



**King County**

Department of Transportation

Director's Office

Response to King County Council  
Proviso Regarding Organizational  
Structure Revisions

February 25, 2010

## **Proviso Language**

The purpose of this report is to respond to proviso P1 in Ordinance 16717 Section 132. Ordinance 16717 is the 2010 King County Adopted Budget ordinance and Section 132 appropriates funds to the Department of Transportation Director's Office for the biennial budget covering 2010 and 2011. Proviso P1 states:

### *PI PROVIDED THAT:*

*Of this appropriation, \$50,000 may not be expended until the council approves by motion a report on organizational structure revisions of the department of transportation director's office. This report shall explain:*

*(1) how the revised organizational structure streamlines management functions and provides a span of control consistent with best practices; and*

*(2) how the director's office will transition the grant supervisor and the public affairs communication manager positions from managerial positions to positions providing front-line deliverables for grant advocacy and public information officer functions without the added layers of management.*

*The report shall include an updated organizational chart. The report required to be submitted by this proviso must be filed by February 28, 2010, in the form of a paper original and an electronic copy with the clerk of the council, who shall retain the original and provide an electronic copy to all council members and to the committee coordinator for the physical environment committee or its successor.*

## **Communications**

### Background

The Community Relations/Communications and the Public Affairs/Media Relations groups were merged in 2009 to form the Communications Organization. This reorganization followed on the heels of the 2008 strategic communications planning effort and provides for a more cohesive and comprehensive set of communications services. It provides more streamlined services and supports greater use of new communications tools such as social media, faster and more efficient messages to the community and a more comprehensive approach to departmental initiatives such as addressing transit and roads severe weather planning and communications, departmental web coordination, and inter-agency communications such as with Sound Transit.

The existing organization structure is detailed in the organization chart on page 4. The existing organization structure provides for a manager to supervise the Public Affairs/Media Relations group. The span of control is 3.5:1 for this position. The Public Affairs/Media Relations manager is currently classified as a "Communications Manager" and is a career service position. The Public Affairs/Media Relations manager reports to the manager of the Communications Organization.

### Proposed Change

In response to the proviso, the Public Affairs manager position will be eliminated. A new Communications Specialist IV position will be added, and the Public Affairs group will report to the manager of the Communications Organization. The resulting span of control is 10.5:1. The proposed organization chart is detailed on page 5.

### Implementation Plan

The existing organization structure (see page 4) includes two positions with the "Communication Manager" classification. One position supervises the entire Communications Organization. The second supervises the Public Affairs/Media Relations group and reports to the manager of the Communications Organization. However, these two positions are the same classification ("Communications Manager").

County personnel rules require that in order to transition the Public Affairs "Communications Manager" position to a new position providing non-managerial first line deliverables, a multi-step process must be followed:

1. The "Communications Manager" position that will remain in the agency has been redesigned to reflect the additional responsibility of managing the Public Affairs/Media Relations group.
2. The "Communication Manager" position supervising the Public Affairs/Media Relations group will be eliminated. The FTE used for that position will be used to create a new Communications Specialist IV position, which will perform non-managerial public information officer functions.
3. The two incumbents in the "Communication Manager" positions must compete for the remaining position to manage the Communications Organization.
4. The successful applicant will become the manager of the Communications Organization.
5. The unsuccessful applicant will be laid off and will be referred to the new position of Communications Specialist IV as a lay-off recall candidate. The successful candidate for the Communications Specialist IV will report to the manager of the Communications organization.

Upon completion of the above steps, the restructuring will be completed with the Public Affairs/Media Relations group reporting directly to the Communications Manager. See page 5 for the resulting organizational structure.

It is estimated that this reorganization will take two months to accomplish and should be complete by March 31, 2010. The salary savings associated with this restructuring is estimated at \$29,000 for the 2010-2011 biennium, with an ongoing annual savings of \$19,000. These savings will be reflected in the mid-biennial supplemental budget request this fall.

## **Grant Management**

### Background

The existing organization (see page 4) includes a position classified as “Grant Supervisor” managing a group of three “Grant Administrators”. This position reports to the manager of the Office of Regional Transportation Planning and has a span of control of 3:1.

The “Grant Supervisor” position fulfills the requirement from grantor agencies that the King County Department of Transportation (KCDOT) have one primary point of contact to streamline communication with the different departments and offices within the county.

### Proposed Change

In response to the proviso, the “Grants Supervisor” position will be eliminated. A new “Grants Administrator” position will be added and the Grant Management group will report to the manager of the Office of Regional Transportation Planning. The resulting span of control is 9:1. The proposed organization chart is detailed on page 5.

### Implementation Plan

The process to transition the “Grant Supervisor” position to a non-managerial grant administrator position following county personnel rules is currently under way and includes the following steps:

1. The “Grants Supervisor” position will be eliminated. The FTE used for that position will be used to create a new “Grants Administrator” position, which will perform non-managerial grant advocacy functions.
2. Per the collective bargaining agreement between the county and IFPTE Local 17, the incumbent must be given 90 days notice regarding the elimination of the “Grants Supervisor” position.
3. Upon elimination of the “Grants Supervisor” position, it is assumed the incumbent will exercise his rights of seniority and bump into the new “Grant Administrator” position.
4. The bumping process is not anticipated to result in any of the incumbents being displaced from the Grant Management group.

Because of the required notification time, it is estimated that this reorganization will take four months to accomplish and should be complete by May 31, 2010. The estimated salary savings associated with this restructuring is \$11,000 for the 2010-2011 biennium, with an ongoing annual savings of \$7,000. These savings will be reflected in a mid-biennial supplemental budget request this fall.



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