control District #2 to appoint Holly Allen in place of resigned member Stan Conklin.

HUMAN RESOURCES

Personnel Action Request Recommendation regarding the Prosecuting Attorney's Office request for an exception to the hiring freeze to hire 13 Deputy Prosecuting Attorneys. This is pursuant to RCW 36.24.040 which provides authority for the Prosecuting Attorney to appoint deputies. Deputy's terms coincide with the Prosecuting Attorney and therefore must be reappointed at this time.

Personnel Action Request Recommendation regarding the Coroner's Office request to change the employment status of the Chief Deputy Coroner from Non-Exempt to Exempt and Re-band the position from a Band 13, Step 7 to a Band 14, Step 5. The HR Director recommends approval.

Personnel Action Request Recommendation regarding the Office of Public Defense request to Re-name and Re-band the Receptionist position from a Band 4 to a Legal Secretary II at a Band 6. The HR Director recommends approval.

Personnel Action Request Recommendation regarding the following requests from Grant Integrated Services:

1. To change the Employment Status of the Accounts Receivable Manager and the Senior Accountant from Exempt to Non-Exempt.
2. Rename PARC's Enrollment & Accounting Clerk position to an Accounting Assistant.
3. Re-band the Accounting Assistant Position from a 6 to a 7.
4. Rename the Admitting Assistant, Outstation Assistant, PARC Secretary and Financial Assistant to Administrative Specialists.
5. Re-band the Admitting Assistants from a Band 4 to a Step 6, and a Band 5 to a Band 6.
6. Re-band the Office Manager position from a Band 9 Step 4 to a Band 11 Step 2.

Human Resources Director Recommendation Summary:

1. I *am able* to recommend changing the Employment Status of the Accounts Receivable Manager and the Senior Accountant from Exempt to Non-Exempt.

Note: All matters listed within the Consent agenda have been distributed to each Commissioner for reading and study, are considered to be routine and will be enacted by one motion of the BOCC with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Administrative Services Coordinator's Agenda by request of a Commissioner.

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2. I am able to recommend the Renaming of PARC's Enrollment & Accounting Clerk position to an Accounting Assistant.
3. I am not able to recommend the Re-banding of the Accounting Assistant Position from a Band 6 to a Band 7.
4. I am able to recommend the renaming of the Admitting Assistant, Outstation Assistant, and Financial Assistant to Administrative Specialists.
5. I am not able to recommend the re-banding of the Admitting Assistants from a Band 4 and Band 5 to a Band 6. However, I am able to recommend re-banding the Admitting Assistants to a Band 5 as applicable.
6. I am able to recommend the Office Manager Position re-banding from a 9 to an 11 but recommend the placement begin at a Step 1 not Step 2.