



King County
Metropolitan King County Council
Committee of the Whole

STAFF REPORT

Agenda Item No.:	5	Date:	14 Apr 2010
Proposed Ordinance No.:	2010-0213	Prepared by:	Nick Wagner

SUMMARY

Proposed Ordinance 2010-0213 (pp. 7-21 of these materials) would create a new Office of Labor Relations in the Office of the Executive. The legislation has been proposed by the Executive “to raise the level of labor relations in our organization in order to effectively execute coordinated, countywide labor strategies.” (Transmittal letter, p. 23 of these materials)

The new Office of Labor Relations would be assigned the responsibilities currently residing in the Labor Relations Section of the Human Resources Division of the Department of Executive Services, as described below. The Executive’s intention is that the new office will report directly to the Executive and the Deputy Executive.

BACKGROUND

Currently, the King County Code (§ 2.16.035) places responsibility for the following labor relations functions in the Human Resources Division (“HRD”) of the Department of Executive Services:

1. “Representing county agencies in the collective bargaining process as required by chapter 41.56 RCW” (KCC § 2.16.035(D)(9));
2. “Developing and maintaining databases of information relevant to the collective bargaining process” (KCC § 2.16.035(D)(15));
3. “Advising the executive and council on overall county labor . . . policies” (KCC § 2.16.035(D)(12);
4. “Representing county agencies in labor arbitrations, appeals and hearings including those in chapter 41.56 RCW and required by K.C.C. Title 3” (KCC § 2.16.035(D)(10);
5. “Administering labor contracts and providing consultation to county agencies regarding the terms and implementation of negotiated labor agreements” (KCC § 2.16.035(D)(11); and

6. “Providing labor relations training for county agencies, the executive, the council and others” (KCC § 2.16.035(D)(13).

THE PROPOSED LEGISLATION

Proposed Ordinance 2010-0213 would create a new Office of Labor Relations (“OLR”) in the Office of the Executive and would assign to the new office the responsibilities numbered 1 through 5 above. Responsibilities 1 through 3 would become the responsibility solely of OLR (*see* lines 106-109, 116, pp. 11-12 of these materials). Responsibilities 4 and 5 would become the responsibility of OLR “in collaboration with” HRD (*see* lines 110-115, p. 12 of these materials).

Responsibility 6 would remain with HRD, but would be carried out “in collaboration with” OLR, which would be assigned responsibility for “[p]roviding *resources for* labor relations training for county agencies, the executive, the council, and others, in collaboration with” HRD (listed as Responsibility 7 in the table below) (emphasis added) (*see* lines 117-118, 221-222, pp. 12, 17 of these materials).

The following table summarizes these changes:

Responsibility	Currently in	Proposed in
1. Representing county agencies in the collective bargaining process	HRD	OLR
2. Developing and maintaining databases of information relevant to the collective bargaining process	HRD	OLR
3. Advising the executive and council on overall county labor . . . policies	HRD	OLR
4. Representing county agencies in labor arbitrations, appeals and hearings	HRD	OLR, in collaboration with HRD
5. Administering labor contracts and providing consultation to county agencies regarding the terms and implementation of negotiated labor agreements	HRD	OLR, in collaboration with HRD
6. Providing labor relations training for county agencies, the executive, the council, and others	HRD	HRD, in collaboration with OLR

Responsibility	Currently in	Proposed in
7. Providing <i>resources for</i> labor relations training for county agencies, the executive, the council, and others	HRD	OLR, in collaboration with HRD

HRD would retain its other responsibilities, which are assigned to it in KCC section 2.16.035 and would not be affected by Proposed Ordinance 2010-0213.¹

THE PURPOSE OF THE PROPOSED LEGISLATION

The purpose of the proposed legislation, as described in the Executive’s transmittal letter (p. 23 of these materials), is “to raise the level of labor relations in our organization in order to effectively execute coordinated, countywide labor strategies.” This is needed because “[a]s we address the significant budgetary challenges ahead of us, this organizational placement and execution of these strategies will be critical to effective labor-management relations across all county agencies.”

COMPARISON WITH SELECTED OTHER JURISDICTIONS

A Council staff review of selected other jurisdictions found that in some jurisdictions the labor relations manager reports to the executive office and in some to the head of human

¹ Those responsibilities include:

- “Developing and administering training and organizational development programs, including centralized employee and supervisory training and other employee development programs” (KCC § 2.16.035(D)(1));
- “Developing proposed and administering adopted policies and procedures for employment (recruitment, examination and selection), classification and compensation, and salary administration” (KCC § 2.16.035(D)(2));
- “Developing proposed and administering adopted human resources policy” (KCC § 2.16.035(D)(3));
- “Providing technical and human resources information services support” (KCC § 2.16.035(D)(4));
- “Developing and managing insured and noninsured benefits programs, including proposing policy recommendations, negotiating benefits plan designs with unions, preparing legally mandated communications materials and providing employee assistance and other work and family programs” (KCC § 2.16.035(D)(5));
- “Developing and administering diversity management and employee relations programs, including affirmative action plan development and administration, management and supervisory diversity training and conflict resolution training” (KCC § 2.16.035(D)(6));
- “Developing and administering workplace safety programs, including inspection of work sites and dissemination of safety information to employees to promote workplace safety” (KCC § 2.16.035(D)(7));
- “Administering the county’s self-funded industrial insurance/worker’s compensation program, as authorized by Title 51 RCW” (KCC § 2.16.035(D)(8));
- “Advising the executive and council on overall county . . . employee policies” (KCC § 2.16.035(D)(12));
- “Overseeing the county’s unemployment compensation program” (KCC § 2.16.035(D)(14)); and
- “Collecting and reporting to the office of management and budget on a quarterly basis information on the numbers of filled and vacant full-time equivalent and term-limited temporary positions and the number of emergency employees for each appropriation unit” (KCC § 2.16.035(D)(16)).

resources, though in two of the latter jurisdictions there is also a “dotted line” of responsibility to the executive office, as indicated in the following table²:

Jurisdiction	Labor Relations Manager reports to:
Alameda County, CA	Human Resources
City of Los Angeles, CA	Executive office
Pierce County	Human Resources, but “dotted line” to Executive office
City of San Diego, CA	Human Resources
City of Seattle	Human Resources, but “dotted line” to Mayor’s Office
Port of Seattle	Executive office
City of Tacoma	Human Resources
State of Washington	Executive office

The jurisdictions selected for review were those cited by the Executive in a salary survey of compensation paid to labor relations managers, which the Executive has provided in support of a classification compensation recommendation for the proposed new position of Director of Labor Relations.³

FISCAL IMPACT

The Executive anticipates “no budget impact directly related to the creation of this office” (Transmittal letter, p. 23 of these materials) and therefore has not provided a fiscal note. He notes, however, “[W]e will consider potential future staffing needs and will be forwarding the needed documentation to create the position of Director of the Office of Labor Relations.”

The Executive has transmitted a classification specification for the proposed new Director of Labor Relations position, together with related materials (*see* pp. 25-32 of these materials). The Executive proposes compensation for the new position in Pay Range 85, which, based on the 2010 King County 10 Step Annual/FLSA Exempt Squared Schedule, would call for an annual salary of between \$119,254 and \$151,162. If Proposed Ordinance 2010-0213 is approved, it is expected that the proposed classification will be taken up by the Council’s Government Accountability and Oversight Committee.

² The table is based on organizational charts published by the jurisdictions and/or phone conversations between Council staff and representatives of the jurisdictions.

³ *See* pp. 25-32 of these materials. That recommendation is not before the Committee of the Whole.

INVITEES

1. Patti Cole-Tindall, Labor Relations Manager, Human Resources Division, King County Department of Executive Services

ATTACHMENTS

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1. Proposed Ordinance 2010-02137
2. Transmittal letter23
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KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

April 12, 2010

Ordinance

Proposed No. 2010-0213.1

Sponsors Hague

1 AN ORDINANCE reorganizing the department of
2 executive services, human resources division's labor
3 relations section into an office within office of the
4 executive; and amending Ordinance 12075, Section 3, as
5 amended, and K.C.C. 2.16.025 and Ordinance 14199,
6 Section 11, as amended, and K.C.C. 2.16.035.

7 **PREAMBLE:**

8 The executive's strategic plan provides for performance-based governance
9 and the county's employees are the cornerstone of customer service
10 through performance delivery. Because the vast majority of the county's
11 employees are represented by labor organizations, the reorganization of
12 the office of labor relations into the executive's office recognizes the
13 importance of the county's partnership with labor and direct oversight of
14 collective bargaining. The reorganization will ensure effective execution
15 of countywide labor strategies for efficient and effective operations, fair
16 treatment of employees, and responsible management of public resources.

17 **BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:**

18 SECTION 1. Ordinance 12075, Section 3, as amended, and K.C.C. 2.16.025 are
19 each hereby amended to read as follows:

20 The county executive shall manage and be fiscally accountable for the office of
21 management and budget (~~and the~~), the office of strategic planning and performance
22 management and the office of labor relations.

23 A. The office of management and budget functions and responsibilities shall
24 include, but not be limited to:

25 1. Planning, preparing and managing, with emphasis on fiscal management and
26 control aspects, the annual operating and capital improvement budgets;

27 2. Preparing forecasts of and monitor revenues;

28 3. Monitoring expenditures and work programs in accordance with Section 475
29 of the King County Charter;

30 4. Developing and preparing expenditure plans and ordinances to manage the
31 implementation of the operating and capital improvement budgets throughout the fiscal
32 year;

33 5. Developing and using outcome-based performance indicators to monitor and
34 evaluate the effectiveness and efficiency of county agencies in collaboration with the
35 office of strategic planning and performance management;

36 6. Formulating and implementing financial policies regarding revenues and
37 expenditures for the county and other applicable agencies;

38 7. Performing program analysis, and contract and performance evaluation
39 review in collaboration with the office of strategic planning and performance
40 management; and

41 8. Developing and transmitting to the council, concurrent with the annual
42 proposed budget, supporting materials consistent with K. 4.04.030.

43 B. The office of strategic planning and performance management functions and
44 responsibilities shall include, but not be limited to:

45 1. Performance management and accountability:

46 a. providing leadership and coordination of the performance management and
47 accountability system countywide;

48 b. overseeing the development of strategic plans and business plans for each
49 executive branch department and office;

50 e. providing technical assistance on the development of strategic plans and
51 business plans for agencies;

52 f. developing and using outcome-based performance indicators to monitor and
53 evaluate the effectiveness and efficiency of county agencies in collaboration with the
54 office of budget and management;

55 g. overseeing the production of an annual performance report for the executive
56 branch;

57 h. Managing an ongoing review of executive branch departments' and offices'
58 performance, known as the KingStat program;

59 i. collecting and analyzing land development, population, housing, natural
60 resource enhancement, transportation and economic activity data to aid decision making
61 and to support implementation of county plans and programs, including benchmarks; and

62 j. conducting public engagement about county performance management and
63 reporting activities;

64 2. Business relations and economic development:

- 65 a. developing proposed policies to address regional, unincorporated urban, and
66 rural economic development;
- 67 b. establishing, fostering and maintaining healthy relations with business and
68 industry;
- 69 c. implementing strategies and developing opportunities that include partnering
70 with, cities, the Port of Seattle and other economic entities on regional and subregional
71 economic development projects;
- 72 d. developing and implementing strategies to promote economic revitalization
73 and equitable development in urban unincorporated areas including the possible assembly
74 of property for the purpose of redevelopment;
- 75 e. refining and implementing strategies in the county's rural economic
76 strategies to preserve and enhance the rural economic base so that the rural area can be a
77 place to both live and work;
- 78 f. assisting communities and businesses in creating economic opportunities,
79 promoting a diversified economy and promoting job creation with the emphasis on
80 family-wage jobs;
- 81 g. managing the contracting opportunities program to increase opportunities
82 for small contractors and suppliers to participate on county-funded contracts. Submit an
83 annual report as required by Ordinance 15703;
- 84 h. Managing the apprenticeship program to optimize the number of apprentices
85 working on county construction projects. Submit an annual report as required by
86 Ordinance 12787;

87 i. serving as the disadvantaged business enterprise liaison officer for federal
88 Department of Transportation and other federal grant program purposes; and

89 j. managing the county's historic preservation program including landmark
90 designation, protection, and enhancement to support tourism development, downtown
91 revitalization and environmental and cultural sustainability;

92 3. Strategic initiatives and policy development

93 a. coordinating executive initiatives across departments and agencies;

94 b. facilitating interdepartmental, interagency and interbranch teams on
95 multidisciplinary issues;

96 c. leading governance transition efforts for the urban area consistent with the
97 Growth Management Act;

98 d. providing technical assistance in the update of regional growth management
99 planning efforts including the Countywide Planning Policies and distribution of
100 jurisdictional population and employment growth targets;

101 e. providing assistance in the development of agency and system planning
102 efforts such as operational master plans; and

103 f. serving as the liaison to the Boundary Review Board for King County.

104 C. The office of labor relations functions and responsibilities shall include, but
105 not be limited to:

106 1. Representing county agencies in the collective bargaining process as required
107 by chapter 41.56 RCW;

108 2. Developing and maintaining databases of information relevant to the
109 collective bargaining process;

110 3. Representing county agencies in labor arbitrations, appeals, and hearings
111 including those in chapter 41.56 RCW and required by K.C.C. Title 3, in collaboration
112 with the human resources division;

113 4. Administering labor contracts and providing consultation to county agencies
114 regarding the terms and implementation of negotiated labor agreements, in collaboration
115 with the human resources division;

116 5. Advising the executive and council on overall county labor policies; and

117 6. Providing resources for labor relations training for county agencies, the
118 executive, the council, and others, in collaboration with the human resources division.

119 D. The executive may assign or delegate budgeting, performance management
120 and accountability, business relations, economic development and strategic initiatives,
121 policy development and collective bargaining functions to employees in the office of the
122 executive but shall not assign or delegate those functions to any departments.

123 SECTION 2. Ordinance 14199, Section 11, as amended, and K.C.C. 2.16.035 are
124 each hereby amended to read as follows:

125 The county administrative officer shall be the director of the department of
126 executive services. The department shall include the records and licensing services
127 division, elections division, the finance and business operations division, the human
128 resources management division, the facilities management division, the administrative
129 office of risk management, the administrative office of emergency management and the
130 administrative office of civil rights. In addition, the county administrative officer shall be
131 responsible for providing staff support for the board of ethics.

132 A. The duties of the elections division shall include conducting all special and
133 general elections held in the county and registering voters.

134 B. The duties of the records and licensing services division shall include the
135 following:

136 1. Issuing marriage, vehicle/vessel, taxicab and for-hire driver and vehicle and
137 pet licenses, collecting license fee revenues and providing licensing services for the
138 public;

139 2. Enforcing county and state laws relating to animal control;

140 3. Managing the recording, processing, filing, storing, retrieval and certification
141 of copies of all public documents filed with the division as required;

142 4. Processing all real estate tax affidavits;

143 5. Acting as the official custodian of all county records, as required by general
144 law, except as otherwise provided by ordinance; and

145 6. Managing the printing and distribution of the King County Code and
146 supplements to the public.

147 C. The duties of the finance and business operations division shall include the
148 following:

149 1. Monitoring revenue and expenditures for the county. The collection and
150 reporting of revenue and expenditure data shall provide sufficient information to the
151 executive and to the council. The division shall be ultimately responsible for maintaining
152 the county's official revenue and expenditure data;

153 2. Performing the functions of the county treasurer;

- 154 3. Billing and collecting real and personal property taxes, local improvement
155 district assessments and gambling tax
- 156 4. Processing transit revenue;
- 157 5. Receiving and investing all county and political subjurisdiction moneys;
- 158 6. Managing the issuance and payment of the county's debt instruments;
- 159 7. Managing the accounting systems and procedures;
- 160 8. Managing the fixed assets system and procedures;
- 161 9. Formulating and implementing financial policies for other than revenues and
162 expenditures for the county and other applicable agencies;
- 163 10. Administering the accounts payable and accounts receivable functions;
- 164 11. Collecting fines and monetary penalties imposed by district courts;
- 165 12. Developing and administering procedures for the procurement of and
166 awarding of contracts for tangible personal property, services, professional or technical
167 services and public work in accordance with K.C.C. chapter 4.16 and applicable federal
168 and state laws and regulations;
- 169 13. Establishing and administering procurement and contracting methods, and
170 bid and proposal processes, to obtain such procurements;
- 171 14. In consultation with the prosecuting attorney's office and office of risk
172 management, developing and overseeing the use of standard procurement and contract
173 documents for such procurements;
- 174 15. Administering contracts for goods and services that are provided to more
175 than one department;

176 16. Providing comment and assistance to departments on the development of
177 specifications and scopes of work, in negotiations for such procurements, and in the
178 administration of contracts;

179 17. Assisting departments to perform cost or price analyses for the procurement
180 of tangible personal property, services and professional or technical services, and price
181 analysis for public work procurements;

182 18. Developing, maintaining and revising as may be necessary from time to
183 time the county's general terms and conditions for contracts for the procurement of
184 tangible personal property, services, professional or technical services and public work;

185 19. Managing the payroll system and procedures, including processing benefits
186 transactions in the payroll system and administering the employer responsibilities for the
187 retirement and the deferred compensation plans; and

188 20. Managing and developing financial policies for borrowing of funds,
189 financial systems and other financial operations for the county and other applicable
190 agencies.

191 D. The duties of the human resources management division shall include the
192 following:

193 1. Developing and administering training and organizational development
194 programs, including centralized employee and supervisory training and other employee
195 development programs;

196 2. Developing proposed and administering adopted policies and procedures for
197 employment (recruitment, examination and selection), classification and compensation,
198 and salary administration;

- 199 3. Developing proposed and administering adopted human resources policy;
- 200 4. Providing technical and human resources information services support;
- 201 5. Developing and managing insured and noninsured benefits programs,
- 202 including proposing policy recommendations, negotiating benefits plan designs with
- 203 unions, preparing legally mandated communications materials and providing employee
- 204 assistance and other work and family programs;
- 205 6. Developing and administering diversity management and employee relations
- 206 programs, including affirmative action plan development and administration,
- 207 management and supervisory diversity training and conflict resolution training;
- 208 7. Developing and administering workplace safety programs, including
- 209 inspection of work sites and dissemination of safety information to employees to promote
- 210 workplace safety;
- 211 8. Administering the county's self-funded industrial insurance/worker's
- 212 compensation program, as authorized by Title 51 RCW;
- 213 9. ~~((Representing county agencies in the collective bargaining process as~~
- 214 ~~required by chapter 41.56 RCW;~~
- 215 10. ~~Representing county agencies in labor arbitrations, appeals and hearings~~
- 216 ~~including those in chapter 41.56 RCW and required by K.C.C. Title 3;~~
- 217 11. ~~Administering labor contracts and providing consultation to county agencies~~
- 218 ~~regarding the terms and implementation of negotiated labor agreements;~~
- 219 12.)) Advising the executive and council on overall county ~~((labor and))~~
- 220 employee policies;

221 ~~((13.))~~ 10. Providing labor relations training for county agencies, the executive,
222 the council~~((;))~~ and others, in collaboration with the office of labor relations;

223 ~~((14.))~~ 11. Overseeing the county's unemployment compensation program; and
224 ~~((15. Developing and maintaining databases of information relevant to the~~
225 ~~collective bargaining process; and~~

226 ~~16.))~~ 12. Collecting and reporting to the office of management and budget on a
227 quarterly basis information on the numbers of filled and vacant full-time equivalent and
228 term-limited temporary positions and the number of emergency employees for each
229 appropriation unit.

230 E. The duties of the facilities management division shall include the following:

231 1. Overseeing space planning for county agencies;

232 2. Administering and maintaining in good general condition the county's
233 buildings except for those managed and maintained by the departments of natural
234 resources and parks and transportation;

235 3. Operating security programs for county facilities except as otherwise
236 determined by the council;

237 4. Administering all county facility parking programs except for public
238 transportation facility parking;

239 5. Administering the supported employment program;

240 6. Managing all real property owned or leased by the county, except as provided
241 in K.C.C. chapter 4.56, ensuring, where applicable, that properties generate revenues
242 closely approximating fair market value;

243 7. Maintaining a current inventory of all county-owned or leased real property;

- 244 8. Functioning as the sole agent for the disposal of real properties deemed
245 surplus to the needs of the county;
- 246 9. In accordance with K.C.C. chapter 4.04, providing support services to county
247 agencies in the acquisition of real properties, except as otherwise specified by ordinance;
- 248 10. Issuing oversized vehicle permits, franchises and permits and easements for
249 the use of county property except franchises for cable television and telecommunications;
- 250 11. Overseeing the development of capital projects for all county agencies
251 except for specialized roads, solid waste, public transportation, airport, water pollution
252 abatement and surface water management projects;
- 253 12. Being responsible for all general projects, such as office buildings or
254 warehouses, for any county department including, but not limited to, the following:
- 255 a. administering professional services and construction contracts;
- 256 b. acting as the county's representative during site master plan, design and
257 construction activities;
- 258 c. managing county funds and project budgets related to capital improvement
259 projects;
- 260 d. assisting county agencies in the acquisition of appropriate facility sites;
- 261 e. formulating guidelines for the development of operational and capital
262 improvement plans;
- 263 f. assisting user agencies in the development of capital improvement and
264 project program plans, as defined and provided for in K.C.C. chapter 4.04;
- 265 g. formulating guidelines for the use of life cycle cost analysis and applying
266 these guidelines in all appropriate phases of the capital process;

- 267 h. ensuring the conformity of capital improvement plans with the adopted
268 space plan and approved operational master plans;
- 269 i. developing project cost estimates that are included in capital improvement
270 plans, site master plans, capital projects and annual project budget requests;
- 271 j. providing advisory services, feasibility studies or both services and studies to
272 projects as required and for which there is budgetary authority;
- 273 k. coordinating with user agencies to assure user program requirements are
274 addressed through the capital development process as set forth in this chapter and in
275 K.C.C. Title 4;
- 276 l. providing engineering support on capital projects to user agencies as
277 requested and for which there is budgetary authority; and
- 278 m. providing assistance in developing the executive budget for capital
279 improvement projects; and
- 280 13. Providing for the operation of a downtown winter shelter for homeless
281 persons between October 15 and April 30 each year.
- 282 F. The duties of the administrative office of risk management shall include the
283 management of the county's insurance and risk management programs consistent with
284 K.C.C. chapter 4.12.
- 285 G. The duties of the administrative office of emergency management shall
286 include the following:
- 287 1. Planning for and providing effective direction, control and coordinated
288 response to emergencies;

- 289 2. Being responsible for the emergency management functions defined in
290 K.C.C. chapter 2.56; and
- 291 3. Managing the E911 emergency telephone program.
- 292 H. The duties of the administrative office of civil rights shall include the
293 following:
- 294 1. Enforcing nondiscrimination ordinances as codified in K.C.C. chapters 12.17,
295 12.18, 12.20 and 12.22;
- 296 2. Assisting departments in complying with the federal Americans with
297 Disabilities Act of 1990, the federal Rehabilitation Act of 1973, Section 504, and other
298 legislation and rules regarding access to county programs, facilities and services for
299 people with disabilities;
- 300 3. Serving as the county Americans with Disabilities Act coordinator relating to
301 public access;
- 302 4. Providing staff support to the county civil rights commission;
- 303 5. Serving as the county federal Civil Rights Act Title VI coordinator; and
- 304 6. Coordinating county responses to federal Civil Rights Act Title VI issues and
305 investigating complaints filed under Title VI.

306 SECTION 3. Severability. If any provision of this ordinance or its application to

307 any person or circumstance is held invalid, the remainder of the ordinance or the
308 application of the provision to other persons or circumstances is not affected.
309

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

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

March 24, 2010

Dear Councilmember Ferguson:

Attached is an ordinance related to the reorganization of the Department of Executive Services, Human Resources Division's Labor Relations Section into an office reporting directly to the Executive. If approved, the effect of this legislation will be to raise the level of labor relations in our organization in order to effectively execute coordinated, countywide labor strategies. As we address the significant budgetary challenges ahead of us, this organizational placement and execution of these strategies will be critical to effective labor-management relations across all county agencies.

While we will consider potential future staffing needs and will be forwarding the needed documentation to create the position of Director of the Office of Labor Relations, because there is no budget impact directly related to the creation of this office, there is no accompanying fiscal note.

Your consideration is appreciated. If you have any questions, please feel free to contact Anita Whitfield, Human Resources Division Director, at 206-296-8576.

Sincerely,

Dow Constantine
King County Executive

Enclosure

cc: King County Councilmembers
 ATTN: Tom Bristow, Chief of Staff
 Anne Noris, Clerk of the Council
 Fred Jarrett, Deputy County Executive, Office of the Executive
 Dwight Dively, Director, Office of Management and Budget
 Caroline Whalen, Acting County Administrative Officer, Department of Executive
 Services (DES)
 Anita Whitfield, Director, Human Resources Division (HRD), DES
 Michael Frawley, Deputy Director, HRD, DES

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Class Summary

The responsibilities of this classification include directing and administering the central labor relations function for King County. The incumbent serves as a key advisor to the Executive and County Council in the areas of strategic planning, labor policy development, employment law and personnel issues.

Distinguishing Characteristics

This is a single level classification. The position is responsible for overseeing the labor relations function for King County, including a group of Labor Negotiators who represent King County in the County's labor contract negotiations, provide advice to management and executives, and work to resolve labor-management issues that affect King County.

The incumbent works closely with the Executive and Council to develop long-range labor policy and bargaining strategies that consider the needs of County government while being fiscally responsible to taxpayers and recognizing the important role employees play in providing efficient services to the public. The Labor Director also resolves labor-management issues and makes decisions about the effects of new laws, arbitration findings and case precedents.

Examples of Duties (May vary by position)

1. Direct the operations of the Office of Labor Relations; supervise staff.
2. Plan and implement goals and objectives for the Office. Develop the business plan including performance measures.
3. Develop proposed labor policies for recommendation to the County Executive and Council; direct the dissemination of labor relations policy information.
4. Prepare and administer the Office's budget, ensuring that budget expenditures adhere to established guidelines.
5. Work closely with the Executive and Council on labor relations strategies.
6. Present briefing materials to the Executive Labor Policy Committee, County Executive and King County Council on complex, countywide labor relations issues.
7. Perform other duties as assigned.

Knowledge/Skills

Advanced knowledge, skill and experience in labor contract negotiation and administration, grievance management, and arbitration processes

Advanced knowledge of labor and employment law

Knowledge of management and strategic planning techniques and principles, policy development and analysis, process improvement techniques and principles

Knowledge of human resources principles, practices, legal environment and trends

Advanced interpersonal skills and the ability to work effectively at all levels in a collaborative team environment

Advanced communication skills

Advanced analytical, planning, organizational and project management skills

Skill in building consensus among diverse individuals with varying opinions and convincing others to initiate actions to achieve goals

Skill in handling multiple competing priorities and sensitive situations

Skill in working in a political environment

Skill in using current office software programs including word processing, spreadsheet, database and email

Licensing, Certification and Other Requirements

A law degree from an accredited university with emphasis in employment and labor law is highly desirable. Equivalent education/experience may be substituted unless required by law.

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

FLSA Designation	Exempt (Administrative)
Service Status	Exempt from Career Service
Levels within same series	None
Class History	Created 3/2010



King County

Human Resources Management Division
Department of Executive Services

King County Administration Bldg.
500 Fourth Avenue, Room, 450
Seattle, WA 98104 TTY Relay: 711
(206) 296-7340
www.kingcounty.gov

March 24, 2010

The Honorable Jane Hague, Chair
Committee of the Whole
Metropolitan King County Council
12th Floor, King County Courthouse
Seattle, WA 98104

RE: New Career Service Exempt Classification and Pay Range

Dear Councilmember Hague:

The Human Resources Division is responsible for creating new classifications and reviewing and making adjustments to titles and salaries within the King County classification and compensation system. Reviews are conducted on a three-year cycle, and also in response to changes which emerge from an evolving County government.

Pursuant to KCC 3.15.040, a request for the creation of any classification applicable to regular exempt positions shall be confirmed in accordance with King County Code before implementation. To that end, I am requesting confirmation of the new classification and pay range shown below. My recommendation and supporting documentation are submitted for your review.

<u>Report</u>	<u>New Classification Title</u>	<u>Recommended Pay Range</u>
SR-10-002	Director, Office of Labor Relations	Range 85, Squared Table

If you have questions, please contact Stephanie Hays, Manager, Compensation Management Services, at 296-8565 or Michael Frawley, Deputy Director, Human Resources Division, at 296-8590 or me at 296-1737.

Respectfully,


Anita Whitfield, Director
Human Resources Division

Enclosures

- cc: Committee of the Whole
- Mike Alvine, Lead Analyst, Government Accountability and Oversight Committee
- Anne Noris, Clerk of the Council
- Michael Frawley, Deputy Director, Human Resources Division (DES)
- Stephanie Hays, Manager, Compensation Management Services (DES-HRD)



King County

Human Resources Management Division
Department of Executive Services
King County Administration Bldg.
500 Fourth Avenue, Room, 450
Seattle, WA 98104 TTY Relay: 711
(206) 296-7340
www.kingcounty.gov

Classification Title: Director, Office of Labor Relations

Tracking Number: SR-10-002

March 24, 2010

TO: Anita Whitfield, Director, Human Resources Division, DES

FM:  Stephanie Hays, Manager, Compensation Management Services

RE: Confirmation of New Career Service Exempt Classification and Pay Range

Pursuant to KCC 3.15.040, the Human Resources Division Director may create new classifications and assign appropriate pay. To that end, the Compensation Management Services Section (CMS) proposes the approval of the creation of a new career service exempt classification. A request for the creation of any classification applicable to regular exempt positions is subject to final approval in accordance with King County Code.

My recommendation and supporting documentation are submitted for your review as follows:

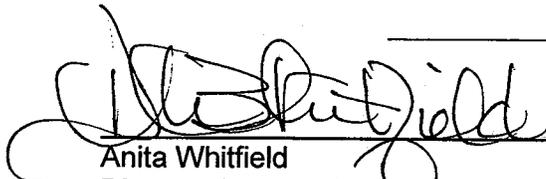
<u>New Classification Title</u>	<u>Recommended Pay Range</u>
Director, Office of Labor Relations	Range 85, Squared Table

Action:

 Approve

_____ Do Not Approve

_____ Other _____


Anita Whitfield
Director, Human Resources Division, DES

Date 3/24/10

Attachment

cc: Michael Frawley, Deputy Director, Human Resources Division, DES

HRD Policy Summary

Date	March 24, 2010
Policy Title	Director, Office of Labor Relations
Policy Type	New Career Service Exempt Classification and Pay Range
Executive Summary	The establishment of an Office of Labor Relations requires the creation of a Director-level position to lead the office. This position replaces the current Labor Relations Manager position and will oversee the Labor Relations function for King County.
Objective	Confirm creation of new classification and pay range.
Issues/concerns	None.
Council review	Yes. Must be approved in accordance with KCC 3.15.040. This is a career service exempt classification.
Labor Comments	This is a non-represented classification.
Next Steps	Approve the attached recommendation.
Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



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COMPENSATION RECOMMENDATION

EXECUTIVE SUMMARY

The Human Resources Division of the Department of Executive Services has established a new classification of Director, Office of Labor Relations. The position is responsible for directing the Office of Labor Relations which is being created at the direction of the County Executive. Work includes overseeing the labor relations function for King County, including supervision of Labor Negotiators who represent King County in the County's labor contract negotiations, provide advice to management and executives, and work to resolve labor-management issues that affect King County employees. This Director position replaces the current Labor Manager position.

The recommended salary is range 85.

BACKGROUND

The County Executive has determined that removing the Labor Relations function from the Human Resources Division and creating a separate Office of Labor Relations would better serve the County. The Executive has directed HRD to create classifications and assign appropriate compensation necessary to support that reorganization. Thus, the position of Director, Office of Labor Relations is proposed to head the new Office. The salary has been established using an expanded external market.

SALARY RANGE RECOMMENDATION

Council Motion 10262 states that: *"The placement of classifications on salary ranges should be primarily based on the market."* Further, *"Classifications should be assigned to salary ranges so that compensation falls no more than five percent above or below the market average."*

Compensation Management Services (CMS) conducted a salary survey to compare the current pay to that of similar positions. As the nine comparator jurisdictions established in Council Motion 10262 do not include any organizations that come close to the size of King County, the survey area for this management position was expanded to include jurisdictions on the west coast that would more closely reflect the responsibilities of overseeing labor relations for a large employee population in a highly unionized environment. The survey resulted in 7 matches. The average maximum salary is \$141,936 (2009 rates). When compared with the King County salary schedule, the market maximum falls just above range 83. If the salary for this classification were increased to range 85, it would internally align with the Human Resources Director salary, and would still fall within 5% of the market as required by Council Motion 10262. CMS proposes increasing the pay for this classification to range 85 to ensure the Labor Relations Director position's pay is competitive with the market and King County is able to attract and retain highly qualified candidates for the new position.

RECOMMENDATION

Department		Office of the Executive	
Office		Office of Labor Relations	
Position Type		Exempt/Appointed	
Classification Title		Director, Office of Labor Relations	
Classification Code		1010410	
PeopleSoft Job Code		107002	
MSA Job Code		8871	
Salary Range	Top Annual Salary (2010 rates)	85	\$151,162
FLSA Designation		Exempt/Executive	
EEO Codes (Peoplesoft and MSA)		1/01	
Worker's Comp Code		536	
Incumbent		N/A	



**Three Year Class/Comp Cyclical Review
2009 Salary Survey**

Benchmark Title		LABOR RELATIONS MANAGER		October 2009			
Jurisdiction	Matched Title	REPORTED ANNUAL		VALIDATED OR ADJUSTED	BLS COLD*	VALIDATED ANNUAL	
		Minimum	Maximum			Minimum	Maximum
Alameda County, CA	Principal Labor Relations Analyst	102,419	128,773	Principal Labor Relations Analyst	0.907	92,894	116,797
Los Angeles, CA	Senior Manager, CEO		179,568	Senior Manager, CEO	0.986		177,054
Pierce County	Labor Relations Manager	91,208	123,157	Labor Relations Manager		91,208	123,157
San Diego County, CA	Labor Relations Manager	93,600	180,600	Labor Relations Manager	0.985	92,196	177,891
Seattle, City of	Executive III	100,714	166,171	Executive III		100,714	166,171
Tacoma, City of	Labor Relations Manager	93,350	119,683	Labor Relations Manager		93,350	119,683
Port of Seattle	Labor Relations Director	105,359	158,048	Labor Relations Director		105,359	158,048
State of Washington	Agency Level - Labor Relations Manager	61,235	109,140	Agency Level - Labor Relations Manager		61,235	109,140
State of Washington	System-wide Director of Labor Relations		129,480	System-wide Director of Labor Relations			129,480
		MARKET AVERAGE				90,994	141,936
				King County - Range 78		99,028	125,523
				KC Range % Above/Below Validated/Adjusted Market Average		8.83%	-11.56%