



## *Lewis County Department of Public Works*

Geoff Soderquist, PE, Public Works Director

Wes Anderson, PE, County Engineer

### **MEMORANDUM**

**Date:** August 8, 2025

**To:** Ryan Barrett, County Manager

**From:** Geoff Soderquist, PE, Public Works Director

**Subject:** Administrative Assistant Senior (PCN 1718001) – Position Reclassification

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The purpose of this memorandum serves to formally request the reclassification of the current Administrative Assistant Senior position to a Business & Office Manager position. The proposed change reflects the evolving scope of responsibilities, leadership expectations, and strategic contributions required to support departmental operations effectively.

#### **Background**

The Administrative Assistant Senior position was originally designated as an Office Manager position. The Office Manager position was frozen in April 2021 due to a decrease in supervisory responsibilities and departmental reorganization. Since then, the role has expanded significantly in scope and complexity, encompassing duties that align more closely with those of a Business & Office Manager. The current responsibilities exceed the scope of an Administrative Assistant Senior and require a higher level of autonomy, decision-making, and leadership. Reclassing the role to Business & Office Manager will:

- Accurately reflect the duties performed and ensure alignment with job classification standards
- Support organizational efficiency by formally recognizing the leadership and operational management functions of the role
- Ensure compliance with internal equity and compensation guidelines by aligning title and pay with responsibilities

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**Road Maintenance &  
Fleet Services**

476 West Main St.  
Chehalis, WA 98532  
O 360.740.3380  
F 360.740.2741

**Administration, Engineering, Utilities,  
Real Estate Services & Traffic**

57 West Main St.  
Chehalis, WA 98532  
O 360.740.1123  
F 360.740.1479

**Solid Waste Services**

Post Office Box 180  
Centralia, WA 98531  
O 360.740.1451  
F 360.330.7805

Our department requested and received support from the Human Resources Department to complete a salary analysis for the Business & Office Manager position in June 2025. The request included a review of the job description, and an evaluation of the duties and compensation as compared to those County positions with similar job duties.

**Budget**

If approved, the Administrative Assistant Senior position will be frozen and a new Business & Office Manager position will be created requiring a new position control number (PCN). There is no change in full-time equivalents (FTEs) resulting from this request.

This position reclassification results in an estimated expenditure increase of \$5,742 in the Roads Fund (Fund 1170) for salaries and benefits for the 2025 budget. This figure takes into consideration the estimated costs for out of class pay for the remainder of 2025. The 2026 budget impact for is estimated at approximately \$19k for salaries and benefits.

Please see the attached worksheet for additional details regarding the position and budget impact analysis.



**PUBLIC WORKS DEPARTMENT**  
**Breakdown of the impacts to Roads Fund 1170 Salaries and Benefits Budget**

EE #	Current PCN	Employee Name	CURRENT				PROPOSED										Notes	
			Current (2025)	FTE	Grade	Step	Budgeted Salary and Benefits	Employee Name	Proposed (2025)	FTE	Grade	Step	Salary	Estimated Benefits	Estimated Salary and Benefits	Budget Impact (\$)		Budget Impact (FTE)
2198	1718001	Zelma Hammer	<u>Roads Administration</u>				<u>Roads Administration</u>											
			Administrative Assistant Senior	1.00	121	7	99,542	Zelma Hammer	Business & Office Manager	1.00	125	7	\$ 84,990	\$ 36,005	\$ 120,995	\$ 21,453	-	

<b>Total Estimated 2025 Proposed Change in Salary and Benefits and FTEs</b>															\$ -	<b>21,453.00</b>
<b>Total Estimated 2025 Proposed Change in Salary and Benefits Monthly impact</b>															\$ -	<b>1,788.00</b>
<b>Estimated Budget Impact for the remainder of fiscal year 2025 (4.5 months)</b>																<b>7,152.00</b>

*Notes:* Benefits are estimated based and subject to change.  
 Org 11754310

2025 Estimated Salary (Current)

Budgeted Salary	\$	69,921
Budgeted Benefits	\$	29,621
Total	\$	99,542

Estimated Benefits 42%

Out of Class pay per hour															1.96
Estimated number of hours in remaining 2025 pay periods															720
<b>Out of Class Pay: Budget Impact for the remainder of fiscal year 2025 (4.5 months)</b>															<b>1,410</b>
<b>Adjusted estimated Budget Impact for the remainder of fiscal year 2025 (4.5 months)</b>															<b>5,742</b>

2026 Estimates	
Estimated 2026 impact on salaries and benefits	23,598
Estimated out of class pay rate for 2026	2.16
Hours	2,080
Estimated out of class pay for 2026 (based on current pay)	4,484
Adjusted estimated 2026 impact on salaries and benefits	19,114

11754310	RDS ADMIN-	1718001	ADMIN ASST SR	Active	FT	1 ADMIN	121	6	69,921	29,622	99,542
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ADMIN ASST SR	1718001	HAMMER, ZELMA	Position	1170-401-000-000-40-54310-401A	\$99,366	Mar 27, 2025, 6:02 PM P...
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Source: 2025 Preliminary Budget Packets/OpenGov

Applied 10% to the 2025 estimated salaries and benefits and out of class pay for 2026 estimates.