

OKANOGAN COUNTY COMMISSIONERS'
RESOLUTION 126 - 2023

A resolution to increase the salary of the District Court Administrator

WHEREAS, Section 3.1 of the Okanogan County Personnel Manual provides that a classification system inventorying the duties and responsibilities of each position shall group individual positions into classifications based upon the similarities in job duties and responsibilities; and

WHEREAS, Section 3.3.1 of the County Personnel Manual provides for the appointment at a higher classification on said pay chart upon the approval of the Board of County Commissioners; and

WHEREAS, the Human Resources Director/Risk Manager, upon request, completed a salary survey of District Court Administrator position within District Court; and

WHEREAS, the results of a salary survey indicate that the District Court Administrator position is compensated at 79% of the average of comparable counties and is not equitable in relationship to the duties required of the position; and


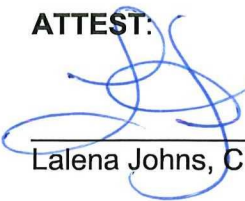
WHEREAS, the District Court Administrator, among other duties, is expected to provide strong leadership for all District Court and Probation staff and coordinate court activities through supervised personnel, using knowledge of court and Judicial department operations, goals, policies and procedures. In addition, the District Court Administer functions as manager for fiscal policies including preparation and administration of the annual budget, grants, payroll and purchasing for District Court and Probation; and represents the County in a positive manner to the public; and

WHEREAS, because of the level of responsibility, authority, job duties, knowledge, and skills required to perform the duties of the District Court Administrator, a salary increase is appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Board of Okanogan County Commissioners that effective September 21, 2023 the Salary of the District Court Administrator be increased to \$6400 per month which will align the salary for this position more closely with comparable counties.


DATED at Okanogan, Washington this 19th day of September, 2023.

ATTEST:



Lalena Johns, CMC, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**


Chris Branch, Chairman


Andy Hover, Member


Jon Neal, Member