



## *Lewis County Department of Public Works*

Geoff Soderquist, PE, Public Works Director  
Wes Anderson, PE, County Engineer

### **MEMORANDUM**

**Date:** October 31, 2025  
**To:** Ryan Barrett, County Manager  
**From:** Geoff Soderquist, PE, Director  
**Subject:** Finance Supervisor-Public Works (NEW)

The purpose of this memorandum serves to formally request a new position be added to the Accounting/Finance Division. The division currently has a vacant Management Analyst II position, and with the recent departure of the Public Works Deputy Director, there is an immediate operational need for a Finance Supervisor to provide leadership and oversight within the division.

#### **Background**

The Public Works Deputy Director has previously been the direct supervisor for the Accounting/Finance Division. The Division is currently operating without a designated supervisor to oversee daily financial operations, review reports, and provide guidance to staff. The absence of a supervisor creates challenges in maintaining workflow efficiency, ensuring compliance with financial procedures, and facilitating timely decision-making. To sustain accountability and operational continuity, it is necessary to appoint a qualified Finance Supervisor who can provide direction, manage team activities, and ensure that all financial processes align with organizational standards and objectives.

Reclassifying the Management Analyst II position to a Finance Supervisor-Public Works will:

- Maintain stability and oversight within the division.

- Ensure continued financial accountability, effective supervision of accounting operations, and support for the department's long-term goal of developing a structured finance management framework.
- Support organizational efficiency by formally recognizing the supervisory functions of the role.

Our department requested and received support from the Human Resources Department to complete a salary analysis for the Finance Supervisor-Public Works position in October 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 Finance Supervisor-Public Works position will replace the Management Analyst II position control number (PCN 1720001). There is no change in full-time equivalents (FTEs) resulting from this request.

This position results in an estimated expenditure increase of \$1,513 for the Public Works Department 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 it is estimated at approximately \$9,609 for salaries and benefits.

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

