

## OKANOGAN COUNTY COMMISSIONERS

### RESOLUTION 99 - 2022

*A resolution reclassifying an unfunded temporary Records Clerk position to a funded full-time regular position within the Sheriff's Office*

**WHEREAS**, the Sheriff met with the Board of County Commissioners and explained the need for an additional full-time Records Clerk position for the Records Division; and

**WHEREAS**, the need for additional staff is driven by a substantial sustained increase in workload in the Sheriff's Office Records Division, primarily with public records requests; and

**WHEREAS**, the quarterly risk management audit of evidence stored and managed at the Sheriff's Office routinely identifies the need for an employee dedicated to evidence management; and

**WHEREAS**, the Records Division staff workload has required the full-time Evidence Technician to be dedicated 50% to records management and 50% for evidence management; and the addition of a full-time Records Clerk would enable the Evidence Technician to transition to evidence specific duties, and to reportion the workload for existing staff to sustain an expected level of service; and

**WHEREAS**, the Sheriff and the Board of County Commissioners feel that law-enforcement contract cities should pay proportionally for records and evidence management services provided by the Sheriff's Office Records Division, including demonstrated increases in sustained workload; and

**WHEREAS**, a temporary Records Clerk position (SHF017RC0-006), that is currently unfunded, was created on 01-01-2015, by motion of the Board of County Commissioners; and

**WHEREAS**, the Sheriff's Office desires to re-classify the temporary position, to a regular full-time position; and

**WHEREAS**, it is the desire of the Board of County Commissioners to provide adequate services to the citizens of Okanogan County.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Okanogan County Commissioners that the temporary Records Clerk position (SHF017RC0-006) be reclassified from a temporary position to a regular full-time position effective upon the date of signing.

**BE IT FURTHER RESOLVED**, the County Auditor shall create a BARS code within the Sheriff's Current Expense (017) for this position.

**BE IT FINALLY RESOLVED**, it is the intention of Board of Okanogan County Commissioners to proportionally offset the salary for the position through city law enforcement contract negotiations.

**DATED** at Okanogan, Washington this 5<sup>th</sup> day of July, 2022.



**ATTEST:**

  
Laleña Johns, CMC  
Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

  
Andy Hoyer, Chairman

  
Chris Branch, Member

  
Jim DeTro, Member

Barcode	Position	Name	Grade	Pay	2022	FICA	retire	med/dent	L & I			Gross	
			2022 status	Chart	actual		Pers .1025	2021		0.12915	prepaid	Total	
9/3/21	Deb				plus \$6		leoff2 .0530	actual	Plan	1.56420	family leave		
		Records Clerk	rec1 x 12	ocsea	39,954	3,056	4,095	28,713	LTP	ES2+	288	59	76,165
		Records Clerk	rec1 x 12	ocsea	42,402	3,244	4,346	28,713	LTP	ES2+	288	62	79,055
		Records Clerk	rec3 x 12	ocsea	44,838	3,430	4,596	28,713	LTP	ES2+	288	66	81,931
		Records Clerk	rec3 x 12	ocsea	47,286	3,617	4,847	28,713	LTP	ES2+	288	69	84,820
		Records Clerk	rec3 x 12	ocsea	50,934	3,896	5,221	28,713	LTP	ES2+	288	75	89,126