

Executive Office

3000 Rockefeller Ave. M/S 407
Everett, WA 98201
Phone: (425) 388-3460
www.snoco.org

Dave Somers
County Executive

October 5, 2023

Dr. Job Daniel Augustine
9509 29th Ave W
Everett, WA 98204
Jaugustine78@gmail.com

Dear Dr. Augustine:

It is my pleasure to extend an offer of employment to you with Snohomish County as the Chief Medical Examiner in the Medical Examiner's Office. This is an "exempt" position that is governed by Chapter 3.68 of the Snohomish County Code. The management-exempt pay plan for exempt employees is contained in Chapter 3.69 SCC. Your offer of employment is at pay range 120, step 15 at an annual salary of \$328,820.73.

You will be provided with benefits as noted at the New Employee Website:

<https://www.snohomishcountywa.gov/811/Benefits>

If you have questions regarding benefits or required forms, please contact Human Resources via email at human.resources@snoco.org or call 425-388-3411 ext. 9.

You will find links to forms, parking, directions to County facilities, and other new employee information on the New Employee Website at www.snohomishcountywa.gov/NEO.

The website will provide you with information regarding your benefits and other pertinent employment information. I highly recommend you review the "New Employee Information" page which covers items you will need to bring with you to complete an I-9 form, W-4 form, dependent and beneficiary information and other required employment forms on your first day.

We would be thrilled to add you to our team and very much look forward to working with you to accomplish great things for the people of Snohomish County. If you have questions or need more information prior to your first day you may reach me on my office line at 425-388-3660 or by cell at 425-280-7777.

Sincerely,



Eric Parks
Deputy County Executive

Enclosure: (1) Summary of Employment Details
(2) Job Description

Copy: Human Resources Personnel File

Summary of Employment Details

Assignment Type: This is a regular Full-time position.

Primary Work Location: Paine Field, 9509 29th Ave W, Everett, WA 98204

Parking: There is a parking garage and several surface lots nearby. Any costs associated with parking is your responsibility. Please visit www.snohomishcountywa.gov/355/Parking-Management to learn more. Additionally, learn about the County's [Smart Ride](#) commuting program.

Normal Workdays: M-F Hours: 8

Starting Pay: \$27,401.73 per month **Pay Grade:** 120 **Step:** 15

Employee Washington State Paid Sick Leave (WSPSL) Notification: You are entitled to accrue Washington State Paid Sick Leave beginning on your first day of employment. This leave will accrue at one (1) hour of paid sick leave for every 40 hours you work and will be transferred monthly from the sick leave accrual provided by the County.

You may use this accrued Washington State Paid Sick Leave for the following reasons (as outlined at RCW 49.46.210(1)(b) and (c)):

- To care for yourself or a family member (please refer to RCW 49.46.210(2) for a full list of the eligible family members;
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and
- In the event our business or your child's school or place of care is closed by order of a public official for any health-related reason.

Accrued, unused Washington State Paid Sick Leave balances of 40 hours or less at the end of the calendar year will be carried over to the following year.

Accrued, unused Washington State Paid Sick Leave over 40 hours will be converted to the employee's regular sick leave bank.

Retaliation against you by Snohomish County for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

Manager/Supervisor Name: Lacey Harper **Position:** Executive Director

Manager/Supervisor Contact Information: Phone: 425-388-3699 | Email: lacey.harper@snoco.org

Note: The provisions of this letter do not constitute an express or implied contract.