



King County

CONFIRMATION PACKET FOR JULIE WISE
KING COUNTY DEPARTMENT OF ELECTIONS
DEPUTY DIRECTOR

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- Letters in Support of Appointment



Secretary of State

Tim Wyma

Legislative Building
PO Box 40220
Olympia, WA 98504
Tel 360.902.4151
Fax 360.586.5629
www.sos.wa.gov

September 23, 2014

The Honorable Larry Phillips, Chair
Metropolitan King County Council
King County Courthouse, Room 1200
516 Third Avenue
Seattle, WA 98104

Dear Councilmember Phillips:

This letter is in support of the confirmation of Julie Wise as Deputy Director of the Department of Elections in King County.

As the Director of Legislative Policy and Governmental Relations for the Office of the Secretary of State, I have worked with Julie in her capacity as Supervisor and Manager of Voter Services and as the Acting Deputy Director of the Department of Elections in King County.

Julie is one that I can call on to speak at conferences, provide information and data on election procedures, provide thorough analysis on proposed legislation, and project the impact of proposed changes on King County. Julie can provide detailed information, or high level explanations.

Julie has been a leader for many years in elections at the local and state level. She is bright, trustworthy, highly innovative, and a natural leader. I highly recommend her and know she will continue to be a key asset for King County.

If you have any questions, please don't hesitate to contact me at (360) 902-4168 or katie.blinn@sos.wa.gov. Thank you!

Sincerely,

Katie Blinn

Katie Blinn

Director of Legislative Policy and Governmental Relations

**King County Elections
Director's Office**

SEP 26 2014



Office of the
KITSAP COUNTY AUDITOR

Walter E. Washington, *Auditor*

614 Division Street, MS-31 • Port Orchard, WA 98366-4687 • www.kitsapgov.com/aud

October 16, 2014

The Honorable Larry Phillips, Chair
Metropolitan King County Council
King County Courthouse, Room 1200
516 Third Avenue
Seattle, WA 98104

Dear Chairman Phillips,

This letter is in support of the confirmation of Julie Wise to the position of Deputy Director of the Department of Elections in King County.

Currently, I serve as the Auditor in Kitsap County. However, I spent ten years in service at King County in Records, Elections and Licensing Service, holding the position of Assistant Director when I left in 2006. When I first met Julie Wise in 2003, she served in Voter Services for Elections. At that time I was convinced she had the potential for greatness because of her ability to grasp new concepts and provide leadership to those more senior in the Elections Division. Julie has continued to show her leadership skills in the positions of Supervisor, Program Manager and now Acting Deputy Director. She is highly motivated and dedicated to the election process and it is my firm belief she is a valuable asset to King County and its citizens.

Julie's enthusiasm is contagious and is demonstrated by her excellent rapport with the many constituents served by Elections; including voters, vendors, Secretary of State and the legislature.

Leadership is Julie's strongest attribute at both the local and state level. She is trustworthy, bright, and very innovative. I highly recommend Julie Wise to the Deputy Director position and I am confident she will continue to bring her expertise to the election process in King County.

Sincerely,

Walter E. Washington
Kitsap County Auditor

**King County Elections
Director's Office**

OCT 17 2014

Elections
(360) 337-7128
FAX: 337-5769

Vehicle Licensing
(360) 337-4440
FAX: 337-4645

Records/Marriage
(360) 337-4935
FAX: 337-4645

Accounts Payable
(360) 337-7122
FAX: 337-7016

Payroll
(360) 337-7123
FAX: 337-4645

Administration
(360) 337-7129
FAX: 337-4645

October 15, 2014

The Honorable Larry Phillips, Chair
Metropolitan King County Council
King County Courthouse, Room 1200
516 Third Avenue
Seattle, WA 98104

Dear Councilmember Phillips,

It is a sincere pleasure to write this letter of support for Julie Wise's confirmation to the position of King County Deputy Director of the Department of Elections.

I have known Julie for over 10 years in my capacity as the Deputy Prosecuting Attorney assigned to represent and advise the Department of Elections. In all my interactions with Julie, I have found her to be tremendously capable and intelligent, an exceptional public servant, and a wonderful person. It has been a privilege to work with her in a number of capacities throughout her tenure at King County.

Julie is a natural born leader as evidenced by the increasing levels of responsibility she has been given while with the Department of Elections. Julie knows the importance of being a continual learner by challenging herself in leadership programs at Harvard's Kennedy School and the University of Washington's Evans School.

I have no doubt that King County will benefit greatly from the expertise of Julie Wise and would urge you and the members of the Metropolitan King County Council to confirm her appointment.

If you have any questions, please do not hesitate to contact me.

Sincerely,


Janine Joly

King County Elections
Director's Office

OCT 20 2014

SECTION B

- Letter from Director Sherril Huff appointing Julie Wise to the position of King County Department of Elections Deputy Director
- Letter from Julie Wise to King County Chair Larry Phillips accepting the position of King County Department of Elections Deputy Director and Acknowledgement to Comply with County Code Provisions
- Resume

**King County****Department of Elections**

Sherril Huff, Director

September 5, 2014

Julie Wise
26828 Maple Valley Hwy #150
Maple Valley WA 98038

RE: Appointment – Acting Deputy Director

Dear Ms. Wise:

I am pleased to confirm my offer and your acceptance of the appointment as Acting Deputy Director (Position #01027420) for King County Elections, effective Monday, September 8, 2014. Your annual salary rate will be \$109,957.74, which is Range 79, Step 1.

In this role you will work with me to manage and oversee all aspects of activities related to conducting and certifying elections, including: the planning and execution of voter registration activities, voter pamphlet and ballot production, ballot processing, candidate and jurisdiction coordination and election results tabulation and reporting.

Your record of eleven years in the elections field and your leadership skills make you uniquely qualified to lead during this interim period. I believe you are a tremendous asset to King County and the Department of Elections. Your willingness to take on this role is very much appreciated.

Sincerely,

Sherril Huff, Director
King County Elections

cc: Personnel File
Payroll
Nancy Buonanno Grennan, Director, Department of Executive Services,
Human Resources Division



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King County

Department of Elections

Sherril Huff, Director

October 20, 2014

The Honorable Larry Phillips
Chair, King County Council
Room 1200
COURTHOUSE

RE: Acknowledgment to Comply with County Code Provisions

Dear Councilmember Phillips:

I am pleased to accept the King County Department of Elections' appointment to the position of King County Deputy Director. 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,

Julie Wise
Acting, Deputy Director
King County Elections

cc: King County Councilmembers

ATTN: Carolyn Busch, Interim Chief of Staff
Anne Noris, Clerk of the Council

Carrie S. Cihak, Chief of Policy Development, King County Executive Office

Dwight Dively, Director, Office of Performance, Strategy and Budget

Caroline Whalen, County Administrative Officer, Dept of Executive Services

(DES)

Nancy Buonanno Grennan, Director, Human Resources Division (HRD), DES

JULIE WISE

26828 Maple Valley Hwy #150, Maple Valley, WA 98038 - (206) 590-3099 - wise.julie@me.com

SUMMARY OF QUALIFICATIONS

Dedicated elections manager with over 8 years of experience in supervising election processes. Hands on approach, innovative leadership committed to delivering on promises, expediting solutions and building trust and achieving quality elections for the public. Over 12 years of experience in many functional areas within elections including: voter registration, mail ballot processing, election operations, and voter education and outreach.

CORE COMPETENCIES

Leadership
Teamwork
Problem Solving

Elections
Strategic Planning
People Management

Teambuilding
Conflict management
Public Service

PROFESSIONAL EXPERIENCE at King County Elections**Elections Voter Services Program Manager****6/2012 - Present**

- Manage staff in multiple functional areas within Voter Services
- Supervise the work of staff including distributing and overseeing quality of work, determining and communicating performance expectations and evaluations, mentoring, coaching and providing training
- Plan and coordinate the implementation of election with other supervisory and management staff
- In cooperation with other senior election managers, participate in the planning, development, implementation and maintenance of election tasks, applications, processes

Elections Voter Services Program Supervisor II**8/2009 - 6/2012**

- Supervised, directed, planned and oversaw the functional areas in Voter Services ensuring compliance with adopted policies, procedures, guidelines and legal requirements within the Election Department's Voter Services
- Maintained a consistent, high quality, customer-focused orientation when conducting business and providing services to internal staff, governmental officials, media, general public and other external customers

Election Operations Lead**1/2005 – 8/2009**

- Lead and trained workgroups in specialized election related activities, including organizing and coordinating work activities, providing training and direction to staff, and documenting procedures and instructions

Elections Assistant of Superintendent**4/2005 – 12/2005**

- Provided election specific information to public and stakeholders, assisted with canvass board

Election Management System Replacement Project Administrator**10/2003 – 3/2005**

- Assisted during the research, acquisition and implementation of new voter registration system, DIMS

CERTIFICATION & EDUCATION

Continuing education in Leadership, Harvard Kennedy School 2014 and UW Evans School 2014

National Certified Elections/Registration Administrator, Election Center & Auburn University, 2011

Certified Election Administrator, Office of the Secretary of State, Washington, 2008

Associates of Arts Degree, Green River Community College, Auburn, Washington

High School Diploma, Enumclaw High School, Enumclaw, Washington

COMPUTER SKILLS

- Microsoft Access, Excel, Outlook, PowerPoint, Word and Adobe InDesign
- Data Information Management System (DIMS) - local voter database
- Voter Registration Database (VRDB) – state voter database

SECTION C

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

KING COUNTY

Background Check Authorization Form

TO WHOM IT MAY CONCERN:

As an applicant for appointment by the King County Director of Elections for the position of King County Deputy Director of Elections, 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 Department of Elections 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.



Julie Wise

Signed this 12th day of September 2014



Memorandum

Date: October 1, 2014
To: Lance King **Via:** Chain of Command
From: Detective Robert Burrows *RSB*
Re: DEPARTMENT OF ELECTIONS DEPUTY DIRECTOR JULIE A. WISE

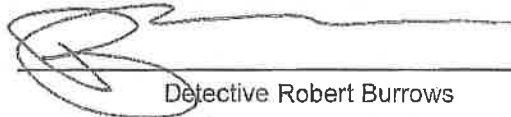
I was notified that a background investigation was needed for the Department of Elections Deputy Director Candidate Julie Ann WISE

I completed all of the necessary background checks, which included the following:

- Comprehensive Personal Check (Accurint)
- NCIC III Criminal History Check
- King County Sheriff's Office In-House/DOL Check
- Seattle Police Department Record Check

CRIMINAL HISTORY
NONE
DRIVING
NONE

After conducting an investigation of WISE, I did not find any issues that would disqualify her for the position of the Department of Elections Deputy Director. I recommend that Julie Ann WISE be hired as the Deputy Director for the King County Department of Elections.


 Detective Robert Burrows
 Background Investigations

Concur
 Do Not Concur


 Lance King
 Human Resources Director

Statement of Financial and Other Interests

King County Employees

Filing Year 2013

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



Ethics Program
Office of Civil Rights & Open
Government
Department of Executive Services
CNK-ES-0215
401 Fifth Ave., Suite 215
Seattle, WA 98104
206-263-7821 Fax 206-296-4329
TTY Relay 711
board.ethics@kingcounty.gov

Name: Julie Wise

Department: Elections

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 2013 (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 as a county employee?

No Yes

If **yes**, please provide the following information:

- 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 as a county employee?

No Yes

If **yes**, please provide the following information:

- 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.

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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:

- 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 positions(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 provide the following information:

- 1) Street address, parcel number, or legal description of real property involved in or subject of a King County action
- 2) Name of the individual who possessed the financial interest and their relationship to you
- 3) Name of the King County department involved in the King County action

F. Declaration

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true, complete, and correct.

DocuSigned by:
Signature Julie Wise

Signed on 2/19/2014 at Renton WA
Date City State

Important Filing Information

Please read carefully

1. **Who Must File:** Please see below 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 two weeks of employment or appointment and by April 15 of each year thereafter.
3. **Period of Reporting:** In the case where the form is filed within two weeks 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(G). 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.

Who Is Required to File a Statement of Financial and Other Interests

Employees in the following categories, under K.C.C. 3.04.050(B.1):

- Employees appointed by the county executive.
- Employees appointed by the county administrative officer or department directors who are subject to approval by the county executive.
- Employees of the county council.

In addition, employees in the following categories, under K.C.C. 3.04.050(C):

- Employees who participate in or have decision-making responsibilities for the administration of agreements or contracts for the purchase, lease, rental, disposal or sale of personal tangible property or real property or public works contracts.
- Employees who participate in or have decision-making responsibilities for grants and services contracts, whose duties include, but are not limited to, the following activities: writing or preparing specifications; evaluating bids and proposals; negotiating, administering or monitoring performance on contracts; and exercising contract signature authority.
- Employees who participate in or have decision-making responsibilities for the investment, management, or expenditure of county funds.
- Employees who participate in or have decision-making responsibilities for policy and its implementation in the Office of the Assessor.

- Employees who participate in or have decision-making responsibilities for policy and its implementation in the Sheriff's Office.
- Employees whose duties and responsibilities include having access to information that is not available as a matter of public knowledge or public record, including, but not limited to, administrative assistants and confidential secretaries in non-career service positions.
- Employees who provide administrative support, greater than clerical support, to county boards, commissions, committees and other multimember bodies that are established by county council action and whose members are appointed by the executive or county council.
- Employees who conduct or supervise the conduct of audits, including audits of county programs and third-party activities.
- Employees who participate in or have decision-making responsibilities for policy and its implementation in the Office of the Prosecuting Attorney, and employees appointed by the Prosecuting Attorney to serve as his or her deputies.
- Employees who supervise, directly or through others, employees identified in these categories.
- Nominees for appointment and persons appointed by the executive or county council to serve on county boards, commissions, committees and other multimember bodies that are established by county council action.

Definitions

These terms are defined in the Code of Ethics. They are used throughout this statement, and are underlined to make them easy to find.

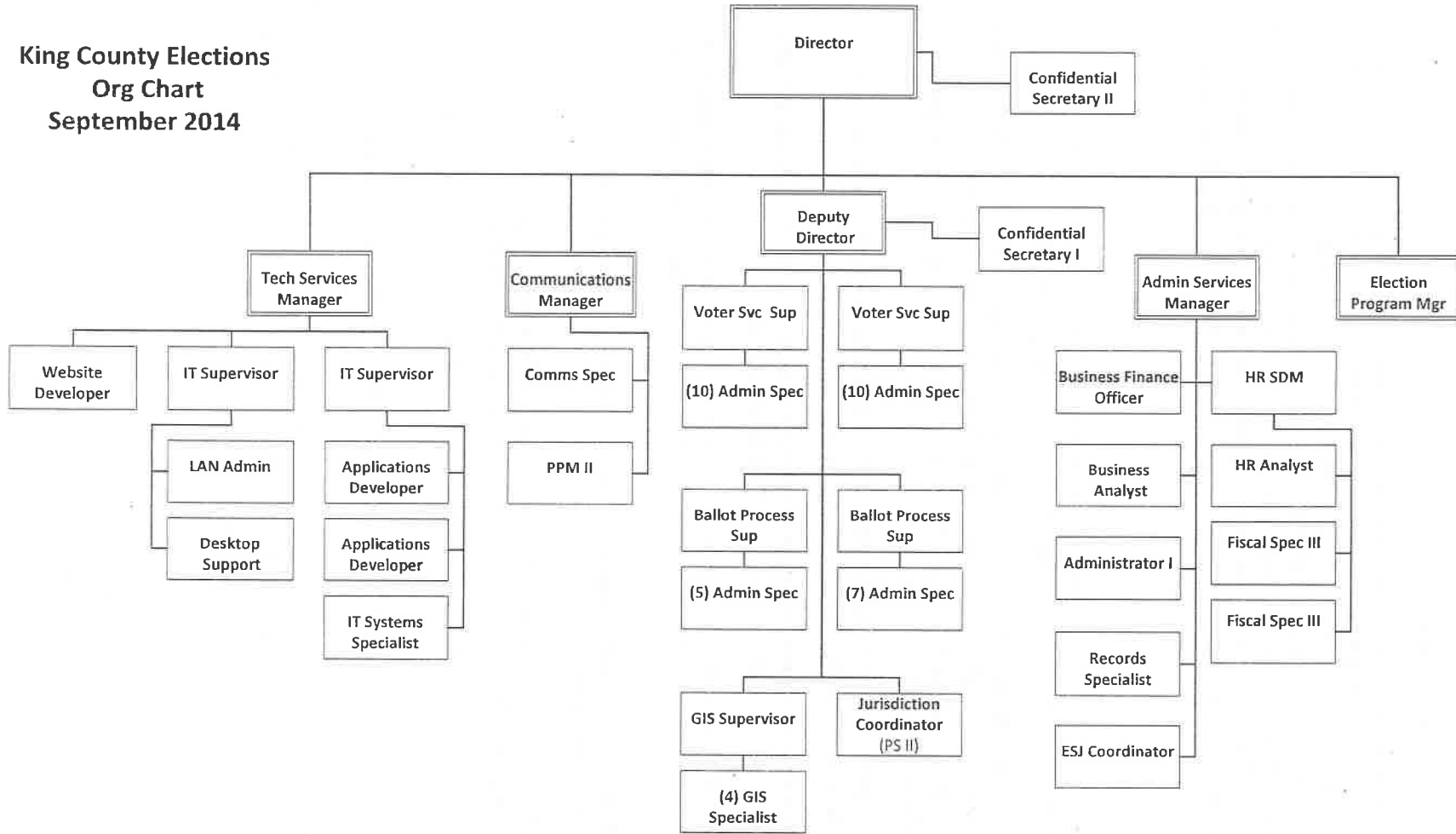
- **"Compensation"** means anything of economic value, that is paid, granted or transferred, or is to be paid, granted or transferred for, or in consideration of, personal services to any person.
- **"County action"** means any action on the part of the county, including, but not limited to: (1) any decision, determination, finding, ruling or order; and (2) any grant, payment, award, license, contract, transaction, sanction, or approval, or the denial thereof, or the failure to act with respect thereto. "County action" shall not include actions of the county's judicial branch but shall include employees of the department of judicial administration.
- **"County employee" or "employee"** means any individual who is appointed as an employee by the appointing authority of a county agency, office, department, council, board, commission or other separate unit or division of county government, however designated, but does not include employees of the county's judicial branch. "County employee" also includes county elected officials and members of county boards, commissions, committees, or other multimember bodies, but does not include officials or employees of the county's judicial branch but does include employees of the department of judicial administration.
- **"Doing business with the county" or "transaction with the county"** means to participate in any proceeding, application, submission, request for ruling or other determination, contract, claim, case or other such particular matter which the county employee or former county employee in question believes, or has reason to believe: (1) is, or will be, the subject of county action; (2) is one to which the county is or will be a party; or (3) is one in which the county has a direct and substantial proprietary interest.
- **"Gift" or "Thing of Value"** means anything of economic value, but shall not include campaign contributions regulated by the provisions of chapter 42.17A RCW, the charter and ordinances implementing them; informational materials exclusively for official or office use; memorials, trophies, and plaques of no commercial value; gifts of \$50 or less for bona fide, nonrecurring, ceremonial occasions; or any gifts which are not used and which within 30 days after receipt are returned to the donor or donated to a charitable organization without seeking a tax deduction.
- **"Immediate family"** means a county employee's spouse, domestic partner, employee's child or the child of an employee's domestic partner, and other dependent relatives if living in his or her household.
- **"Participate"** means, in connection with a transaction involving the county, to be involved in a county action personally and substantially as a county employee either directly, or through others through approval, disapproval, decision, recommendation, the rendering of advice, investigation, or otherwise. However, for the purposes of K.C.C. 3.04.035, "participate" does not include the provision of legal advice or other activities involving the practice of law and does not include, as an elected official, preparation, consideration or enactment of legislation or the performance of legislative duties.
- **"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.

Alternate Formats Available
206-263-7821 TTY Relay 711

SECTION D

- Department Organizational Chart
- Position Description

**King County Elections
Org Chart
September 2014**



63.50 FTE

Department of Elections

Deputy Director

Description & Purpose of the position

The purpose of this position is to implement and manage the programs established by the Director of Elections. The Deputy manages all aspects of and activities related to conducting Local, State and Federal Elections including the planning and execution of voter registration, voter pamphlet and ballot production, ballot processing, candidate and jurisdiction coordination, precinct boundary management and election results reporting. The Deputy Director coordinates operational initiatives related to continuous improvement, strategic planning, election innovation, and technology/systems development along with external initiatives related to voter education and outreach, election accessibility and language compliance issues.

Example of duties

- Direct the work of staff through a subordinate team of Election Supervisors to oversee the hiring, training and evaluating the performance of election staff.
- Develop an annual work plan for elections including the implementation of performance goals and objectives; review and evaluate workflows, products, methods, and procedures to establish and maintain an effective and efficient system that meets the needs of the voters in King County.
- Oversee the planning and coordination of regular and special elections in King County including staffing and equipment/material/supply preparation.
- Implement and revise departmental policies and procedures to ensure compliance with federal, state and local election law and administrative code
- Participate in the development and justification of the department's biennial operating budget, including the forecasting of funds required for staff, equipment, materials and services
- Work with the management team to meet strategic goals as defined in the department's Strategic Plan.
- Oversee the operation of existing election technology including the election management system (EMS), ballot sorting, scanning and tabulation systems.
- Recommend and develop plans to implement new/revised technical systems and processes as needed.
- Represent the Department to the public, elected officials, government officials, political party officials and candidates.
- Work with the Office of the Secretary of State, Elections division and other county Auditors to coordinate statewide and intra-county election issues.
- Serve as the highest county Elections official in the Director's absence.