



King County
Metropolitan King County Council
Committee of the Whole

STAFF REPORT

Agenda Item No.:	6	Date:	24 March 2010
Proposed Motion No.:	2010-0107	Prepared by:	Nick Wagner

SUMMARY

Proposed Motion 2010-0107 would confirm the appointment of Caroline Whalen as the King County Administrative Officer and Director of the county's Department of Executive Services.

BACKGROUND

County Administrative Officer

The office of County Administrative Officer is established by Section 330 of the King County Charter, which provides:

Section 330. County Administrative Officer

The county executive shall appoint the county administrative officer who, under the general supervision of the county executive, shall assist him, shall supervise the administrative offices and shall perform such other duties as are delegated to him by the county executive.

Department of Executive Services

The King County Department of Executive Services oversees seven offices and divisions in King County Government:

- Office of Civil Rights
- Office of Emergency Management
- Facilities Management Division
- Finance and Business Operations Division
- Human Resources Division
- Records and Licensing Division
- Office of Risk Management

The department director has responsibility for almost 900 FTEs, who perform a wide variety of work for King County and its residents. *See* Organizational Chart at p. 27 of these materials and Job Description/Responsibilities at p. 28 of these materials.

Ms. Whalen’s Qualifications

Caroline Whalen has worked with King County since 1994. During that time she has held a variety of positions in both the legislative and executive branches of county government and has managed complex, countywide efforts relating to land use, health care, enterprise systems, business process change, and pandemic influenza business continuity planning.

As the County Executive describes in his transmittal letter (included at pp. 5-6 of these materials), Ms. Whalen has served as “an executive level program/project manager overseeing both the Accountable Business Transformation (ABT) project and the Health Reform Initiative (HRI) program for the past few years.” Before that, “she served successfully as the Deputy County Administrative Officer for five years.”

Ms. Whalen also served, from 1999 to 2002, as Deputy Director of the Department of Development and Environmental Services (DDES), where she was responsible for managing the department’s legislative agenda, communication program, and strategic business plan implementation, including performance measures.

From 1995 to 1999, as some councilmembers will recall, Ms. Whalen served as a legislative analyst for the Council, including two years as lead analyst for the Council’s Growth Management Committee.

As the Executive observes in his transmittal letter, Ms. Whalen also has extensive community experience in the Northwest.

Ms. Whalen is a 1975 graduate of Goucher College in Baltimore, Maryland, where she received her B.A. degree in American Studies, focusing on political science, American history, and journalism.

Deputy Executive Fred Jarrett has reviewed the financial credit report and law enforcement background check conducted on Ms. Whalen and has reported that they contain no adverse information and reveal no prior criminal record. *See* p. 22 of these materials.

INVITEES

1. Caroline Whalen, County Administrative Officer Designee,
King County Department of Executive Services

ATTACHMENTS

Page

1. Proposed Motion 2010-01073
2. Transmittal letter and confirmation packet5



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

March 22, 2010

Motion

Proposed No. 2010-0107.1

Sponsors Hague

1 A MOTION confirming the executive's appointment of
2 Caroline Whalen as director/chief administrative officer of
3 the King County department of executive services.
4 BE IT MOVED by the Council of King County:
5 The county executive's appointment of Caroline Whalen as director/chief

Motion

6 administrative officer of the King County department of executive services is hereby
7 confirmed.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Robert W. Ferguson, Chair

ATTEST:

Anne Noris, Clerk of the Council

APPROVED this ____ day of _____, ____.

Dow Constantine, County Executive

Attachments: None



King County

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March 9, 2010

The Honorable Bob Ferguson,
Chair, King County Council
Room 1200
C O U R T H O U S E

Dear Councilmember Ferguson:

I am pleased to transmit for the County Council's review and approval the background and hiring documents for the appointment of Ms. Caroline Whalen to the position of County Chief Administrative Officer/Director, Department of Executive Services. The enclosed materials comprise the full set of confirmation documents as established by code and practice.

Ms. Whalen has been nominated for appointment due to her extensive and successful executive management experience. She has served as an executive level program/project manager overseeing both the Accountable Business Transformation (ABT) project and the Health Reform Initiative (HRI) program for the past few years. Prior to those assignments, she served successfully as the Deputy County Administrative Officer for five years.

Her impressive background also includes extensive experience in her role as Deputy Director of the Department of Development and Environmental Services (DDES) for three years. She has served King County in both the Executive and the Legislative branches. She also has extensive community experience in the Northwest.

I am confident that under Ms. Whalen's leadership, the Department of Executive Services will continue its efforts to ensure a well-managed county government through sound decision-making and policy development.