



Snohomish County Council

Committee: COW
ECAF: 22-0954
Proposal: Mot. 22-395

Analyst: Heidi Beazizo
Date: Sept. 16, 2022

Consideration

The Executive's Office requests Council consider approving proposed Motion 22-395 which would approve and authorize the reclassification of position COR7670R from Administrative Specialist to Administrative Assistant.

Background

Based on a thorough analysis of the administrative, backup and process efficiency needs, it was determined that it was both necessary and appropriate to request the reclassification of the Administrative Specialist to an Administrative Assistant.

Council drafted and submitted to HR the required Request Memorandum and reclassification request which has been reviewed and approved.

Pursuant to SCC Chapter 3.69.040, a change from classified exempt to management exempt requires Council consideration.

Current Proposal

Scope: Motion 22-395 requests Council approve and authorize the reclassification of COR7670R (Reina Barber) from classified exempt Administrative Specialist to management exempt Administrative Assistant.

Duration: N/A

Fiscal Implications: \$328/month

2022 Budget: Sufficient appropriation authority exists

Future Budget Impacts: \$328/month – the additional expense was anticipated in the 2023 budget.

Handling: EXPEDITE

Approved-as-to-form: N/A

Risk Management: N/A

Executive Recommendation: N/A

Attachments: Reclassification Request Memorandum

Request: Assign this motion to COW at Admin on September 20th and place on the COW agenda for Council to consider taking action.