

- c. Composes, drafts, summarizes, proofreads and/or edits documents, general correspondence, contracts, ordinances, motions, and conform these documents to the appropriate use of the English language and to guidelines for executive correspondence.

Percentage of Time: 20%

Administrator III positions typically perform complex support roles, project management, problem solving and research with limited supervision, while making decisions in situations of ambiguity or outside of established guidelines. Particular daily tasks from an example position include:

1. Position is responsible for managing communications for a regional governing board. The position schedules all meetings, ensure timely distribution of documents, takes detailed minutes during meetings between the board and department staff, develops / ensures standardization of documents and thoughtful coordination with internal / external partners. This responsibility requires a politically savvy communicator.

Establishes and tracks workplans and processes for advisory governing board management, including: Charter, workplan, processes, schedules, action items, meeting structure; routinely organizes board packets / information, templates, collects documents, provides quality control, manages distribution; and develops standardized templates for board packages.

Percentage of Time: 45%

2. Tracks and manages implementation of strategic plan recommendations. Develops and plans tasks and timelines to implement the strategic plan recommendations (project management), tracks progress of strategic plan implementation, and reports on progress, concerns, issues, etc.

Percentage of Time: 30%

3. Manages other administrative duties as required by the department. Creates and distributes required monthly reports. Develops and assembles tier board materials. Performs other administrative duties as required.

Percentage of Time: 25%

Issue #4: Does the Board approve the use of the hiring plan provided in Appendix A?

A draft hiring plan is provided in Appendix A of this report. It is based on the Board's approved plan created to support the hiring of the PSERN Executive Director. In this version improvements were made to better support timing, roles, and responsibilities. The changes help to ensure the plan suits the recommended hiring timeline, recommended job classification (as noted in the following sections of this report), the needs of the Board, and accurately addresses the required steps in the recruitment / hiring processes.

Issue #5: Does the Board approve the use of the job announcement provided in Appendix B?

To support the Board in their decision-making process, a draft job announcement is provided in Appendix B of this report. It was developed and was based on the King County HR job classification description for an Administrator III position. Moreover, it followed the template used for the Executive Director's job announcement.

The draft job announcement contains related job description information, such as summary information, distinguishing characteristics, example duties, required knowledge / skills / experience, and other suggested

requirements. Language referencing the County’s mandatory vaccination policy, commitment to equity and social justice, and other supplemental information was also included.

RECOMMENDATIONS:

Issue #1: Can the PSERN Project continue to provide administrative support to PSERN indefinitely?

Due to current and upcoming Project demands, continued administrative support from the Project for PSERN and the Board of Directors will not be viable past the end of the year. Therefore, staff recommend proceeding with the hire of PSERN administrative staff and to contract with the County to provide that staff initially. PSERN can direct hire this and other staff when it is in position to do so.

Issue #2: When should the position start and related to this timing, what is the Executive Director’s planned level of involvement in the hiring process?

As noted in the approved PSERN Work Plan, one of the responsibilities of the Executive Director is to oversee the hiring of staff. Nevertheless, given the expected start date for the Executive Director will not be until November 2021, steps could and should be initiated to being the administrative position’s recruitment process, with the intent that the Executive Director will participate in the position’s later recruitment tasks.

Specifically, given the estimated three-month timeframe, it is recommended by PSERN Staff that materials development and recruitment efforts begin in mid-to-late-September 2021. Thus, they would likely be completed in December 2021. This timeframe would allow the Executive Director to participate in the candidates’ interview panels and to ultimately contribute to the candidate and salary decisions.

Issue #3: Does the Board approve the use of a job classification?

PSERN Staff recommend the adoption of the Administrator III Job Classification. This level of job classification agrees with the initial planning for the position and aligns well with the position’s expected long-term body of work. However, if an Administrator III job classification is selected the planned and budgeted compensation would need to be increased from the current amount of \$73,000 per year (plus benefits) to a salary range of \$88,937 - \$112,733 year (plus benefits).

This level of job classification will allow PSERN to have needed flexibility in the administrative position’s responsibilities. Moreover, this proposed level ensures the candidate has had some project management, budget, and program development experience.

Issue #4: Does the Board approve the use of the hiring plan provided in Appendix A?

PSERN Staff recommend the approval of the hiring plan provided in Appendix A of this report. The recommended plan is based on the Board’s approved hiring plan created to support the recruitment of the PSERN Executive Director. However, updates were made to account for the new administrative position, the involvement of the PSERN Executive Director, the recommended hiring timeline, and efforts were made to better represent and streamline the process as experienced during the Executive Director’s recruitment.

Issue #5: Does the Board approve the use of the job announcement provided in Appendix B?

PSERN Staff recommend the approval of the job announcement provided in Appendix B of this report. It was developed with the help of King County IT HR and includes the recommended job duties and requirements for the

expected role, at an Administrator III job classification level. These job duties and responsibilities were discussed in the staff report provided for the August 2021 meeting of the Board and were guided by the general job description for the related job classification. That general job description was also shared in the meeting materials packet for the Board's August 2021 meeting. Additionally, the provided job announcement includes all King County required supplemental information.

CONCLUSION

The hiring of the administrative position with an appropriate job classification level, hiring plan, and job announcement are critical steps in the formation of PSERN. The Board of Directors will need to act on these decisions to begin the position's recruitment to ensure timely support for the Executive Director once they are onboard. Moreover, utilizing the existing HR framework provided by King County, as was done with the recruitment of the PSERN Executive Director, will enable the Board to move forward in initiating and ultimately completing this process.

Appendix A: Proposed Hiring Plan (which assumes recruitment will start right away. If a different decision is made, e.g., waiting until the Executive Director is on board, the hiring plan will need to be modified).

Step 1: Starting a Recruitment

Following approval of the Hiring Plan, the PSERN Project will arrange a recruitment kick-off meeting with a KC HR.

The purpose of that first meeting is to set the recruitment up for success. Invited parties will include a KCIT HR representative, the Director of the PSERN Project (David Mendel), and one of the PSERN Project’s Senior Project Administrators (Armand Eichhorn). The discussion with HR will include:

- Timelines and how long will the recruitment process to take?
- The position’s body of work and the needed type of position.
 - Proposed level of compensation.
- A review of the recruitment process on a macro level.

The job classification level and related description, once approved, will be used as the basis for the job announcement developed by PSERN.

The approved job classification level and description will be used as the basis of the job announcement, which will be the content posted on various employment websites. PSERN will draft a general Job Announcement based on the approved job classification level and description.

Following the kick-off meeting the KC HR would normally provide help in reviewing the job announcement for the following:

- That the job announcement and job duties as written are representative of the identified classification.
- That the minimum qualifications listed are reasonable for the position.
- If supplemental questions are needed to help screen in the NEOGOV recruitment system?
- That the announcement incorporates equity and social justice elements.

Note: Changes will not be made to the job announcement unless the Board of Directors and/or the Chair and/or the Executive Director approve the changes.

Step 2: Post Job Announcement

PSERN will approve the recruitment sourcing and the duration of the job posting.

The job announcement will be posted to one or more locations, including:

- King County Jobs Site (NEOGOVS)
- PSERN.org

The recommended duration of the initial job is posting is 2 weeks. Additional postings can be made if the initial posting fails to provide desirable candidates. Additional recommendations include a requirement that each candidate submit a completed application, resume and cover letter indicating interest in the administrative position.

Step 3: Development of Materials

The PSERN Project staff will develop recruitment materials.

The PSERN Project staff will develop / approve the following materials.

A matrix similar to what was used for the Executive Director for resume screening will be provided for use. Updates to the content of the matrix will be made by the PSERN Project staff based on the job requirements in the final Job Announcement.

Development of interview panel questions will be completed by individual Board members and approved by the Board.

Step 4: Process Applications and Submitted Materials and Set up Interviews

King County will collect the applications.

KC HR will provide the PSERN Project with all the application materials for candidates, and the Project will forward those to the interview panelists.

PSERN will screen the applications.

The screening tools that were created and reviewed will be used to review the applicants. Screening should be completed within 7 days of the end of the advertisement period. The most qualified applicants meeting minimum qualifications are then selected for interviews. The Project will set up interview times and invite the selected candidates for interviews.

KC HR will then notify those applicants not selected for an interview.

The Board of Directors will control interviews and finalist selection.

Within a week of reviewing the applications, interviews of the selected candidates should begin using the tools and scoring mechanisms already created.

The recommended process for the administrative position's recruitment includes:

- After initial screening of the applications, two rounds of interviews will be conducted.
 - The first interview round will interview those candidates meeting the qualifications.
 - The goal of this initial round is to identify two finalists.
 - The second-round interview is to select the candidate to offer the position.
- The initial interview panels could include representatives from:
 - The PSERN Project Operations Board
 - PSERN Project staff
 - PSERN Board of Directors.
- The second interview panel should include two or three Board of Directors not participating in the first

round along with the Executive Director.

- The PSERN Project will send raters or panel members an email with needed materials and information on the recruitment.
- The initial classification should be an Administrator III (Grade 63) level position with a salary range of \$88,937 - \$112,733

The PSERN Project will seek volunteers to participate in the recruiting activities, including SME screeners, interview question writers, and interview panelists.

Once the final candidate is selected, the screening matrix and score sheets with any applicable notes will be returned to KC HR via the PSERN Project.

Before conducting reference checks, the interviewers must submit their recruitment summary, interview materials, and interview scoring summary to KC HR for review.

Step 5: Making a Verbal Offer

The Executive Director (or the Chairperson) will make a verbal offer.

A candidate will be chosen by the Executive Director based on the second interview panelists findings.

Once the applicant has been selected and approved, a verbal offer to the candidate can be made by the Executive Director contingent on the successful outcome of the candidate's background and reference checks.

Step 6: Reference Checks

PSERN will conduct reference checks.

KC HR will need three documented reference checks, one of which must be the finalist's current supervisor. KC HR can provide a template for use during the reference checks if needed. After the verbal offer occurs, KC HR will reach out to the candidate and discuss and initiate the reference and background check process.

The Executive Director will review the reference checks received.

If the finalist is a current or former King County employee:

KC HR will schedule a time to go and review the employee's personnel file for any issues.

Step 7: Making a Formal Offer

King County will make the formal offer:

Once the applicant has been selected, the verbal offer has been made, and the reference / background checks have been completed, KC HR will create an offer letter for the finalist. The Executive Director will review and approve the final offer letter prior to KC HR sending it to the final candidate.

KC HR will contact the remaining candidates to notify them that were interviewed but not selected.

PSERN Project: Preparing for the arrival of the new employee.

The Executive Director will fill out and submit an Onboarding Form, which will set the employee up with tools they need to perform their job (computer, email, phone, etc.).

Appendix B: Job Announcement (Administrator III)

The Opportunity

Under supervision of the Executive Director, this position provides administrative support for the Puget Sound Emergency Radio Network (PSERN) and is responsible for work that supports the operational needs of the PSERN. This position reports to the PSERN Executive Director.

PSERN is a separate organization from King County and is in the formation stages. Because of this King County is providing employment temporarily until such time as employees can transition over to employment with the Operator. The PSERN Administrator is a permanent position expected to transition from employment with the County to employment with the PSERN, most likely in 2023 or early 2024. More information on PSERN can be found at www.psern.org.

The responsibilities of the PSERN Administrator include a range of advanced administrative and coordination duties such as managing multiple assignments, creating communication materials for internal and external audiences, managing continuous improvement efforts, supporting the work of the Executive Director and Board of Directors, organizing productive meetings, managing calendars, researching and analyzing proposed and current legislation, as well as communicating with various audiences that may include leadership, general staff, and customers.

King County

As the only county in the United States named after Martin Luther King Jr, one of the most influential civil rights leaders in our nations' history, King County is a vibrant community with residents that represent countries from around the world. It is a region with increasing diversity that cherishes the artistic and social traditions of many cultures. Together, we're changing the way government delivers service and winning national recognition as a model of excellence. We continue to build on an enduring legacy of shared values of equity and social justice, employee engagement, innovative thinking and continuous improvement. With this commitment, King County has adopted a pro-equity agenda aimed at advancing regional change and is developing the systems and standards necessary to achieve better outcomes for all residents, regardless of their race or income. These qualities make King County one of the nation's best places to live, work, and play.

King County Department of Information Technology

KCIT is providing the building blocks for many of the region's most critical services. As the business solutions partner, we collaborate with the 18 County departments and agencies to develop products and services that better serve the needs of our customers and our communities. To learn more about KCIT, please visit:

<http://kingcounty.gov/depts/it.aspx>

Benefits

King County offers a robust benefits package to support you and your family in a variety of ways. To learn more about the benefits offered here, please click on the Benefits tab or click here: <http://www.kingcounty.gov/employees/>.

Teleworking Requirement

The work associated with this position will be performed predominantly by teleworking complemented with onsite work and meetings as needed. Employees will have access to shared workspaces at various King County facilities.) Employees must reside in Washington state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection

(access may be supplemented in some situations) where they can reliably perform work and remain available and responsive during scheduled work hours. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required, including the [wearing of masks in some situations](#). King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

King County has a robust collection of [tools and resources](#) to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team that is redefining how we work as we transition to the department's hybrid environment.

Work Schedule

The normal workweek for this position is Monday through Friday, 8:00 a.m. to 5:00 p.m. Alternative work schedules may be considered.

Questions

If you have questions regarding this recruitment, please contact Shane Dickson at shdickson@kingcounty.gov or (206) 263-2454.

Distinguishing Characteristics

The position may manage, across division lines, multiple projects, programs or services that impact the PSERN. Incumbents can make decisions outside established guidelines. They provide technical expertise and/or supervise assigned staff (as needed) and manage the work of contractors and consultants. This position is may also be responsible for administrative functions such as personnel, contracting and purchasing.

Job Duties

1. Plan, develop, coordinate and implement multiple assignments across division lines.
2. Develop assessment and evaluation methods to analyze trends in administrative services being provided. Make recommendations on cost efficiency and customer service improvement methods.
3. Participate in budget development and preparation, analyze and monitor expenses, authorize expenditures and make recommendations on spending plan.
4. Support the work of the PSERN Board of Directors, including the drafting of staff reports, Board resolutions, agendas, and meeting minutes.
5. Conduct statistical and/or analytical analysis and modeling for assigned research projects.
6. Take high-level notes and disseminate follow-up materials to meeting attendees.
7. Research and interpret current and proposed administrative policies and procedures, participate in solving issues and concerns and research issues for new policies. Make recommendations to management on resolution of issues regarding these policies and procedures. Participate in strategic and policy planning efforts.
8. Analyze and evaluate issues relating to labor contract negotiations.
9. Develop contract specifications and evaluate criteria for contractor selection; assist in contract negotiation and recommend selection.
10. Develop project or program scope of work and lead projects across divisional lines.

11. Identify and develop methods and programs to market and provide division or department services, evaluate industry/technology trends and make recommendations on implementation strategies to improve customer service and work production.
12. Support the work of the PSERN Executive Director, including managing calendars and drafting communications.
13. Respond to questions arriving from various channels from stakeholders and the general public.
14. Direct the analysis and/or analyze administrative and technical systems, assess program models and prepare summary reports.
15. Prepare presentation materials and publications for internal and external use. Make presentations to the general public and elected officials.
16. Supervise assigned staff and manage the work of contractors and consultants (as needed).
17. Act as technical resource to internal and external staff on administrative services. Monitor and make sure section, division or department comply with administrative policies and procedures.
18. Research and analyze proposed and current legislation, assess administrative and operational impacts and prepare relevant reports and recommendations to management.
19. Coordinate and represent PSERN in multi-agency (internal and external) committees or task forces.
20. Perform other duties as assigned.

Required Knowledge / Skills / Experience

- Associate's degree (with a bachelor's degree preferred) in business administration, public administration, or a related field.
- A minimum of two years of experience as an administrator (or equivalent experience).
- At least one year of experience in working with complex, highly visible and politically sensitive programs or endeavors (or equivalent experience).
- Knowledge of human resources management techniques and principles.
- Knowledge of documentation management principles and practices.
- Knowledge of public, business and contract administration.
- Knowledge of strategic planning techniques and principles.
- Knowledge of legislative process.
- Strong presentation skills.
- Skill in interpersonal relations.
- Strong writing skills.
- Skill in project development and management.
- Skill in collaboration, negotiation and facilitation.
- Skill in working with elected officials, the general public and external agencies involved in decisions that affect the enterprise-wide systems.
- Skill in problem solving and analysis.
- Skill in modeling and forecasting.
- Skill in research and information gathering.
- Skill in policy design and analysis.
- Skill in budget development and analysis.

- Skill in understanding and writing technical reports.
- Skill in the use of personal computers and word processing and spreadsheet software.

Licensing, Certification and Other Requirements

None.

SUPPLEMENTAL INFORMATION:

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.
(New) Covid-19 Vaccination Requirement

As of **October 18, 2021**, most* King County employees are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination by October 18th. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

This directive applies to employees in the Executive branch*, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact your recruiter listed on this job announcement.

Application Requirements

A completed King County Application and an attached resume is required for consideration, and a Cover Letter is strongly encouraged.

The recruitment for this position is open to all qualified applicants.

Union Status: This position is non-represented