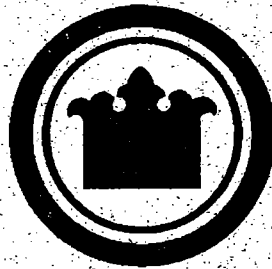


CONFIRMATION PACKET

FOR

PAUL H. TANAKA



**CONFIRMATION PACKET
FOR
PAUL H. TANAKA**

**COUNTY ADMINISTRATIVE OFFICER
KING COUNTY DEPARTMENT OF EXECUTIVE SERVICES**

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- Letter from Ron Sims to King County Council Chair Cynthia Sullivan to Announce Appointment
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King County Executive
RON SIMS

RECEIVED
2002 MAY 15 PM 3:44
CLERK
KING COUNTY COUNCIL

May 13, 2002

The Honorable Cynthia Sullivan
Chair, King County Council
Room 1200
COURTHOUSE

Dear Councilmember Sullivan:

I am pleased to present a motion for the Council's approval confirming Paul H. Tanaka, County Administrative Officer (CAO) of the King County Department of Executive Services. A confirmation package will be transmitted to the Council shortly.

In re-establishing the original home rule charter position, Mr. Tanaka will be the first CAO to serve in over twenty years. Over the years, Mr. Tanaka has been instrumental in unifying general government agencies into efficient teams. He has consistently proven how crucial his leadership and administrative skills are in creating solid management as we have and still are moving through mergers and budget restraints. I am very confident that Mr. Tanaka will continue his efforts in building a foundation that ensures well-managed internal support functions for the County through the newly organized Department of Executive Services.

It is my great pleasure to request the confirmation of Paul H. Tanaka, County Administrative Officer in the Department of Executive Services by the Metropolitan King County Council.

Sincerely,

Ron Sims
King County Executive

cc: King County Councilmembers
 ATTN: David deCourcy, Chief of Staff
 Shelley Sutton, Policy Staff Director
 Anne Noris, Clerk of the Council
 Cal Hoggard, Chief of Staff
 Rod Brandon, Assistant County Executive

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..title

A MOTION confirming the executive's appointment of
Paul H. Tanaka as county administrative officer, King
County department of executive services.

..body

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

The county executive's appointment of Paul H. Tanaka, county administrative
officer, King County department of executive services is hereby confirmed.

Attachments: None

From: KC Global Announcement
Sent: Thursday, April 12, 2001 11:00 AM
To: ZZGrp, All King County E-Mail Users
Subject: A message from Executive Sims

April 12, 2001

I recently announced my intention to reorganize certain executive departments and offices. A major part of my planned reorganization is the creation of a Department of County Administration, which will house the internal support functions of the government, currently housed in the Department of Information and Administrative Services, the Department of Finance, the Department of Construction and Facilities Management and the Office of Human Resource Management. I intend to re-establish the original home rule charter position of County Administrative Officer (CAO) who will be the director of the new department. The CAO duties have been assigned by ordinance for the past two decades to the position of Deputy County Executive, which also has been assigned other duties by a succession of King County Executives.

I am very pleased to announce that Paul Tanaka has agreed to serve as the first CAO in over twenty years. This change is effective immediately, pending King County Council approval of an ordinance that will formally approve the planned reorganization and the re-establishment of the CAO position to oversee administrative functions. Paul will assume these duties and oversee the four departments that house the internal support functions.

The challenge of overseeing the internal services is great. The merger of Metro and King County increased the number of disparate businesses operated by the merged government. Combined with serious budget problems facing general government, the administrative support functions must address vastly different business needs with increasingly constrained budgets.

Among the specific charges I have given to Paul are:

- Ensuring the transition to a new Department of County Administration occurs smoothly with as little disruption of ongoing work as possible and with maximum attention to finding alternative employment for employees whose jobs will be cut as part of the reorganization and necessary downsizing;
- Creating and reinforcing a customer service culture that serves internal and external customer needs at competitive rates;
- Ensuring the successful completion of major projects including the Financial Systems Replacement Project, the Courthouse Seismic Retrofit, the new Communications Center, Jail Renovation and earthquake repairs to many County facilities.

I very much appreciate your hard work and professionalism in helping find solutions to extraordinarily difficult budget problems and through difficult changes. I will continue to keep you updated on these and other reorganizational efforts.

Ron Sims
King County Executive

SECTION B

- Letter from Ron Sims appointing Paul H. Tanaka to the position of County Administrative Officer, Department of Executive Services.
- Letter from Paul H. Tanaka to King County Council Chair Cynthia Sullivan to Acknowledge Willingness to Comply with County Code Provisions
- Resume and References



**King County Executive
RON SIMS**

Paul Tanaka
1145 N. 83rd
Seattle, WA 98103

February 1, 2002

Dear Mr. Tanaka:

I am pleased to appoint you to the position of County Administrative Officer, in the Department of Executive Services (DES), effective January 1, 2002.

You will be placed at your current base salary to include merit pay, if applicable, until such time the position has been reviewed through a management compensation study and new salary rates established and approved by the King County Council, or the position is otherwise formally reviewed for classification and compensation purposes, whichever is earlier. After the management compensation study is completed, your salary and step placement will be determined by the compensation ordinance approved by Council.

This position is exempt from career service, which means your appointment is an "at will" appointment. At will employees serve at the pleasure of the hiring authority and can be terminated at any time without cause. This position has a standard workweek of 40 hours and is exempt from provisions of the Fair Labor Standards Act, which means that you will not be eligible for overtime pay. This is a fully benefited position, and is not represented by a union.

You will report to Rod Brandon, Assistant King County Executive, as your immediate supervisor.

Congratulations and we will soon begin the confirmation process with the King County Council. If you have any questions, please feel free to contact me, at (206) 296-4040.

Sincerely,

Ron Sims
King County Executive

cc: Rod C. Brandon, Assistant King County Executive
Calvin Hoggard, Chief of Staff, King County Executive Office
Anita Whitfield, Manager, Human Resources Division, Department of
Executive Services

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KING COUNTY COURTHOUSE 516 THIRD AVENUE, ROOM 400 SEATTLE, WA 98104-3271
(206) 296-4040 296-0194 FAX 296-0200 TDD E-mail: ron.sims@metrokc.gov



King County Executive
RON SIMS

February 20, 2002

The Honorable Cynthia Sullivan
Chair, King County Council
Room 1200
COURTHOUSE

RE: Acknowledgment to Comply With County Code Provisions

Dear Councilmember Sullivan:

I am pleased to accept the King County Executive's appointment to the position of County Administrative Officer, King County Department of Executive Services. Pursuant to King County Code Section 2.16.110(E)(5), please accept this letter as my acknowledgment 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 confirmation.

Sincerely,

Paul H. Tanaka
County Administrative Officer-designee

cc: King County Councilmembers

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PAUL H. TANAKA
1145 North 83rd
Seattle, WA 98103

EXPERIENCE

County Administrative Officer (CAO), King County, WA 2002 – Present

Annual Budget (2002): \$295 million
FTE (2002): 1040; a total of eight managers report to the CAO

Significant Accomplishments

- Served as first Director of Department of Executive Services (DES), created by combining four departments (Finance, Human Resources, Construction and Facilities Management, and Information and Administrative Services) and various offices
- Coordinated alignment and delivery of services for new department, including review of organization and operations for each division
- Initiated process to develop service level agreements with customers, to establish performance measurements for lines of business, and to align internal service fund policies and procedures

Deputy County Executive, King County, WA 1996-2002

Annual Budget (2001): \$2.6 billion
FTE (2001) 13,000 ; a total of 13 Directors report to Deputy Executive

Significant Accomplishments

- Managed day to day operations for state's second largest general purpose government
- County services include Metro Transit, Roads, Fleet, Solid Waste, Wastewater Treatment, River and Basin Management, Parks, Health, Human and Social Services, Adult Detention, Development and Building permits, Facilities Management, Records and Elections, Technology and Information Services, Finance, Personnel, Budgets, Risk Management, Cultural Resources, Policy Planning, and Emergency Management
- Coordinated with separately elected King County officials – Sheriff, Prosecutor, Assessor, Superior Court, District Court, and County Council
- Coordinated County services with City of Seattle and suburban cities

Director, King County Department of Public Works

1988 - 1996

Annual Budget (1995): \$247 million (\$156 million operating, \$91 million capital)
FTE (1995): 1,435; a total of 6 managers report to Director

Significant Accomplishments:

- Instrumental in the merger of King County and Metro
- Established Countywide recycling program
- Increased Roads six-year CIP from \$133 million in 1988 to \$315 million in 1995
- Expanded Surface Water Management program based on Strategic Plan, adding new program elements that enhance water quality and habitat preservation in the region
- Established King County Commission for Marketing Recyclable Materials, the first of its kind in the United States
- Developed operational and capital programs which enabled Cedar Hills landfill to exceed state environmental standards, the first in the state
- Established innovative Wastemobile program, allowing citizens to properly dispose of household hazardous waste
- Established priorities to enable Public Works workforce, meeting or improving 50 out of 70 EEO category goals
- Initiated award-winning employee wellness program in department
- Increased citizen involvement programs in department, e.g., Adopt-A-Road, Adopt-A-Stream, and basin stewards
- Developed Surface Water Management Drainage Manual, now used as a model by other jurisdictions in the country
- Established concurrency management system to implement growth management
- Established largest alternative fueled vehicle fleet in state.

Deputy Director, King County Department of Public Works

1983 - 1988

Annual Budget (1988): \$10 million (Fleet and Public Works Administration)
FTE (1988): 85

Significant Accomplishments:

- Prepared annual departmental budget and work program
- Represented department in drafting of 1985 King County Comprehensive Plan
- Centralized Director's Office staff functions

Staff Assistant, Office of King County Executive

1979 - 1983

Duties: Professional staff to King County Executive; liaison to Public Works department; program development and fiscal analysis of new programs

PAUL H. TANAKA

Page 3

Program Analyst, King County Budget Division

1978 - 1979

Duties: Ongoing monitoring and analysis of assigned budget areas; workload and productivity analysis of program areas; special projects

EDUCATION

Yale University, New Haven, CT

Bachelor of Arts - 1974

Major: American Studies

University of Washington, Seattle, WA

Graduate School of Public Affairs

Masters in Public Administration - 1977

PAUL H. TANAKA

Page 4

Reference(s):

Ronald C. Sims
King County Executive
King County Courthouse
516 Third Avenue Suite 400
Seattle, WA 98104

Charles N. Earl
President
Everett Community College
2000 Tower Street
Everett, WA 98201

Pam Bissonnette
Director
Department of Natural Resources and Parks
King Street Center
201 South Jackson Street, Suite 700
Seattle, WA 98104

SECTION C

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



King County Executive
RON SIMS

February 25, 2002

The Honorable Dave Reichert
Sheriff, King County Sheriff's Office
Room 0100
COURTHOUSE

Dear Sheriff Reichert:

Respectfully submitted for background information, is an Application for Financial Credit Report and Law Enforcement Check for Paul H. Tanaka and his signed Authorization Form giving permission to perform the background check.

Mr. Tanaka has been appointed by the King County Executive to the position of County Administrative Officer in the Department of Executive Services and, by Ordinance/KC Code, is subject to a King County Council confirmation process. Disclosure of the requested information is a requirement of the confirmation process. It would be greatly appreciated if your office could get the results to me as quickly as possible.

On behalf of the King County Executive, thank you for your time and please extend our gratitude to your staff for their assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Charlotte Ohashi".

Charlotte Ohashi
King County Executive Office

Enclosure(s)

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King County Executive
RON SIMS

King County

Background Check Authorization Form

TO WHOM IT MAY CONCERN:

As an applicant for appointment by the King County Executive for the position of County Administrative Officer, Department of Executive Services, 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.

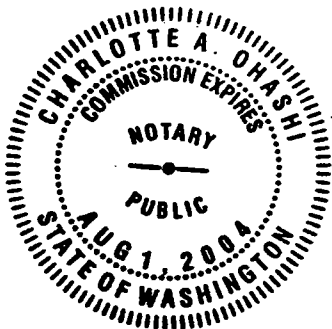
In addition, I authorize the King County Executive Office to perform any law enforcement and financial credit checks that are necessary to complete the confirmation process.

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.

2.20.02
Date

[Signature]
(name)

Signed this 20th day of February, 2002



[Signature]
Notary Public in and for the state of
Washington. My commission expires

8/1/04

SHERIFF

KING COUNTY

KING COUNTY SHERIFF'S OFFICE
516 Third Avenue W-116
Seattle, WA 98104-2312
Tel: (206) 296-4155 • Fax: (206) 296-0168

David G. Reichert
Sheriff

RECEIVED

MAR 15 2002

KING COUNTY EXECUTIVE

March 8, 2002

Charlotte Ohashi
King County Executive Office
King County Courthouse
516 Third Avenue, Room 400
Seattle, Wa. 98104-3271

RE: Background check for Paul H. Tanaka

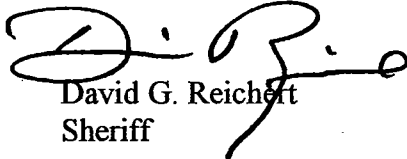
Dear Ms. Ohashi:

Pursuant to your request, the following law enforcement background and financial checks have been conducted for Paul H. Tanaka:

SEAKING
NCIC III Request
DISCIS with the Office of the Administrator for the Courts
Trans Union financial report for peer employment

Upon completion of these checks, negative results were reached regarding Mr. Tanaka.

Sincerely,


David G. Reichert
Sheriff



King County Board of Ethics
 900 Fourth Avenue, Suite 860
 Bay Center Building MS BOC-IA-0860
 Seattle, WA 98164
 (206) 296-1586 FAX (206) 205-0725
 board.ethics@metrokc.gov

Audit Date _____
 Date Closed _____

For Board of Ethics Use Only

11462

STATEMENT OF FINANCIAL AND OTHER INTERESTS KING COUNTY EMPLOYEES

*Please Read All Instructions Carefully and Complete Each Section
 Incomplete Forms Will Be Returned*

Name of Person Reporting: PAUL TANAKA

Position/Title: County Administrative Officer

Division AND Department: Dept. of Executive Services

Mailstop AND Work Phone: 296-3827

I am filing within 10 days of employment or appointment, reporting on the preceding 12 calendar months ending (enter date) _____

I am filing an annual statement, reporting on calendar year 2001. (See #3 Period of Reporting)

1. Who Must File: Please see page 5 of this form for a list of those who are required to file.

2. Where and When to File: Affected employees shall file completed statements of financial and other interests with the Board of Ethics within 10 days of employment or appointment and by April 15th of each year thereafter.

Attention candidates for county elective office, and nominees for appointment to any county elective office, except judicial candidates: Under K.C.C. 3.04.050(A), within two weeks of becoming a candidate or nominee, and all elected officials, except officials of the county's judicial branch, paid in whole or in part by county funds, shall file with the Board of Ethics a statement of financial and other interests as defined in K.C.C. 3.04.050. These requirements may be satisfied by filing with the Board of Ethics a copy of the report required to be filed by RCW 42.17.240, if this report contains an original signature of the person filing the report. The Board of Ethics shall forward a copy of such statements, reports and forms to the division of records and elections, or its successor agency, within 10 days of their receipt.

3. Period of Reporting: In the case where the form is filed within 10 days of employment or appointment, the form shall contain information for the *preceding 12 calendar months*. Each annual statement of financial and other interests shall contain information for the *preceding calendar year*.

4. Continuing Duty to Notify Supervisor: Filing a statement of financial and other interests does not relieve an employee of the duty to notify his or her supervisor or appointing authority in writing of a potential conflict of interest as required by K.C.C. 3.04.037. See K.C.C. 3.04.050(H). The supervisor or appointing authority is required to resolve the conflict of interest and keep records of the actions taken.

5. Whose Financial and Other Interests Must Be Reported: The information reported shall include information for you and the members of your immediate family.

FINANCIAL AND OTHER INTERESTS TO REPORT

IMPORTANT NOTE: *Words underlined are defined on page 2 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 county employee?

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</u>, <u>gift</u>, or <u>thing of value</u> was received	Name of individual who received the <u>compensation</u>, <u>gift</u> or <u>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 county employee?

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 <u>financial interest</u> was possessed	Name of individual who possessed the <u>financial interest</u> 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 county employee?

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 each 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 the 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. ATTESTATION

I, PAUL TANAKA, certify under penalty of perjury that the
(print name)

information I have provided on this statement of financial and other interests is true and accurate to the best of my knowledge.

[Signature] Signed this 13th day of February, 2002
(Signature) (Month) (Year)

SECTION D

- Office Organization Chart

SAMPLE

