

Cowlitz 911 Public Authority

Resolution 2022-006

Resolution Adopting the Reorganization of Non-Represented Administrative and Management Employees and Salary Range Schedules.

WHEREAS, on March 13, 2018 the Cowlitz County Board of Commissioners adopted Cowlitz County Ordinance 18-014 which created the Cowlitz 911 Public Authority and approved an initial Charter; and

WHEREAS, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.754; and

WHEREAS, The Cowlitz 911 Board of Directors recognizes the need to establish fair and competitive wages and salaries for Non-Represented and management employees; and

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz 911 Board of Directors as follows:

Section 1. Salary and Wage Scale Adopted. The Cowlitz 911 reorganization of Non-Represented Administrative Wage Scale and the Management Salary Range Schedule on the attached Exhibit is hereby adopted. All wage and salary compensation of Cowlitz 911 Non-Represented Administrative and Management employees shall be in accordance with this Salary and Wage Scale Schedule and any future amendments thereto.

Section 2. Job Descriptions Adopted. The Cowlitz 911 reorganization of Non-Represented administrative and management job descriptions on the attached exhibit are hereby adopted and any future amendments thereto.

Section 2. Effective Date. All salaries and wages set forth in the attached Exhibit shall be effective as of July 26th, 2022.

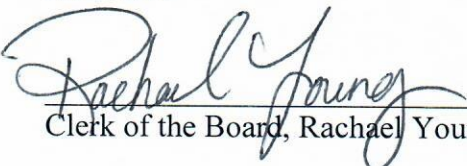
Section 3. Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

COWLITZ 911 BOARD OF DIRECTORS




Chair of the Board, Brad Thurman

ATTEST:



Clerk of the Board, Rachael Young

APPROVED AS TO FORM:



General Counsel, Frank Randolph

Administration	Exec Assistant/HR Administrator	EA-1			\$64,661	\$31.09
Administration	Exec Assistant/HR Administrator	EA-2			\$67,894	\$32.64
Administration	Exec Assistant/HR Administrator	EA-3			\$71,289	\$34.27
Administration	Exec Assistant/HR Administrator	EA-4			\$74,853	\$35.99
Administration	Exec Assistant/HR Administrator	EA-5			\$78,596	\$37.79
Administration	Exec Assistant/HR Administrator	EA-6			\$82,526	\$39.68

Administration	Budget Finance Manager	BF-1			\$64,325	\$30.93
Administration	Budget Finance Manager	BF-2			\$67,541	\$32.47
Administration	Budget Finance Manager	BF-3			\$70,918	\$34.10
Administration	Budget Finance Manager	BF-4			\$74,464	\$35.80
Administration	Budget Finance Manager	BF-5			\$78,187	\$37.59
Administration	Budget Finance Manager	BF-6			\$82,097	\$39.47

The job description is intended to describe the general nature and level of work being performed by the incumbent and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Executive Assistant / Human Resource Administrator **FLSA:** Exempt

Department: Cowlitz 911

Union Affiliated: No

Reports to: Executive Director

Pages: 1 - 3

General Position Summary:

This position provides high-level administrative support to the Executive Director and other administrative staff as assigned, the administration of Human Resource functions as described, and coordination of public records requests.

Essential Duties and Responsibilities:

- Must maintain professional decorum and relationships.
- Keep personnel records secure and confidential per applicable laws and industry standards.
- Performs clerical and administrative tasks including drafting letter, memos, reports, and other documents.
- Arranges and tracks travel accommodations for staff.
- Schedules and attends meetings as needed.
- Performs office tasks including maintaining records, ordering office supplies, etc.
- Administer employee benefit programs.
- Inform employees of existing benefits.
- Prepare agency identification cards for all employees
- Maintain department records and databases for employee training records (including expiration dates of certification requirements).
- Control of physical keys for doors, offices, storage rooms, storage cabinets, file cabinets, etc.
- Prepare amendments to department manuals such as employee handbook, policies, and standard operating guidelines.
- Interpret personnel policies, established practices, procedures, and contracts (vendor and labor) with the Executive Director.
- Respond to requests for information and assistance from staff, outside agencies, and the public.
- Assist with data gathering and analysis and prepare and update job descriptions. Conduct job duties and salary research.
- Assist in the research, review, development, and implementation of personnel policies and procedures, employee relation programs, and other employee communication.
- Oversee maintenance of personnel information systems and records.
- Work with management to assure Cowlitz 911 maintains compliance with federal and state regulations on personnel issues.
- Stay up to date with personnel related trends, labor laws, and legal developments.
- General recruitment, pre-employment testing and screening.
- Conduct exit interviews as needed and determine if further actions are needed.

- Ensure accuracy and fairness of interview techniques.
- Assist in medical leave at documentation, meeting with employees, and coordinating with the organization and payroll/finance.
- Schedule and run reports for terminations, hires, etc. and send the appropriate documentation to employees, state, and federal agencies as needed.
- Attend job related educational and informational conferences, seminars, and retreats as available.
- Manage and oversee the process of public records requests.

Other Duties:

Perform other functions, duties, or projects as assigned by the Executive Director

Minimum Qualifications:

- Bachelor’s degree in business administration or management, Human Resources, or related field.
- Two years of experience in human resources, personnel management, or administration.
- Practical knowledge of principles and practices of labor relationships and contracts.
- General knowledge of the principles, practices, theories, and techniques of public organizations, public policy issues, state and federal laws and regulations, techniques of training, team building, coaching, customer service, and public relations.
- Experience with Human Resources, timekeeping, and benefits software.
- Proficient in the Microsoft Office suite.
- Must pass a comprehensive background check.
- Possess and maintain a valid Washington State driver’s license.

Required Skills and Abilities:

- Ability to handle and perform the essential duties and responsibilities of this job description working independently as well as in a team environment.
- Excellent interpersonal skills. Work effectively in a demanding and political environment. Establish and maintain effective working relationships with the board of directors, elected officials, administrative staff, employees, labor representatives, vendors, and the public.
- Excellent verbal and written communication skills. Make oral and written recommendations and present plans of action.
- Able to exercise sound judgement and discretion on sensitive and/or confidential matters.
- Possess research skills, ability to analyze data, and arrive at conclusions.

Equipment or Tools:

- Operate a laptop or desktop computer with office administrative software applications.
- Operate standard office equipment.

Job Scope:

Level of Supervision Received: Operates under minimal supervision. Requests assistance, or approval for unusual or out of scope matters from the Executive Director. Provides status reports as requested.

Level of Supervisory Responsibilities: May supervise other public records or reception staff as assigned by the Executive Director.

Contact/Communication with others:

Regular communications with the 911 staff and outside vendors through written, verbal, or electronic means in both formal and informal settings.

Decision Making Capacities:

Requires independent decision-making, critical thinking, judgment, and action. Ability to work under pressure on mission critical equipment in a calm and timely manner. Unusual situations, out-of-scope, and special tasks should be discussed with Executive Director.

Working Conditions:

- Able and willing to work Monday-Friday, typically 8 hours per day and 40 hours per week during daytime business hours. Hours may exceed 8 hrs./day, or 40 hrs./week; and may work on-call nights or weekends when needed. Work schedule may be adjusted according to the demands of the position, time sensitive situations, special projects, season, or planned repairs and coordination with vendors. Will be provided a work cellular phone, portable radio, laptop, or other devices as relevant to the needs of the organization.
- May require travel for training purposes and commute to other radio sites, departments, or government agencies inside and outside of Cowlitz County.
- Observe, abide by, and set example, of all policies, goals, and objectives.
- May require work hours more than 8hours per day or 5 days per week.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing				X	
Walking				X	
Climbing		X			
Sitting					X
Stooping / Kneeling			X		
Lift/Carry up to 15 lbs.				X	
Lift/Carry up to 30 lbs.				X	
Lift/Carry up to 50 lbs.		X			
Push/Pull up to 25 lbs. of exertion			X		
Push/Pull up to 75 lbs. of exertion		X			
Work below waist level			X		
Work at waist to shoulder level					X
Work above shoulder level				X	
Reach further than arm's length					X
Typing					X
Grasping / Holding					X
Talking					X
Hearing					X
Seeing					X
Work in confined spaces			X		
Exposed to extreme temperatures		X			
Operate tools or machinery (incl. office equip.)					X
Operate motorized vehicles/equipment			X		
Work at heights balancing		X			
Use/exposed to hazardous substances		X			

Cowlitz 911

Job Description

The job description is intended to describe the general nature and level of work being performed by the incumbent and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Budget Finance Manager

FLSA: Exempt

Department: Cowlitz 911

Union Affiliated: No

Reports to: Executive Director

Pages: 1 - 3

General Position Summary:

This position performs administrative duties that include assisting with the department budget, accounting, and payroll duties, maintain department records, preparing correspondence and general customer service.

Essential Duties and Responsibilities:

- Assist the Director to prepare the department's operating budget, budget submission, and annual budget revision process.
- Work with project managers and other stakeholders in development of and determine of costs, accounting, and tracking related budgets.
- Review budget proposals for completeness, accuracy, and compliance with law and other regulations.
- Combine all programs and budgets into a consolidated organizational budget and review.
- Provide reports, recommendations, and explanations of budget and finance in board meetings.
- Monitor organizational spending, budget position, and report regularly to the Executive Director.
- Inform Executive Director of the status and availability of funds regularly.
- Assist with estimating future financial needs of the organization.
- Analyze approved budget and actual spending explaining variations and recommend changes to reconcile differences.
- Act as the investment officer
- Reconcile and balance 911 funds and accounts
- Process all account receivable for the organization. Prepare quarterly billings and receipt of all funds including preparation of miscellaneous receipt forms and deposits with the County Treasurer. Prepare annual Accounts Receivable Report as required for audit purposes.
- Generate Purchase Orders and Invoices for processing payment of all account payable. Enter all invoice payments into the accounts payable/receivable record management system for final payment to the vendors.
- Maintain itemized accounts payable and accounts receivable ledger to track all agency expenditure and revenue transactions and reconciling the agency records with the contracted financial services vendor and contracted treasurer's records.
- Assist with preparation of federal, state, and local grant requests. Maintain grant tracking and associated reporting documentation for grant reimbursement as well as future audit purposes.

- Assist with completion of the annual State E-911 Contract application. Process the required contract documents, including tracking eligible expenses and submitting the required A-19 documents to request reimbursement.
- Process, maintain and track status of agency agreements including preparation and submission to the Cowlitz 911 Public Authority Board.
- Prepare employee timesheets and payroll for all employees. This includes the calculation of overtime, shift differential, holiday pay, trainer pay, lead pay and leave pay as well as partial month salary calculations as necessary. Enter the payroll data into the payroll system.
- Maintain employee leave and attendance records which includes the documentation of all earned, used, and donated vacation leave, sick leave, compensatory time, floating holiday, bereavement, military leave, Family Medical Leave, etc.
- Generate Personnel Status forms required to document any change of employment status (e.g., step increases, promotions, new hire, resignation, termination) for all agency employees.
- Prepare annual payroll reports, including W2's and W3's for timely submission to the IRS, SSA and 911 staff.
- Produce and submit quarterly reporting to appropriate state agencies.
- Serve as the Clerk of the Board for the Cowlitz 911 Public Authority Board and secretary for the User's Committees, as assigned. This includes attending, scheduling, preparing agendas, as well as recording, transcribing, and distributing minutes of all official meetings.
- Assist with coordination of travel arrangements for employee training, including registration, lodging, airfare and/or ground transportation as needed.
- Prepare and process travel expenses funds requests and reimbursements for employees.
- Compile and generate reports such as statistical data and other regular monthly reports. Prepare the annual report and post the report on the Cowlitz 911 website for public dissemination. Prepare the annual MRSB report for the bond.
- Assist in the preparing new policies for Cowlitz 911 staff and MOU's for the guild.
- Design and maintain the department's Internet website.
- Set-up new hires in all applicable systems.
- Perform other duties as assigned by the Director.

Other Duties:

Perform other functions, duties, or projects as assigned by the Executive Director

Minimum Qualifications:

- Bachelor's degree in Mathematics, Accounting, Finance, Business Management or similar.
- Two years of experience in general office administration, secretarial, accounting/bookkeeping and budget tracking.
- Proficient use of computers for general office/administrative applications such as word processing, spreadsheet and databases, email, and Internet use.

Preferred Qualifications:

- Certification with CMA, CPA, or similar or ability to acquire certifications.

Required Skills and Abilities:

- Interpersonal skills to courteously work with and assist staff and the public requiring services. Possess interpersonal skills to develop and maintain effective working relations with other employees.
- Effectively work in a cooperative and multi-task work environment, and able to work under deadline requirements.

- Effective oral and written communication in a professional business-like manner. Develop and prepare effective reports, spreadsheets, and statements in a timely manner. Record and transcribe meeting minutes accurately.
- Knowledge and application of office administration procedures, including excellent organizational and record management skills.
- Exercise discretion over sensitive and confidential issues related to the department and its business.

Equipment or Tools:

- Operate a laptop or desktop computer with office administrative software applications.
- Operate standard office equipment.

Job Scope:

Level of Supervision Received: Work under minimal supervision of routine tasks once trained. However, special project assignments may require higher levels of supervision. Required to provide regular status reports.

Level of Supervisory Responsibilities: It is not supervisory in nature but may provide guidance to new staff on general issues.

Contact/Communication with others:

Regular communications with the 911 staff and outside vendors through written, verbal, or electronic means in both formal and informal settings.

Decision Making Capacities:

Requires independent decision-making, critical thinking, judgment, and action. Ability to work under pressure on mission critical equipment in a calm and timely manner. Unusual situations, out-of-scope, and special tasks should be discussed with Executive Director.

Working Conditions:

- Able and willing to work Monday-Friday, typically 8 hours per day and 40 hours per week during daytime business hours. Hours may exceed 8 hrs./day, or 40 hrs./week; and may work on-call nights or weekends when needed. Work schedule may be adjusted according to the demands of the position, time sensitive situations, special projects, season, or planned repairs and coordination with vendors. Will be provided a work cellular phone, portable radio, laptop or other devices as relevant to the needs of the organization.
- May require travel for training purposes and commute to other radio sites, departments or government agencies inside and outside of Cowlitz County.
- Observe, abide by, and set example, of all policies, goals, and objectives.
- Able to tolerate extended exposure to a variety of settings and weather conditions, both indoor and out.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing				X	
Walking				X	
Climbing		X			
Sitting					X
Stooping / Kneeling			X		
Lift/Carry up to 15 lbs.				X	
Lift/Carry up to 30 lbs.				X	
Lift/Carry up to 50 lbs.		X			
Push/Pull up to 25 lbs. of exertion			X		
Push/Pull up to 75 lbs. of exertion		X			
Work below waist level			X		
Work at waist to shoulder level					X
Work above shoulder level				X	
Reach further than arm's length					X
Typing					X
Grasping / Holding					X
Talking					X
Hearing					X
Seeing					X
Work in confined spaces			X		
Exposed to extreme temperatures		X			
Operate tools or machinery (incl. office equip.)					X
Operate motorized vehicles/equipment			X		
Work at heights balancing		X			
Use/exposed to hazardous substances		X			