BEFORE THE BOARD OF COMMISSIONERS
PACIFIC COUNTY, WASHINGTON
1216 W. Robert Bush Drive
South Bend, Washington

CONTINUED REGULAR MEETING
Monday, February 5, 2018
10:00AM
or as soon thereafter as possible

AGENDA

Call to Order

Public Comment (limited to three minutes per person)

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS
  1) Consider award of the Courthouse Basement Remodel Project Call for Bids

ITEMS REGARDING GENERAL BUSINESS
  2) Consider adoption of Resolution 2018-_____ creating Election Administrator job description

The Board may add and take action on other items not listed on this agenda and order of action is subject to change.

The hearing facility is “barrier free” and accessible by those with physical disabilities. Aids will be provided upon request for those with language/speaking or hearing impediments, but requests need to be received at least five (5) business days prior to this hearing. Such requests may be filed in person at the Commissioners’ Office at the address noted above or at 360/875-9337.
Accept Courthouse Basement Renovation Project bid Option #_______ from __________________________ in the amount of $_________________________ including sales tax, subject to adequate budget appropriations

AGENDA ITEM REQUEST

DEPARTMENT/OFFICE: DPW
DIVISION (if applicable): Roads

OFFICIAL NAME & TITLE: Mike Collins, Director/County Engineer
PHONE / EXT: 3368

SIGNATURE: 
DATE:

NARRATIVE OF REQUEST
Award Courthouse Basement Renovation Project

RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)
Accept Courthouse Basement Renovation Project bid Option #_______ from __________________________ in the amount of $_________________________ including sales tax, subject to adequate budget appropriations
AGENDA REQUEST FORM

TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD

<table>
<thead>
<tr>
<th>BOCC ACTION:</th>
<th>□ APPROVED</th>
<th>□ DENIED</th>
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<tbody>
<tr>
<td>□ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS</td>
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<td>□ NO ACTION TAKEN/WITHDRAWN</td>
<td>□ DEFERRED TO:</td>
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<td>□ CONTINUED TO DATE:</td>
<td>TIME:</td>
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<td>□ OTHER:</td>
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Initial: ______________________ Date: ______________________

Review: □ Clerk of the Board
□ Risk Mgmt
□ Legal Required

DISTRIBUTION LIST:

□ RF
□ CF
□ SEA
□ Assessor
□ Auditor
□ Clerk
□ Civil Service
□ DCD
□ DPW
□ EMA
□ Fair
□ Health
□ Juvenile
□ NDC
□ PACCOM
□ Prosecutor
□ SDC
□ Sheriff
□ Superior Court
□ Treasurer
□ Veg Mgmt
□ WSU Ext.
□ Other

AGENDA ITEM REQUEST

Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

<table>
<thead>
<tr>
<th>DEPARTMENT/OFFICE:</th>
<th>Commissioners Office</th>
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<tbody>
<tr>
<td>DIVISION (if applicable):</td>
<td></td>
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<tr>
<td>OFFICIAL NAME &amp; TITLE:</td>
<td>Marie Guernsey, Clerk of the Board</td>
</tr>
<tr>
<td>PHONE / EXT:</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td>[Signature]</td>
</tr>
<tr>
<td>DATE:</td>
<td>1/25/2018</td>
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NARRATIVE OF REQUEST:

RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)

Adopt Resolution No. 2016-__________, modifying the Personnel Policy, Rules and Regulations, specifically creating the Grade 11 Elections Administrator job description in the Auditor’s Office

Revised 8/2015

Exhibit A to Contract/Agreement/Grant Review Policy
BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2018-________

A RESOLUTION MODIFYING THE PERSONNEL POLICY,
RULES AND REGULATIONS

WHEREAS, various provisions in Chapters 36.16 and 36.17, RCW, and RCW's 36.32.390 and 36.32.400 authorize this Board to set the salaries and to provide appropriate benefit plans and payments for the officers and employees of the County of Pacific; and

WHEREAS, this Board has adopted and implemented a policy for administration of personnel rules and regulations to provide equality of employment for all employees of the County of Pacific that needs to be regularly reviewed and periodically modified; and

WHEREAS, Exhibit 8 of the Personnel Policy shall be updated/amended to reflect the attached represented and non-represented job descriptions to adequately reflect the job duties and satisfactorily represent the work that is being performed for the following positions:

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<tr>
<th>Department/Office</th>
<th>Position</th>
<th>Grade</th>
<th>Status</th>
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<tbody>
<tr>
<td>Auditor’s Office</td>
<td>Elections Administrator</td>
<td>11</td>
<td>Local 367C</td>
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</table>

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON that these amendments are hereby adopted and effective the 1st day of February, 2018, and shall be included in Exhibit 8 of the Personnel Policy, Rules and Regulations for the County of Pacific.

PASSED by the following vote the 5th day of February, 2018 by the Board of Pacific County Commissioners at their continued regular meeting at South Bend, Washington, then signed by its membership and attested to by its Clerk in authorization of such passage.

_____ YEA; _____ NAY; _____ ABSTAIN; and _____ ABSENT.

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Lisa Ayers, Chair

ATTEST:

Lisa Olsen, Commissioner

Marie Guernsey, Clerk of the Board

Frank Wolfe, Commissioner
1.0 PRIMARY FUNCTION AND PURPOSE

This position is responsible for supervising and administering all elections held in Pacific County.

2.0 ORGANIZATIONAL RELATIONSHIPS

2.1 Supervision Received

Persons in this position are expected to perform the essential duties and responsibilities defined in Section 3.0 and to make independent decisions and judgments with only minimal supervision from the designated office/departmental official.

2.2 Supervision Exercised

Persons in this position are responsible for the supervision of all elections held in Pacific County, and may assist in the supervision of part-time elections staff.

3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain and operate of the County and State Voter Registration Database (VRDB).
- Maintain the Auditor website.
- E-mail advertisements and notices for publication to newspapers.
- Distribute, track and order election inventory.
- Maintain written and oral communications with customers.
- Administer the testing and operating of ballot tabulation equipment.
- Preparing Logic & Accuracy matrix and testing on tabulation for all elections.
- Assist in the supervision of part-time election workers.
- Assist in conducting training seminars for part-time election workers.
- Prepare and distribute ballots to voters.
- Assign precinct and levy codes to voters.
- Coordinate with county GIS Analyst to keep accurate district and precinct maps.
- Maintain a comprehensive office filing system.
- Maintain County Elections Policy and Procedures Book.
- Maintain County Canvassing Board Procedures Book.
- Other related duties as assigned.
4.0 PERIPHERAL DUTIES

Performs, or assists in performing, any and all of the duties and responsibilities of equally- or lesser-classified departmental employees as workload and complexity of problems dictate.

Assists designated office/departamental officials as needed.

Attends related seminars, workshops, and department trainings and meetings locally and outside of the County.

5.0 EDUCATION AND EXPERIENCE

Requires a high school diploma or equivalent. Previous election experience is preferred.

A certification as a Washington State Election Administrator must be acquired within 18 months of employment and maintained throughout employment.

Required to possess a valid Washington State Driver's license and pass a driving abstract that meets County standards; pass a criminal background check; assume responsibility for continuing education through workshop attendance, webinars, journal review, use of consultants, etc. as needed to insure adherence with all local, state and federal elections requirements.

6.0 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Requires strong working knowledge of:
- Personal/micro computer equipment operations and the software system(s) utilized in the office/department of assignment.

Requires the ability to:
- Be punctual
- Satisfactorily perform each of the essential duties and responsibilities identified in Section 3.0.
- Understand, interpret and communicate election related laws.
- Gather analyze and interpret data into usable formats.
- Read and write the English language
- Follow oral and written instructions and effectively express ideas, both orally and in writing.
- Perform basic math calculations.
- Work independently and meet deadlines.
- Organize and plan multiple tasks and responsibilities.
- Perform responsible and complex work involving the use of independent judgment and personal initiative.
- Demonstrate above average customer service skills.
- Utilize RCW's, WAC's and other resource materials as needed.
- Effectively deal with people who may be emotionally charged by issues or information being presented.
- Maintain confidential status; to act with confidentiality and process confidential written and verbal information.
- Satisfactorily perform work and complete duties under stress while attending to deadlines and multiple duties simultaneously, with demands increasing during elections.

7.0 BEHAVIORAL STANDARDS

Positively represent the County, demonstrating honest and ethical behavior. Be respectful and courteous to the public, county leadership and other employees. The person filling this position must possess the interpersonal skills necessary to maintain good working relations with the public and staff under adverse and stressful working conditions. Demonstrate excellent work habits.
8.0 WORKING ENVIRONMENT/ PHYSICAL REQUIREMENTS

Physical Requirements: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job in a normal office environment.

The employee is frequently required to sit, talk and hear; use their hands to finger, handle or operate objects, tools or equipment; and to reach with their hands and arms. The employee is required to walk and to lift and/or move up to 25 pounds, occasionally to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is low to moderately noisy.

The employee may be required to work shifts other than the traditional 8 am to 5 pm on Election Day.

Environment may be stressful in striving to meet deadlines.

Regular attendance is required.

Standard office equipment used in this position includes, but is not limited to, personal computer, printer, typewriter, calculator, photocopier, facsimile machine, scanner and microfilm reader/printer and camera.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

9.0 SELECTION PROCESS

The selection process will include a formal application and evaluation of education and experience, and may include an oral interview, background and/or reference checks and job-related tests.

The duties set forth in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.