

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

MOTION NO. 22-395

APPROVING A RECLASSIFICATION WITHIN THE COUNCIL

WHEREAS, the 2022 Adopted Budget included a classified exempt Administrative Specialist position for the Snohomish County Council at pay grade 238; and

WHEREAS, through analysis of Council's administrative, cross-training and process efficiency needs, it was deemed necessary and appropriate to re-align the Administrative Specialist position as an Administrative Assistant; and

WHEREAS, the position of Administrative Assistant is a Management-Exempt position; and

WHEREAS, in September 2022, the Human Resources Department reviewed the Council's reclassification request and recommended that the Administrative Specialist position be reclassified to an Administrative Assistant position and adjusted to salary range 109 step 5; and

WHEREAS, the 2022 Adopted Budget includes sufficient funding to absorb recommended salary range within pay grade 109;

NOW, THEREFORE, ON MOTION, the Snohomish County Council approves the requested reclassification of position COU7670R from a classified exempt Administrative Specialist to a Management Exempt Administrative Assistant position as governed by SCC Chapter 3.68 and 3.69.

PASSED this 20th day of September, 2022.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington



Council Chair

ATTEST:



Asst. Clerk of the Council