



Meeting of the PSERN Operator - Board of Directors

Location: To be conducted virtually: Microsoft Teams Meeting

Date: Thursday, August 26, 2021

Time: 4:00 p.m. – 5:00 p.m.

Teams Call: Members of the public are invited to participate in the virtual meeting by telephone or video by using the following phone number and meeting ID: 1-425-653-6586 Meeting ID: 357 391 827#

Directors: Lora Ueland, Harold Scoggins, Brenda Bauer, Kurt Triplett, Chris Elwell, Dan Yourkoski

Alternates: Brad Miyake, Kristin Meitzler, Mark Schmidt, Matt Morris, Dwight Dively, Shawn Hayes

Agenda Details:

1. Call to Order – Board Chairperson 4:00 p.m.
2. Roll Call – All 4:01 – 4:03 p.m.
3. Approve the Minutes – Board Chairperson 4:04 – 4:05 p.m.

(Decision: Motion to approve the minutes from the 7-22-21 Regular Meeting and the 7-30-21 Special Meeting of the PSERN Operator Board of Directors)

4. Public Comment – Board Chairperson 4:06 – 4:09 p.m.

Board Chairperson to open floor for public comment. Members of the public are invited to address the Board of Directors for a period of time not to exceed three minutes.

5. Executive Director Hiring Update – David Mendel 4:10 – 4:18 p.m.

(Discussion)

6. PSERN Operator Board of Directors Officer Report – Board Officers 4:19 – 4:25 p.m.

(Discussion)

7. Administrative Staffing – David Mendel 4:26 – 4:37 p.m.

(Discussion)

8. Future Topics – David Mendel 4:38 – 4:49 p.m.

(Discussion)

9. Review Action Items – Board Chairperson 4:50 – 4:54 p.m.

10. Executive Session – (If needed) 4:55 – 5:00 p.m.

Next Meeting: September 23, 2021



Meeting of the PSERN Operator - Board of Directors (Minutes)

Location: To be conducted virtually: Microsoft Teams Meeting

Date: Thursday, July 22, 2021

Time: 4:00 p.m. – 5:00 p.m.

Teams Call: Members of the public are invited to participate in the virtual meeting by telephone or video by using the following phone number and meeting ID: 1-425-653-6586 Meeting ID: 357 391 827#

Directors: Lora Ueland, Harold Scoggins, Brenda Bauer, Kurt Triplett, Chris Elwell, Dan Yourkoski

Alternates: Kristin Meitzler

Additional Attendees: Spencer Bahner, Mahak Chopra, Armand Eichhorn, Janine Joly, Hank Krajewski, Dino Lamanna, David Mendel, Kimberly Nuber

Minutes:

1. Call to Order – Board Chairperson 4:02 p.m.
2. Roll Call – All 4:02 – 4:02 p.m.
3. Approve the Minutes – Board Chairperson 4:02 – 4:03 p.m.

(Decision: Motion to approve the minutes from the 6-24-21 meeting)

MOTION: A motion was made to approve the minutes of the June 24, 2021 meeting of the PSERN Operator Board of Directors by [Kurt Triplett](#). The motion was seconded by [Chief Scoggins](#). Members unanimously approved the motion.

4. Public Comment – Board Chairperson 4:03 – 4:03 p.m.
There were no public comments.
5. Executive Director Recruitment Update – David Mendel 4:03 – 4:14 p.m.

- The job advertisement ran for four weeks and closed on July 2, 2021.
- 21 applications were received from which four were chosen for first round interviews.
- The interview panels consisted of two directors from the Board, two PSERN Project Operations Board members, and two PSERN Project Technical Committee Members.
- The panel believed there was one potential candidate to move to a final interview and the Board of Directors agreed to go ahead with the one candidate.
- The second-round interview is scheduled for July 27, 2021. If the candidate passes the second round interview a special Board meeting will be held on July 30, 2021 to further discuss next steps. If the candidate is not selected the hiring process will continue.
- The candidate will not be present at the July 30, 2021 special meeting. The Board of Directors will meet in an executive session and discuss the qualifications and skills of the candidate and observations made during the interview process.
- If needed, a motion would be made in the public session to approve the hiring of the Executive Director and their salary.

- Contingent on the outcome of reference and background checks, as well as the Board’s decision, a job offer will be made.
- KCIT HR will then put the offer letter together, it will be reviewed by the Board Chair, and if accepted the onboarding process for the Executive Director will begin.

6. PSERN Operator Board of Directors Officer Report – Board Officers 4:14 – 4:16 p.m.

- BUDGET REPORT:
 - Set-up funds amount to \$1,856,158.
 - Potential setup funds for expenses include:
 - Salary and Benefits: \$688,750
 - Operating Cost: \$1,167,408 (Outsourced Consulting Services amounting to \$264,000 and other Office Costs amounting to \$903,408).
- OPERATOR EXPENSES
 - The remaining Balance as of July 22, 2021 is \$1,843,870.
 - Seed Money amounting to \$1,856,158
 - Costs include
 - Recruitment Costs = \$9000
 - Insurance = \$678 + \$2610
 - The cost for legal consultation and the Executive Director’s salary and benefits are yet to be determined.
- ACTION: Share the budget slides in a follow-up email.

7. Legal Representation – David Mendel 4:16 – 4:23 p.m.

(Decision: Motion to approve a law firm to represent the PSERN Operator)

- Requested responses were received from all three firms that were solicited and the Project developed a scoring mechanism to support their analysis.
- The scoring resulted in Pacifica Law Group being recommended for the Operator’s general counsel and Busch Law firm for FCC or other regulatory legal work.
- The scoring considered experience, depth of their bench, areas of expertise as it matched the Operator’s needs, and costs for services.

MOTION one: A motion was made to approve the Chair to execute a contract or letter of engagement with Pacifica Law Group to serve as general legal counsel for the PSERN Operator by Kurt Triplett. The motion was seconded by Brenda Bauer. Members unanimously approved the motion. Resolution 2021-09 will be processed accordingly.

MOTION two: The motion regarding Busch Law Firm was tabled for now.

8. Future Topics – David Mendel 4:23 – 4:26 p.m.

(Discussion)

- The following tasks are in progress:
 - Hiring the Executive Director (see adopted Staff Hiring Methodology).
 - Adopting purchasing and contracting policies consistent with State Law.
 - Awaiting the hiring of legal services.
 - Hiring legal services
 - Related motion addressed at this meeting.
- Once the Executive Director is hired the Project recommends the following Operator staff related topics be addressed:
 - Setting job classifications
 - Creating job descriptions
 - Determining pay levels

- Considering the related lead times, the Project recommends:
 - Determining any other services the Operator may offer to end user agencies.
 - Also determining what services will be contracted out and what will be done inhouse.
- Establishing a fund or special fund as authorized by RCW 39.34.030.
- Developing a suite of services (e.g. DAS uplink validation and or consultation).

9. Review Action Items – Board Chairperson

4:26 – 4:29 p.m.

- The Budget slide will be shared with the members of the Board.
- The second-round interview for the Executive Director candidate is on July 27, 2021.
- The Board decided to move forward with Pacifica Law Firm. Resolution 2021-09 will be processed, and the other two law firms will be updated accordingly.
- Develop the Operator’s procurement policies once the legal team is on board.
- Discuss space allocation for the Executive Director. The county will house the Executive Director. The job announcement mentioned remote work situation initially.
 - An update on the Executive Director’s work tools / equipment (e.g. laptop, etc.) was requested for the next meeting.

10. Executive Session – (If needed)

- There was no executive session

Special Meeting on July 30, 2021

Next Meeting: August 26, 2021

Adjourn: 4:30 p.m.



Special Meeting of the PSERN Operator - Board of Directors - Minutes

Location: Conducted virtually using Microsoft Teams Meeting

Date: Friday, July 30, 2021

Time: 10:00 a.m. – 11:00 a.m.

Minutes:

1. Call to Order – Board Chairperson 10:00 a.m.
2. Roll Call 10:01 – 10:02 a.m.

Attendees:

- **Directors:** Lora Ueland, Harold Scoggins, Brenda Bauer, Kurt Triplett, Chris Elwell, Dan Yourkoski
- **Alternates:** Kristin Meitzler
- **Others:** Kimberly Nuber

3. Public Comment – Board Chairperson 10:03 – 10:04 a.m.

- There were no public comments.

4. Executive Session – Board Chairperson 10:05 – 10:20 a.m.

- The Board entered Executive Session, which lasted for 15 minutes.

5. Selection of the Executive Director – Board Chairperson 10:21 – 10:25 a.m.

- After the meeting was reconvened, following Executive Session, Brenda Bauer introduced the following motion to the Board:

Motion: “To approve the Board Chair to make an offer of employment to Mike Webb for the PSERN Operator Executive Director position, with a salary in range 87, contingent on satisfactory findings from the successful completion of the candidate's reference and background checks.”

- Kurt Triplett seconded the motion and the Board unanimously approved it.
- It was noted that the motion would be codified in Board resolution 21-10.
- Next steps include contacting the candidate, commencing the background and reference checks, making the formal offer, and King County employee onboarding processes.
 - The Board Chair agreed to reach out to the candidate to inform him of the decision.

The meeting was then adjourned at 10:25 a.m.

Next Meeting: August 26, 2021

PSERN Board of Directors Staff Report Agenda Item #7



Title: Administrative Staffing Staff Report
PSERN Operator Board of Directors Meeting Date: August 26, 2021
PSERN Staff Contact: David Mendel
Action: Discussion

SUMMARY:

With the continued formation activities of the PSERN Operator (PSERN), decisions on the job classification level for an initial administrative position, the related job description, job announcement, and a recruitment timeline need to occur. This document provides details regarding these open issues. This report also provides an overview of factors that may influence the Board of Director's decision related to the administrative position's job level classifications, related job description, job announcement, and proposed recruitment timeline.

BACKGROUND:

At the May 27th, 2021 meeting of the Board of Directors approved the staffing agreement between PSERN and King County allowing King County to hire an Executive Director and other staff on behalf of the PSERN. Since then, processes have been put into place to recruit and hire the PSERN Executive Director. At the July 30, 2021 special meeting of the Board of Directors, a hiring decision for the Executive Director was approved.

To support the work of PSERN and the future Executive Director, the timely hiring of an administrative position is an essential task. Additionally, since PSERN is still in its formation phase and lacks the infrastructure required to directly hire staff, this report will assume the Board of Directors will use similar hiring processes for the administrative position as were used for the recruitment of the Executive Director. The position will be a career service (FTE) King County Employee who is contracted to work for PSERN.

It should be noted that this position was originally budgeted at an Administrator I job classification level, but that initial planning had very little research or analysis behind it. Within King County's job classification structure, an administrator is a unique job class and is a higher skill level than an administrative specialist. Nevertheless, the job classification level can be changed if the Board prefers a different level or classification. More information on proposed job classifications are addressed in the following sections.

ISSUES:

Before the recruitment of administrative staff can begin, the following issues must be addressed.

Issue #1: When should the position start and what is the Executive Director's planned level of involvement in the hiring process?

Issue #2: Does the Board approve the use of a job classification, related description, and job announcement?

ANALYSIS:

Issue #1: When should the position start and what is the Executive Director’s planned level of involvement in the hiring process?

Given the number of tasks that have to be completed prior to PSERN’s transition to the Operator, occurring at PSERN’s full system acceptance in spring 2023, the sooner administrative support can be established the better. Below, in Table 1, are a number of considerations that can affect the timing of the administrative position’s hiring.

Table 1. Considerations for the Administrator Position’s Hiring Timeline

Order	Description	Time Needed
1	Hiring and onboarding the Administrative position	Will the Executive Director participate in the recruitment and selection process for the administrative position? If so, some of these activities should be timed to occur following the start date of the Executive Director.
2	Develop the materials, gain board approval, and post the announcement online	Typically, 4-6 weeks.
3	Advertisement period	Two weeks
4	Interviews and final selection	Three weeks
5	Offer and background checks	One week
	Total	Approximately three months.

Given the above information, once recruitment efforts begin it could then take three months to complete the hiring process.

Regarding the question in Table 1 row one, “*will the Executive Director participate in the recruitment and selection process for the administrative position?*” the timing of the Executive Director’s start date will impact their opportunity to participate in the administrative position’s recruitment and hiring. Nevertheless, steps could be taken to ask the prospective Executive Director what their thoughts are regarding their preferred process for hiring the administrative position. These could then be incorporated into the proposed hiring plan provided in Appendix A of this report. The provided hiring plan 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.

Without assuming the Executive Director’s feedback, it appears that at least three recruitment scenarios could occur as follows:

1. In order to ensure the timely hiring of the administrative position by the end of 2021, initial steps, indicated in row two of Table 2 below, will need to begin in September 2021.
- Thus, if the Executive Director starts their employment in November 2021, they could have the opportunity to participate in the interviews and final selection of the administrative position. Some slowing may need to occur in the recruitment process to fully accomplished this plan. For example, extending the position’s advertisement start date by a week or two to accommodate the proposed timing. Nevertheless, starting the process in September and

having the Executive Director join when they are able could make the approximately three-month hiring timeline achievable.

However, if the Executive Director’s start date is delayed or the Board has a different preference the following two options remain:

2. The Board could move forward with hiring the administrative position without involvement from the Executive Director.
 - This would be the fastest approach but would create a situation where no feedback or participation by the Executive Director would occur and this is the key support position for the Executive Director for the next 18 months or so.
3. The recruitment and hiring process of the administrative position could be delayed until the Executive Director is on board.
 - This would ensure the Executive Director could participate in the administrative position’s entire recruitment and hiring. The needed delays for this to occur would push the hiring of the position into 2022. This would be due to delaying the recruitment and hiring activities to near the end of the year when the holiday season is just starting, which could cost the process more time.

Given the needs of PSERN to move the major elements of the work plan forward, the hiring of the administrative position is a positive step toward meeting these goals. Some of the major work plan items that remain for 2021 include the following items in Table 2:

Table 2: 2021 Work Plan Items

#	Task
1	Adopt purchasing and contracting policies consistent with State Law.
2	Set classifications, create job descriptions and pay levels for initial PSERN staff.
3	Determine any other services the Operator may offer to end user agencies.
4	Determine what services will be contracted out and what will be done inhouse.
5	Establish a fund or special fund as authorized by RCW 39.34.030
6	Set and adopt a PSERN staffing plan that includes the Operator’s supervisory structure.
7	Acquire the Operator’s IRS EIN / Tax ID Number.
8	Hire initial Operator staff.
9	Submit the New Government Intake Form to the State Auditor.
10	Acquire business licenses for the City of Seattle and Washington State.
11	Submit yearend tax information to the City of Seattle.
12	Determine place of employment (office/location).
13	Determine any legislative priorities and/or work plans.

Issue #2: Does the Board approve the use of a job classification, related description, and job announcement?

Job Duties and Classification:

The information in this section highlights the differences between the King County Administrator and Administrative Specialist job classification series, which staff feel are the two most appropriate classifications for this position.

Based on the job classification descriptions, the Administrative Specialist series includes four levels and contains job duties that relate to general clerical support. The various levels (I – IV) correspond to the position’s complexity of work and levels of needed supervision. Level I is relatively an entry level, less complex, position and requires more supervision. Whereas level IV, though still focused on general clerical support, has higher complexity including supervisory responsibilities and requires less direct supervision.

Similarly, the Administrator job classification series also includes four levels, but contains higher level job duties when compared to the Administrative Specialist series. Administrators typically provide personnel, budget, problem solving, program development and administration functions for a unit, section, division or department. Their roles are more complex than an Administrative Specialist, providing a mix of support and project management like responsibilities.

- Administrator II (per the King County Job Classification Description):

*The responsibilities of this classification include a broad and varied range of administrative services such as personnel, budget, problem solving, program development and administration functions for a unit, section, division or department. Typically, these administrative services are limited to the incumbent’s assigned work unit with minimal projects or assignments crossing division or department lines. This is a fully proficient professional classification and work is performed independently with minimal supervision... **[Incumbents can] make decisions within established guidelines.***

- Administrator III (per the King County Job Classification Description):

*The responsibilities of this classification include performing and/or **overseeing** a broad range of administrative services such as personnel, budget, problem solving and program development, and administration functions for a division or department and/or supervision of professional, technical and support staff. Typically, these administrative services impact multiple sections, divisions or departments... **Incumbents can make decisions outside established guidelines.***

In the remainder of this report, we are assuming that the Administrator job classification series is the best fit for PSERN’s administrative position. This is because it is a higher-level position that only requires limited supervision while maintaining higher level duties and flexibility when compared to the Administrative Specialist series. Moreover, the main difference between Administrator levels II and III is that level III is expected to “make decisions outside of established guidelines.” Part of the functions of this role will be to help establish needed guidelines for PSERN. Thus, at this early stage in PSERN’s development, staff believe the higher-level Administrator III classification would be a better fit for PSERN. Staff also believe that this level III classification is a better fit for the long run as shown in the job duties noted below and in Appendix B.

Position’s Anticipated Body of Work:

Upon review of the work plan (Table 2 above), the following activities, roles, and responsibilities emerge as relevant to the position. The body of work is different from the duties in the job announcement included in Appendix B because the job announcement contains more information on the long-term work and duties of the position. Whereas the body of work identifies shorter term tasks and duties that are related to the current work plan.

- Work under limited supervision and manage multiple assignments.
 - Assignments may include drafting staffing plans, location / office planning, annual tax processing, site tower co-location processes, oversee vehicle management / policy development, creating customer service pathways, managing the acquisition of long-term insurance, developing regular stakeholder reports.
- Participate in strategic planning efforts and help develop and/or revise policies and procedures.

- Research and analyze financial data, including identifying revenues, expenditures and discrepancies and conducting some basic forecasting; prepare financial reports and make corrections within established parameters.
- Support the work of the Board of Directors, including scheduling, drafting staff reports, Board resolutions, agendas, and meeting minutes.
- Analyze and evaluate data and prepare summary reports.
- Support the work of the Executive Director, including managing calendars and drafting communications.
- Interpret and provide information on administrative policies, procedures, and legislation.
- Assist the Executive Director in developing contract specifications, evaluation criteria for contractor selection; and perform contract negotiation and vendor selection activities.
- Participate in planning and in providing business and support services.
- Make presentations, develop related materials, and respond to questions arriving from various channels from stakeholders and the general public.
- Work with community groups and external sources to facilitate the development and implementation of new programs, identify and determine implementation strategies and monitor program progress.
- Provide technical expertise to other internal staff on a limited basis.
- Develop, implement and evaluate methods for monitoring existing and new administrative systems.
- Represent the work unit, division or department on internal and external committees or taskforces.

Proposed Job Announcement:

To provide additional details and an example for review, a proposed 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 job classification. For comparison, the original King County Administrator III job description is also included in the meeting materials packet. The drafted job announcement contains the related job description information, such as summary information, distinguishing characteristics, example duties, required knowledge / skills / experience, and other suggested requirements.

The reason the Administrator III job classification was selected by staff for the example job announcement is that it most closely aligns to the above-mentioned body of work for the PSERN’s administrative position. Moreover, the Administrator III job classification is at a higher level and is suited for working situations with undefined guidelines, as would likely be the case in PSERN’s formation period. As noted above the budget was developed to allow for an Administrator I position with a salary of \$73,000 per year (plus benefits). However, through a decision by the board this could be changed to a higher range as would be needed for an Administrator III job classification (Grade 63 with a salary range of \$88,937 - \$112,733).

Once the job classification is selected its related job class description will be used as the basis of the job announcement. An example of which is included in Appendix B. Ultimately, approving the classification and the job announcement are critical next steps in the recruitment process.

RECOMMENDATIONS:

No decisions are required at the August 2021 Board of Director's meeting. At this time recommendations for the above noted issues are pending needed feedback from the Board.

CONCLUSION

The hiring of the administrative position with an appropriate job classification level 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 will enable the Board of Directors 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. 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 the Operator.

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. The Operator 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

The PSERN Operator 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.

The PSERN Operator 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 three Board of Directors not participating in the first round

along with the Executive Director if possible.

- 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 be for the recruiting activities, including SME screens, 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.

The finalist from the second interview will be approved by the Executive Director, if on board, or the Board of Directors if the Executive Director has not started yet.

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

Step 6: Reference Checks

The PSERN Operator 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 (or Board of Directors in lieu of the E.D.) 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 (or Chairperson in lieu of the E.D.) 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 (or the PSERN Project in lieu of the ED) 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)

[This job duties included in the following job announcement are different from the duties noted in body of the work presented in the staff report above. The duties below are more suited to define the overall responsibilities of the position and are more general than those listed in the position's body of work. The content of the body of work is more strictly aligned to the shorter-term tasks noted in the Operator's approved Work Plan.]

[At the time of this writing, King County is currently mandating vaccinations for staff. There will be language added to this Job Announcement that will tell interested candidate they have to meet the mandatory vaccination standard policy of the County.]

The Opportunity

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

The responsibilities of the PSERN Operator 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.

Distinguishing Characteristics

The position may manage, across division lines, multiple projects, programs or services that impact the PSERN Operator. 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' 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

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

Commitment to Equity & Social Justice

As the only county in the United States named after one of the most influential civil rights leaders in our nation's history, Martin Luther King, Jr. County is a vibrant international 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.

We have a deep commitment to equity and social justice and the Administrator position has a strong role in advancing practices, strategies, and policies that promote fairness, justice and opportunity for all – in our workplaces and our communities. With this commitment, King County has adopted a pro-equity agenda to advance regional change.