



Risk Management

351 NW North Street
Chehalis WA 98532
360.740.1209

MEMORANDUM

TO: Board of County Commissioners (BOCC)
FROM: Amber Smith, Director of Human Resources and Risk Management (HR/Risk)
DATE: June 26, 2023
RE: FTE Increase and Re-organization Authorization Re-Ahead

Request:

HR/Risk makes the following two-part request to the BOCC:

1. An additional FTE for the 2024 calendar year within the Risk Division;
2. Approval for the freezing of one position and unfreezing of two positions in the Risk Division:
 - a. Freezing: Claims Administrator (Grade 121/Step 8)
 - b. Unfreezing: Safety Officer (Grade 122/Step 8) and Risk Specialist (Grade 117/Up to Step 3)

Budget Impact:

The total budget impact: \$10,098

There are two potential ways to reconcile this budget increase:

1. An overall increase to ISF rates to be distributed amongst internal service users; or
2. The use of funds in the Public Defense fund. (e.g. 75/25% split between orgs and the Risk Specialist also perform some public defense coordination tasks as part of their duties.)

*While recognized as part of a reduction in salary and benefit costs for 2023, the Risk Division had a \$578.00 budget credit from the approved reorganization on March 1, 2023.

Background:

Beginning in 2021, the Lewis County Department of Emergency Management (DEM) began assisting the Risk Division by providing limited Safety Officer coverage. Presently, the Risk Division has allocated funding up to \$55,000 towards salary and benefits of Public Works/DEM for the continued Safety Officer duties performed by DEM. On June 20, 2023, Public Works Director, Josh Metcalf sent a memorandum to HR/Risk requesting that HR/Risk seek Board approval for an FTE within the Risk Division to perform the task of Safety Officer as the adequate coverage of those functions and duties by DEM will exceed the time and resources necessary to adequately staff and perform DEM functions.

HR/Risk agrees with this position, and has been actively preparing and planning for such a change for the 2024 calendar year.

As the Board is familiar, the need for risk management within the County is paramount for employee safety and liability reduction for the County. It must first be stated that the Deputy Director of DEM has been an absolute asset and key staff member in risk management. Public Works and DEM stepped forward and assisted the Risk Division at a time where assistance in performing its functions was critical to the best interest of the County. Risk is fortunate to be in a different position than it was two years prior.

Staffing development and experience has reached levels where it would be appropriate to bring those functions performed by DEM back into the Risk Division. If approved, the Current Claims Administrator would be offered the opportunity to become the Safety Officer. This individual has held the laboring oar in risk management duties for the County for the last three years and has received certification in the Public Risk Management Association PRIMA Institute.





CURRENT

HR/Risk Management Department

HR/Risk Director
133 (50/50 Split)

HR/ Risk Deputy Director
130

Office Assistant
113 (50/50 Split)

Human Resources

Risk Management

Public Disclosure

Records Management

Public Defense

HR Generalist
122

Claims Administrator
121

PDR Manager
125

Records Manager
125

Public Defense Coordinator
121

HR Specialist
121

Office Assistant Sr.
115

PROPOSED



HR/Risk Management Department

HR/Risk Director
133 (50/50 Split)

HR/ Risk Deputy Director
130

Office Assistant
113 (50/50 Split)

Human Resources

HR Generalist
122

HR Specialist
121

Risk Management

Safety Officer
122

Risk Specialist
117

Public Disclosure

PDR Manager
125

Office Assistant Sr.
115

Records Management

Records Manager
125

Public Defense

Public Defense Coordinator
121