

RESOLUTION NO. 10344

A RESOLUTION amending the Thurston County position control schedule, creating classifications, and adding classifications to the Thurston County Pay and Classification Plan, the Thurston County Management and Technical Pay Plan (MTP), and the Thurston County At-Will Plan.

WHEREAS, it has been brought to the attention of the Thurston County Commissioners that the position control schedule should be amended as documented in the 2024 and 2025 operating budget;

WHEREAS, it has been brought to the attention of the Thurston County Commissioners that these classifications are being added to the Thurston County Pay and Classification Plan, the Thurston County Management and Technical Pay Plan (MTP), and the Thurston County At-Will Plan;

NOW, THEREFORE, the Board of County Commissioners of Thurston County, State of Washington, does resolve as follows:

Section 1. The amendments to the Thurston County position control schedule, as shown in Attachment A, are hereby adopted effective January 1, 2024.

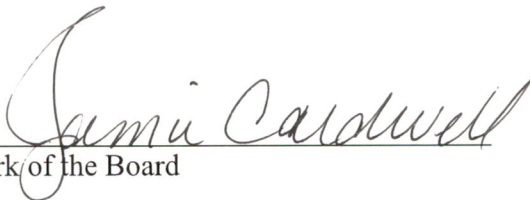
Section 2. The classification specification for Asset Management Specialist 1 (#7016) shall be as in Attachment B with a salary range in the Thurston County Pay and Classification Plan of 12.

Section 3. The classification specification for Asset Management Specialist 2 (#7017) shall be as in Attachment C with a salary range in the Thurston County Pay and Classification Plan of 14.

Section 4. The classification specification for Asset Management Specialist 3 (#7018) shall be as in Attachment D with a salary range in the Thurston County Pay and Classification Plan of 16.

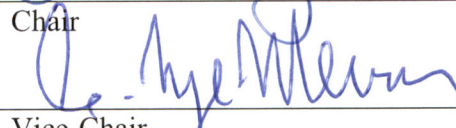
ADOPTED: December 15, 2023

ATTEST:


Clerk of the Board

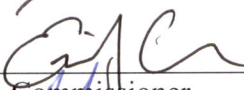
BOARD OF COUNTY COMMISSIONERS
Thurston County, Washington


Chair


Vice-Chair


APPROVED AS TO FORM:


Commissioner


Commissioner



Tara Wickline
Compensation & Benefits Manager


Commissioner

Add the following positions to the Thurston County Position Control Schedule:

Office or Department: Assessor

Position No.: 01R01662
Classification: Property Control Analyst
Spec. No.: 3210
FTE: 1.0
Range: 08

Office or Department: Auditor

Position No.: 02R01663, 02R01664
Classification: Office Assistant II
Spec. No.: 0111
FTE: 1.0, 1.0
Range: 04

The above two (2) positions shall be abolished no later than December 31, 2024.

Effective January 1, 2025:

Position No.: 02R01665
Classification: Election Supervisor
Spec. No.: 0147
FTE: 1.0
Range: 13

The above position shall be abolished no later than December 31, 2025.

Office or Department: Commissioners

Position No.: 03R01666	Position No.: 03R01667, 03R01668
Classification: Sr Management Analyst	Classification: Public Information Specialist
Spec. No.: 0740	Spec. No.: 1330
FTE: 1.0	FTE: 1.0, 1.0
Range: MTP (562)	Range: MTP (374)

Effective November 28, 2023:

Position No.: 03R01657, 03R01658	Position No.: 03R01659, 03R01660
Classification: Commissioner	Classification: Commissioner's Executive Aide
Spec. No.: 6800	Spec. No.: 0335
FTE: 1.0, 1.0	FTE: 1.0, 1.0
Range: Elected Official	Range: At-Will (5,432 – 7,242)

Add the following positions to the Thurston County Position Control Schedule: (continued)

Office or Department: District Court

Position No.: 07R01669
Classification: Court Assistant I
Spec. No.: 0134
FTE: 1.0
Range: 06

Effective April 1, 2024:

Position No.: 07R01670
Classification: Adult Probation Counselor II
Spec. No.: 4222
FTE: 1.0
Range: 15 (distct)

Office or Department: Human Resources

Position No.: 22R01708
Classification: Human Resources Specialist
Spec. No.: 0802
FTE: 1.0
Range: 10

Effective January 1, 2025:

Position No.: 22R01709
Classification: Human Resources Analyst
Spec. No.: 0813
FTE: 1.0
Range: MTP (426)

Office or Department: Information Technology

Position No.: 38R01730
Classification: Information Technology Consultant II
Spec. No.: 0511
FTE: 1.00
Range: MTP (480)

Add the following positions to the Thurston County Position Control Schedule: (continued)

Office or Department: Pretrial Services

Position No.: 37R01728
Classification: Administrative Assistant II
Spec. No.: 0331
FTE: 1.0
Range: 10

Effective March 1, 2024:

Position No.: 37R01729
Classification: Victim Advocate
Spec. No.: 0172
FTE: 1.0
Range: 10

Office or Department: Prosecuting Attorney

Position No.: 09R01672,09R01673,09R01674	Position No.: 09R01671
Classification: Paralegal II	Classification: Community Program Manager
Spec. No.: 0815	Spec. No.: 0815
FTE: 1.0, 1.0, 1.0	FTE: 0.50
Range: 11	Range: MTP (374)

Once the selection process for positions 09R01672, 09R01673 and 09R01674 is complete the previous position of the incumbent shall be abolished.

Office or Department: Public Defense

Position No.: 24R01710	Position No.: 24R01712
Classification: Admin Services Manager	Classification: Paralegal I
Spec. No.: 1360	Spec No.: 0317
FTE: 1.0	FTE: 1.0
Range: MTP (471)	Range: 10

Position No.: 24R01711
Classification: Public Defender Investigator
Spec. No.: 0250
FTE: 1.0
Range: 12

Add the following positions to the Thurston County Position Control Schedule: (continued)

Office or Department: Public Defense (continued)

Effective July 1, 2024:

Position No.: 24R01713
 Classification: Social Services Program Specialist I
 Spec. No.: 4715
 FTE: 1.0
 Range: 12

Office or Department: Public Health & Social Services

Position No.: 40R01740	Position No.: 40R01733
Classification: Environmental Health Program Manager	Classification: Education & Outreach Specialist II
Spec. No.: 4405	Spec No.: 1353
FTE: 1.0	FTE: 1.0
Range: MTP (510)	Range: 16

Position No.: 40R01732,40R01742,40R01743 40R01744	Position No.: 40R01731, 40R01738 40R01756
Classification: Education & Outreach Specialist II	Classification: Education & Outreach Specialist I
Spec. No.: 1352	Spec No.: 1351
FTE: 1.0, 1.0, 1.0, 1.0	FTE: 1.0, 1.0, 1.0
Range: 14	Range: 12

Position No.: 40R01750	Position No.: 40R01736, 40R01737
Classification: Community Health Nurse II	Classification: Epidemiologist
Spec. No.: 4321	Spec No.: 4426
FTE: 1.0	FTE: 1.0, 1.0
Range: 15	Range: 15

Position No.: 40R01741,40R01746	Position No.: 40R01755
Classification: Program Manager	Classification: Office Assistant II
Spec. No.: 1318	Spec No.: 0111
FTE: 1.0, 1.0	FTE: 1.0
Range: MTP (444)	Range: 04

Add the following positions to the Thurston County Position Control Schedule: (continued)

Office or Department: Public Health & Social Services (continued)

Position No.: 40R01747
 Classification: Procurement & Contracts
 Specialist I
 Spec. No.: 0537
 FTE: 1.0
 Range: 12

Position No.: 40R01739
 Classification: Public Health Program
 Assistant I
 Spec No.: 4410
 FTE: 1.0
 Range: 06

Position No.: 40R01757
 Classification: Social Services Program
 Specialist II
 Spec No.: 4716
 FTE: 1.0
 Range: 15

Position No.: 40R01751
 Classification: Administrative Assistant I
 Spec. No.: 0330
 FTE: 1.0
 Range: 08

Position No.: 40R01734
 Classification: Social Services Program
 Specialist III
 Spec. No.: 4717
 FTE: 1.0
 Range: 17

Position No.: 40R01758
 Classification: Environmental Health
 Specialist II
 Spec. No.: 4421
 FTE: 1.0
 Range: 14

Position No.: 40R01748
 Classification: Community Health Nurse Supervisor
 Spec No.: 4340
 FTE: 1.0
 Range: 18

Effective July 1, 2024:

Position No.: 40R01752
 Classification: Public Health Program
 Assistant I
 Spec. No.: 4410
 FTE: 1.0
 Range: 06

Position No.: 40R01749
 Classification: Program Manager
 Spec No.: 1318
 FTE: 1.0
 Range: MTP (444)

Add the following positions to the Thurston County Position Control Schedule: (continued)

Office or Department: Public Works

Position No.: 34R01661
 Classification: Accounting Analyst
 Spec. No.: 0723
 FTE: 1.0
 Range: 13

Position No.: 34R01725
 Classification: Administrative Assistant II
 Spec No.: 0331
 FTE: 1.0
 Range: 10

Position No.: 34R01715
 Classification: Building & Grounds
 Maintenance Specialist
 Spec. No.: 1610
 FTE: 1.0
 Range: 08

Position No.: 34R01719
 Classification: Procurement & Contracts
 Specialist I
 Spec. No.: 0537
 FTE: 1.0
 Range: 12

Position No.: 34R01716
 Classification: Education & Outreach
 Specialist I
 Spec. No.: 1351
 FTE: 1.0
 Range: 12

Position No.: 34R01717
 Classification: Education & Outreach
 Specialist II
 Spec. No.: 1352
 FTE: 1.0
 Range: 14

Position No.: 34R01714
 Classification: Engineering Technician II
 Spec. No.: 2145
 FTE: 1.0
 Range: 13

Position No.: 34R01727
 Classification: Utilities Operator II
 Spec. No.: 2119
 FTE: 1.0
 Range: 11

Position No.: 34R01718
 Classification: Program Manager
 Spec. No.: 1318
 FTE: 1.0
 Range: MTP (444)

Position No.: 34R01726
 Classification: Senior Civil Engineer
 Spec. No.: 2149
 FTE: 1.0
 Range: MTP (515)

Position No.: 34R01720
 Classification: Asset Management
 Specialist II
 Spec. No.: 7017
 FTE: 1.0
 Range: 14

Position No.: 34R01721
 Classification: Asset Management
 Specialist III
 Spec. No.: 7018
 FTE: 1.0
 Range: 16

Add the following positions to the Thurston County Position Control Schedule: (continued)

Office or Department: Public Works (continued)

Position No.: 34R01722, 34R01723, 34R01724
Classification: Road Operations Supervisor
Spec. No.: 1519
FTE: 1.0, 1.0, 1.0
Range: MTP (445)

Office or Department: Sheriff – Law Enforcement

Effective June 1, 2024:

Position No.: 10R01678
Classification: Financial Operations Assistant
Spec. No.: 5110
FTE: 1.0
Range: 09 (admin)

Effective July 1, 2024:

Position No.: 10R01679
Classification: Legal Assistant
Spec. No.: 5221
FTE: 1.0
Range: 09 (admin)

Effective August 1, 2024:

Position No.: 10R01680, 10R01681, 10R01682
Classification: Deputy Sheriff
Spec. No.: 5410
FTE: 1.0, 1.0, 1.0
Range: 01 (deps)

Effective September 1, 2024:

Position No.: 10R01683, 10R01684, 10R01685
Classification: Deputy Sheriff
Spec. No.: 5410
FTE: 1.0, 1.0, 1.0
Range: 01 (deps)

Add the following positions to the Thurston County Position Control Schedule: (continued)

Office or Department: Sheriff-Law Enforcement (continued)

Effective October 1, 2024:

Position No.:	10R01686, 10R01687	Position No.:	10R01688
Classification:	Deputy Sheriff	Classification:	Operations Sergeant
Spec. No.:	5410	Spec. No.:	5415
FTE:	1.0, 1.0	FTE:	1.0
Range:	01 (deps)	Range:	03 (deps)

Effective January 1, 2025:

Position No.: 10R01689, 10R01690
 Classification: Deputy Sheriff
 Spec. No.: 5410
 FTE: 1.0, 1.0
 Range: 01 (deps)

Effective February 1, 2025:

Position No.: 10R01691
 Classification: Deputy Sheriff
 Spec. No.: 5410
 FTE: 1.0
 Range: 01 (deps)

Effective April 1, 2025:

Position No.: 10R01692, 10R10693, 10R01694
 Classification: Deputy Sheriff
 Spec. No.: 5410
 FTE: 1.0, 1.0, 1.0
 Range: 01 (deps)

Effective June 1, 2025:

Position No.:	10R01695	Position No.:	10R01696
Classification:	Deputy Sheriff	Classification:	Operations Sergeant
Spec. No.:	5410	Spec. No.:	5415
FTE:	1.0	FTE:	1.0
Range:	01 (deps)	Range:	03 (deps)

Add the following positions to the Thurston County Position Control Schedule: (continued)

Office or Department: Sheriff-Law Enforcement (continued)

Effective August 1, 2025:

Position No.: 10R01697, 10R01698, 10R01699
 Classification: Deputy Sheriff
 Spec. No.: 5410
 FTE: 1.0, 1.0, 1.0
 Range: 01 (deps)

Effective September 1, 2025:

Position No.: 10R01700, 10R01701	Position No.: 10R01702
Classification: Deputy Sheriff	Classification: Financial Operations Assistant
Spec. No.: 5410	Spec. No.: 5110
FTE: 1.0, 1.0	FTE: 1.0
Range: 01 (deps)	Range: 09 (admin)

Effective October 1, 2025:

Position No.: 10R01703	Position No.: 10R01704
Classification: Deputy Sheriff	Classification: Operations Sergeant
Spec. No.: 5410	Spec. No.: 5415
FTE: 1.0	FTE: 1.0
Range: 01 (deps)	Range: 03 (deps)

Effective December 1, 2025:

Position No.: 10R01705, 10R01706, 10R01707
 Classification: Deputy Sheriff
 Spec. No.: 5410
 FTE: 1.0, 1.0, 1.0
 Range: 01 (deps)

Delete the following positions from the Thurston County Position Control Schedule:

Office or Department: Assessor

Position No.: 01R00014
Classification: Executive Assistant to an Elected Office
Spec. No.: 0336
FTE: 1.0
Range: At-Will (5,077 – 6,770)

Position No.: 01R01335
Classification: Senior Property Control Analyst
Spec. No.: 3211
FTE: 1.0
Range: 10

Position No.: 01R00011
Classification: Senior Appraiser
Spec. No.: 3141
FTE: 1.0
Range: 11

Office or Department: Clerk

Position No.: 05R00111, 05R00108
Classification: Clerk’s Judicial Support Specialist
Spec. No.: 0118
FTE: 1.0, 1.0
Range: 07

Position No.: 05R00121
Classification: Clerk’s Judicial Collections Officer
Spec. No.: 0106
FTE: 1.0
Range: 10

Office or Department: Coroner

Position No.: 12R01578
Classification: Office Assistant II
Spec. No.: 0111
FTE: 0.50
Range: 04

Office or Department: District Court

Position No.: 07R00190
Classification: Adult Probation Clerk
Spec. No.: 4223
FTE: 1.0
Range: 10 (distct)

Position No.: 07R00210
Classification: Adult Probation Counselor II
Spec. No.: 4222
FTE: 1.0
Range: 15 (distct)

Delete the following positions from the Thurston County Position Control Schedule (continued):

Office or Department: Public Works

Position No.: 34R00766, 34R01652
Classification: Aquatic Resource Specialist
Spec. No.: 1910
FTE: 1.0, 0.40
Range: 13

Amend the FTE of the following positions on the Thurston County Position Control Schedule:

Office or Department: Coroner

<u>Previous FTE:</u>		<u>New FTE:</u>	
Position No.:	12R01185	Position No.:	12R01185
Classification:	Office Assistant II	Classification:	Office Assistant II
Spec. No.:	0111	Spec. No.:	0111
FTE:	0.50	FTE:	1.0
Range:	04	Range:	04

Office or Department: District Court

Effective April 1, 2024:

<u>Previous FTE:</u>		<u>New FTE:</u>	
Position No.:	07R01298	Position No.:	07R01298
Classification:	Administrative Assistant I	Classification:	Administrative Assistant I
Spec. No.:	0330	Spec. No.:	0330
FTE:	0.75	FTE:	1.0
Range:	08	Range:	08

Office or Department: Public Health & Social Services

<u>Previous FTE:</u>		<u>New FTE:</u>	
Position No.:	40R01224	Position No.:	40R01224
Classification:	Social Services Program Specialist I	Classification:	Social Services Program Specialist I
Spec. No.:	4715	Spec. No.:	4715
FTE:	0.50	FTE:	1.0
Range:	12	Range:	12

Amend the FTE of the following positions on the Thurston County Position Control Schedule (continued):

Office or Department: Public Health & Social Services (continued)

<u>Previous FTE:</u>		<u>New FTE:</u>	
Position No.:	40R01347	Position No.:	40R01347
Classification:	Education & Outreach Specialist I	Classification:	Education & Outreach Specialist I
Spec. No.:	1351	Spec. No.:	1351
FTE:	0.50	FTE:	1.0
Range:	12	Range:	12

Office or Department: Superior Court

<u>Previous FTE:</u>		<u>New FTE:</u>	
Position No.:	06R00158	Position No.:	06R00158
Classification:	Superior Court Coordinator	Classification:	Superior Court Coordinator
Spec. No.:	0329	Spec. No.:	0329
FTE:	0.80	FTE:	1.0
Range:	10	Range:	10

Reclassify and Transfer the following position on the Thurston County Position Control Schedule:

Office or Department: Sheriff-Law Enforcement / Information Technology

<u>Previous FTE:</u>		<u>New FTE:</u>	
Position No.:	10R00342	Position No.:	38R00342
Classification:	Sheriff's Office Systems Administrator	Classification:	IT Consultant II
Spec. No.:	0545	Spec No.:	0511
FTE:	1.0	FTE:	1.0
Range:	19 (admin)	Range:	MTP (480)

Reclassify the following positions on the Thurston County Position Control Schedule:

Office or Department: Human Resources

Previous:

New:

Position No.:	22R00567	Position No.:	22R00567
Classification:	Senior Human Resources Analyst	Classification:	Human Resources Analyst
Spec. No.:	0818	Spec. No.:	0813
FTE:	1.0	FTE:	1.0
Range:	MTP (470)	Range:	MTP (426)

Office or Department: Public Health & Social Services

Previous:

New:

Position No.:	40R01022	Position No.:	40R01022
Classification:	Environmental Health Specialist I	Classification:	Senior Environmental Health Specialist
Spec. No.:	4420	Spec. No.:	4422
FTE:	1.0	FTE:	1.0
Range:	11	Range:	17

Previous:

New:

Position No.:	40R01093,40R01095	Position No.:	40R01093,40R01095
Classification:	Administrative Assistant II	Classification:	Administrative Supervisor
Spec. No.:	0331	Spec. No.:	0344
FTE:	0.75, 1.0	FTE:	0.75, 1.0
Range:	10	Range:	11

Previous:

New:

Position No.:	40R01276	Position No.:	40R01276
Classification:	Public Information Specialist	Classification:	Public Information Supervisor
Spec. No.:	1330	Spec. No.:	1329
FTE:	0.75	FTE:	0.75
Range:	MTP (374)	Range:	MTP (427)

Reclassify the following positions on the Thurston County Position Control Schedule (continued)

Office or Department: Public Health & Social Services (continued)

Previous:

New:

Position No.: 40R01635
Classification: Medical Assistant

Position No.: 40R01635
Classification: Community Health Nurse
Supervisor

Spec. No.: 4305
FTE: 1.0
Range: 05

Spec. No.: 4340
FTE: 1.0
Range: 18

Extend the ending dates of the following positions on the Thurston County Position Control Schedule:

Office or Department: Auditor

Position No.: 02R01432, 02R01517
Classification: Recording Specialist
Spec. No.: 0160
FTE: 1.0, 1.0
Range: 06

Extend the ending date of the above positions as established in resolution 16113 from December 31, 2023 to December 31, 2025.

Office or Department: Auditor – Financial Services (for ERP)

Position No.: 02R01519
Classification: Accounting Assistant III
Spec. No.: 0722
FTE: 1.0
Range: 09

Extend the ending date of the above position as established in resolution 16235 from December 31, 2023 to December 31, 2024.

Office or Department: Clerk

Position No.: 05R01556
Classification: Clerk’s Judicial Accounting Specialist
Spec. No.: 0724
FTE: 1.0
Range: 09

Extend the ending date of the above position as established in resolution 16045 from December 31, 2023 to June 30, 2024.

Extend the ending dates of the following positions on the Thurston County Position Control Schedule (continued):

Office or Department: Clerk (continued)

Position No.: 05R01631
Classification: Clerk’s Judicial Proceedings Specialist
Spec. No.: 0119
FTE: 1.0
Range: 08

Extend the ending date of the above position as established in resolution 16203 from December 31, 2024 to December 31, 2025.

Office or Department: Human Resources (for ERP)

Position No.: 22R01521
Classification: Human Resources Specialist
Spec. No.: 0802
FTE: 1.0
Range: 10

Extend the ending date of the above position as established in resolution 16235 from December 31, 2023 to December 31, 2024.

Office or Department: Information Technology

Position No.: 38R01523	Position No.: 38R01642
Classification: IT Consultant II	Classification: Senior Management Analyst
Spec. No.: 0511	Spec. No. 0740
FTE: 1.0	FTE: 1.0
Range: MTP (480)	Range: MTP (562)

Extend the ending date of the above positions as established in resolution 16235 from December 31, 2023 to December 31, 2024.

Office or Department: Public Works (for ERP)

Position No.: 34R01623
Classification: Accounting Assistant III
Spec. No.: 0722
FTE: 1.0
Range: 09

Extend the ending date of the above position as established in resolution 16235 from December 31, 2023 to December 31, 2024.

Extend the ending dates of the following positions on the Thurston County Position Control Schedule (continued):

Office or Department: Public Defense

Position No.:	24R01564	Position No.:	24R01565
Classification:	Defense Attorney III	Classification:	Defense Attorney II
Spec. No.:	1052	Spec. No.:	1050
FTE:	1.0	FTE:	1.0
Range:	01 (dpanonu)	Range:	01 (dpanonu)

Extend the ending date of the above positions as established in resolution 16045 from December 31, 2023 to December 31, 2024.

Position No.:	24R01567
Classification:	Legal Assistant I
Spec. No.:	0315
FTE:	1.0
Range:	06

Extend the ending date of the above positions as established in resolution 16045 from December 31, 2023 to December 31, 2024.

Position No.:	24R01632,24R01633	Position No.:	24R01639
Classification:	Defense Attorney I	Classification:	Defense Attorney II
Spec. No.:	1051	Spec. No.:	1050
FTE:	1.0, 1.0	FTE:	1.0
Range:	01 (dpanonu)	Range:	01 (dpanonu)

Position No.:	24R01640
Classification:	Legal Assistant I
Spec. No.:	0315
FTE:	1.0
Range:	06

Extend the ending date of the above positions as established in resolution 16203 from December 31, 2024 to December 31, 2025.

Extend the ending dates of the following positions on the Thurston County Position Control Schedule (continued):

Office or Department: Prosecuting Attorney

Position No.:	09R01560	Position No.:	09R01561
Classification:	Deputy Prosecuting Atty II	Classification:	Deputy Prosecuting Atty I
Spec. No.:	1011	Spec. No.:	1010
FTE:	1.0	FTE:	1.0
Range:	01 (dpa)	Range:	01 (dpa)

Position No.: 09R01562
 Classification: Legal Assistant II
 Spec. No.: 0316
 FTE: 1.0
 Range: 08

Extend the ending date of the above positions as established in resolution 16045 from December 31, 2023 to June 30, 2024.

Position No.:	09R01594	Position No.:	09R01596
Classification:	Legal Assistant I	Classification:	Legal Assistant II
Spec. No.:	0315	Spec. No.:	0316
FTE:	1.0	FTE:	1.0
Range:	06	Range:	08

Position No.: 09R01590, 09R01591, 09R01592
 Classification: Deputy Prosecuting Attorney I
 Spec. No.: 1010
 FTE: 1.0, 1.0, 1.0
 Range: 01 (dpa)

Extend the ending date of the above positions as established in resolution 16203 from December 31, 2024 to December 31, 2025.

Office or Department: Superior Court

Position No.: 06R01566
 Classification: Superior Court Coordinator
 Spec. No.: 0329
 FTE: 1.0
 Range: 10

Extend the ending date of the above position as established in resolution 16045 from December 31, 2023 to June 30, 2024.

Extend the ending dates of the following positions on the Thurston County Position Control Schedule (continued):

Office or Department: Superior Court (continued)

Position No.: 06R01634
Classification: Program Manager
Spec. No.: 1318
FTE: 1.0
Range: MTP (444)

Extend the ending date of the above position as established in resolution 16203 from December 31, 2024 to December 31, 2025.

Remove the ending dates of the following positions on the Thurston County Position Control Schedule:

Office or Department: Commissioners

Position No.: 03R01552
Classification: Senior Program Manager
Spec. No.: 1317
FTE: 1.0
Range: At-Will (7,070 - 9,427)

Remove the ending date of the above position as established in resolution 16250.

Office or Department: Public Health & Social Services

Position No.:	40R01534, 40R01604	Position No.:	40R01499
Classification:	Administrative Assistant II	Classification:	Education & Outreach Specialist I
Spec. No.:	0331	Spec. No.:	1351
FTE:	1.0, 1.0	FTE:	0.85
Range:	10	Range:	12

Remove the ending date of the above positions as established in resolution 16113.



CLASSIFICATION SPECIFICATION ASSET MANAGEMENT SPECIALIST 1

GENERAL DESCRIPTION

The Asset Management Specialist 1 is responsible for basic field-based data collection work using industry technology in support of infrastructure asset management. Employees in this classification are expected to perform independently in the collection of asset management data and provide a full range of asset management support assignments in both the field and office. Employees work under the direction of their supervisor and/or manager. Work is reviewed regularly to ensure conformance and to measure results.

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

ESSENTIAL JOB FUNCTIONS

Collect field data of various kinds related to the management of infrastructure assets.

Update and maintain paper and computerized files, records, and databases; retrieve reports, drawings, and maps.

Utilize Geographic Information System (GIS) software, global positioning and navigation devices, mobile technologies and asset management software systems, computers, and other technology to input and retrieve information.

Make mathematical calculations, compile data, and compute quantity and estimates.

Locate assets on appropriate maps or construction plans; interpret notations on maps.

Inspect assets to record relevant data as assigned.

Prepare records of data collection activities.

Learn, use, and provide support to department staff using emerging technologies related to infrastructure asset management.

Communicate, coordinate, and interact with employees and the public in a professional and courteous manner; answer questions and investigate, resolve, and/or recommend appropriate action for public service requests and/or complaints.

Perform other duties as assigned.

DISTINGUISHING FEATURES

This is the entry level of the series. The Asset Management Specialist 1 classification is distinguished from higher levels by the focus on data collection and the lesser degree of technical expertise required to perform general and/or routine asset management support assignments. Incumbents at this level generally perform tasks that are guided by established procedures or as directed by their lead worker, supervisor, and/or manager.

WORKING CONDITIONS

Asset Management Specialist 1 duties are performed both in the office and in the field. Exposure to a variety of weather conditions may occur while driving or conducting fieldwork. Physical hazards may occur from traffic or from construction equipment in the field. May be required to bend, reach, or stoop while traversing rough, undeveloped terrain or construction sites. Adequate vision is necessary to perform data collection activities. Substantial telephone and in-person contact with other departments, agencies, and contractors requires the incumbent to hear voice conversation and respond appropriately.

Positions in this classification are considered essential personnel. Essential personnel are defined as staff who are required to report to their designated work location, to ensure the operation of essential functions during an emergency or when the county has suspended operations.

During a catastrophic emergency that affects countywide operations, positions in this classification may be temporarily reassigned to help maintain certain essential functions that support Thurston County's infrastructure and service level.

QUALIFICATIONS

Two (2) years of college or post-high school technical training in asset management, mathematics, geography, finance, engineering, or related field OR one year of progressively responsible related experience. *Additional related experience may substitute for education requirements on a year-for-year basis.*

Ability to utilize a computer with related software to perform the essential functions of the position.

Ability to lift and carry up to 50 pounds.

Valid Washington State Driver's License or appropriate accommodation may be required depending on position.

DESIRED SKILLS

Experience and ability to work independently with minimal supervision.

Knowledge of lower-level statistical analysis methods.

Knowledge of lower-level mathematics including algebra and trigonometry.

Ability to make field measurements and complete calculations using computers or calculators.

Technically proficient as it relates to asset management concepts and principles.

Ability to interpret and utilize plans, maps, and reports.

Ability to understand and follow written and verbal instructions.

Can work effectively and productively with others.

GIS knowledge and experience; Environmental Systems Research Institute (ESRI) product experience preferred.

Ability to create and maintain clear and concise user documentation and training materials.

Ability to translate technical information to be easily understood by non-technical personnel.

Ability to organize and prioritize multiple projects and deadlines.



CLASSIFICATION SPECIFICATION ASSET MANAGEMENT SPECIALIST 2

GENERAL DESCRIPTION

The Asset Management Specialist 2 is responsible for complex technical work in the field of infrastructure asset management. Employees are expected to apply specialized technical asset knowledge to develop information and analysis for decision makers. Employees in this classification are expected to perform standardized asset management functions requiring some independent decision making in both the field and office. Decision making is focused on application, interpretation, and implementation of established policies, applicable rules and regulations, asset management plans, or similar prescribed methods. Employees work under the general direction of their supervisor and/or manager. Work is reviewed periodically to ensure conformance and to measure results.

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

ESSENTIAL JOB FUNCTIONS

Organize and analyze data; perform complex calculations and create maps to support an operational division in the department.

Produce information, technical reports, inspection reports, graphs, project lists, maps, and other information.

Interpret data and information; make recommendations to decision makers to be used in resource allocation decisions to manage infrastructure assets.

Develop operational guidelines to support a job function and record information for future use.

Prepare plans and review routine data collection procedures for conformance to pre-established department standards, methods, and procedures.

Conduct on-site inspections and operate data collection equipment to gather data or to assure the quality of asset condition and inventory data being collected by lower-level technical positions.

Coordinate with engineering and construction teams to collect, assess, and record required asset management information at the completion of capital projects.

Conduct configuration and system analysis to the AMIS and Geographic Information System (GIS) in alignment with established standards in coordination with the GeoData Database Administrator and AMIS Administrator.

ESSENTIAL JOB FUNCTIONS (cont.)

Utilize GIS software, global positioning and navigation devices, mobile technologies and asset management software systems, computers, and other technology to input, retrieve, report on, and develop modeling information related to infrastructure asset management.

Facilitate staff engagement designed to identify user needs regarding the Asset Management Information System (AMIS) and translate those needs into system requirements for use in designing and creating solutions for end users.

Research emerging technologies applicable to work. Learn, use, and train department staff on emerging technologies related to infrastructure asset management.

Provide technical information and explain policies and procedures to the public, other staff, or groups in a professional and courteous manner; answer questions and investigate, resolve, and/or recommend appropriate action for public service requests and/or complaints.

May perform any of the any of the duties assigned to the Asset Management Specialist 1 classification.

Perform other duties as assigned.

DISTINGUISHING FEATURES

This is the journey level of the series. The Asset Management Specialist 2 classification is distinguished by the application of highly specialized technical asset knowledge used to create asset management information and prepare information and analysis for decision makers. Employees in this classification independently perform a full range of asset management tasks. Employees may be responsible to review the work of others, provide direction or training, and/or be assigned to lead lower-level staff in an assigned area.

WORKING CONDITIONS

Asset Management Specialist 2 duties are performed both in the office and in the field. Exposure to a variety of weather conditions may occur while driving or conducting fieldwork. Physical hazards may occur from traffic or from construction equipment in the field. May be required to bend, reach, or stoop while traversing rough, undeveloped terrain or construction sites. Adequate vision is necessary to perform data collection activities. Substantial telephone and in-person contact with other departments, agencies, and contractors requires the incumbent to hear voice conversation and respond appropriately.

Positions in this classification are considered essential personnel. Essential personnel are defined as staff who are required to report to their designated work location, to ensure the operation of essential functions during an emergency or when the county has suspended operations.

WORKING CONDITIONS (cont.)

During a catastrophic emergency that affects countywide operations, positions in this classification may be temporarily reassigned to help maintain certain essential functions that support Thurston County's infrastructure and service level.

QUALIFICATIONS

Bachelor's degree in mathematics, geography, business, finance, engineering, or related field. *Additional related experience may substitute for education requirements on a year-for-year basis.*

Two (2) years of experience performing technical tasks related to infrastructure assets.

Ability to utilize a computer with related software to perform the essential functions of the position.

Ability to lift and carry up to 50 pounds.

Valid Washington State Driver's License or appropriate accommodation may be required depending on position.

DESIRED SKILLS

Experience and ability to work independently with minimal supervision.

Knowledge of higher-level statistical analysis methods.

Knowledge of higher-level mathematics including algebra and trigonometry.

Ability to make field measurements and complete calculations using computers or calculators.

Technically proficient as it relates to asset management concepts and principles, including condition assessment, risk assessment, and preservation methods and procedures.

Knowledge of applicable state and federal laws and regulations.

GIS knowledge and experience; Environmental Systems Research Institute (ESRI) product experience preferred.

Experience in computerized maintenance management/asset management system technologies.

Ability to create, interpret, and utilize complex plans, maps, and technical reports.

Ability to create and maintain clear and concise user documentation and training materials.

DESIRED SKILLS (cont.)

Ability to collect and analyze technical information and to develop logical solutions or alternatives to problems.

Ability to work effectively and productively with others including experience planning, reviewing, and coordinating the work of others.

Ability to communicate effectively both orally and in writing with all levels within the organization including translating technical information to be easily understood by non-technical personnel.

Demonstrates initiative to achieve goals and capacity to make sound decisions.

Ability to organize and prioritize multiple projects and deadlines.

7017 Asset Management Specialist 2
Created: 12/2023
FLSA: Non-Exempt
Represented
Salary Chart: 618CO / Range 14



CLASSIFICATION SPECIFICATION ASSET MANAGEMENT SPECIALIST 3

GENERAL DESCRIPTION

The Asset Management Specialist 3 is responsible for the design, development, and implementation of an infrastructure asset management plan for an operational unit or division. Employees in this classification are expected to perform highly technical work in the field of infrastructure asset management and demonstrate initiative to achieve department goals. This position requires independent action within the scope of oral and written direction and in alignment with high-level asset management strategies, methodologies, and performance measures established for the department. Employees work under the general direction of their supervisor and/or manager. Work is reviewed occasionally to ensure conformance and to measure results.

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

ESSENTIAL JOB FUNCTIONS

Supervise and evaluate assigned staff through establishment of work rules, performance standards, and expectations. Provide input and/or draft performance evaluations. Participate in recruitment process, screening, selection, hiring, and training of regular and volunteer employees. Provide ongoing training and motivation to employees to fully utilize skills and capabilities and meet changing demands. Counsel employees on methods of improving performance, enforce the personnel rules and applicable collective bargaining agreement, and recommend disciplinary actions as warranted.

Design, develop, guide, and manage the implementation of an operational unit or division's infrastructure asset management plan, including the development of concepts, procedures, guidelines, analytical methods, business methods, decision-making systems, and data collection methods within established department asset management program.

Coordinate with the Asset Management Information System (AMIS) Administrator and the GeoData Database Administrator to conduct configuration and developmental changes and testing of the AMIS and Geographic Information System (GIS).

Provide high level technical expertise and guidance to assigned staff and other department employees on policies, procedures, requirements, and methods related to asset management.

ESSENTIAL JOB FUNCTIONS (cont.)

Administer asset management plan with a lowest life-cycle approach; coordinate with financial staff to analyze available resources and propose financial plan to meet the needs of the organizational unit.

Make recommendations to division and department leadership on planned work to be accomplished, set asset management program goals, and prepare preliminary budget information.

Supervise and coordinate the asset management implementation activities of an operational unit; establishes work plan, schedule, procedures, and tactics; assign, review, and approve the work of assigned staff.

Consult with asset management program leadership to ensure consistency and effectiveness in asset management implementation across the department.

Coordinate and oversee the work of contractors providing asset management services to the department.

Lead technical meetings with engineering, maintenance, operations, administrative, and planning staff to effectively implement asset management plan. Coordinate work with employees within organizational unit, department, and with other county departments or offices.

Perform technical research as related to asset management plans; present information and findings to superiors, co-workers, or the general public.

Research and interpret laws, rules, regulations, and industry best practices affecting asset management systems and practices for the organizational unit. Revise policies, procedures, strategies, and tactics as needed.

Research, evaluate, and recommend emerging technologies applicable to work. Ensure department staff is adequately trained on emerging technologies related to infrastructure asset management.

Provide high level technical information and explain policies and procedures to the public, other staff, or groups in a professional and courteous manner; answer questions and investigate, resolve, and/or recommend appropriate action for public service requests and/or complaints.

May perform any of the any of the duties assigned to the Asset Management Specialist 1 and 2 classifications.

Perform other duties as assigned.

DISTINGUISHING FEATURES

This is the supervisory and/or expert level of the series. The Asset Management Specialist 3 classification is distinguished by its greater responsibility for designing and developing comprehensive asset management plans, tactics, policies, and procedures, as well as configuration and editing within complex asset management and GIS software suites for one or more operational units. Incumbents at this level supervise staff and consultants and/or have responsibility for the most complex asset management support assignments. The assignments are complex in nature and require superior communications skills, initiative, the ability to provide guidance to lower-level technical positions and make sound decisions.

WORKING CONDITIONS

Asset Management Specialist 3 duties are performed both in the office and in the field. Exposure to a variety of weather conditions may occur while driving or conducting fieldwork. Physical hazards may occur from traffic or from construction equipment in the field. May be required to bend, reach, or stoop while traversing rough, undeveloped terrain or construction sites. Adequate vision is necessary to perform data collection activities. Substantial telephone and in-person contact with other departments, agencies, and contractors requires the incumbent to hear voice conversation and respond appropriately.

Positions in this classification are considered essential personnel. Essential personnel are defined as staff who are required to report to their designated work location, to ensure the operation of essential functions during an emergency or when the county has suspended operations.

During a catastrophic emergency that affects countywide operations, positions in this classification may be temporarily reassigned to help maintain certain essential functions that support Thurston County's infrastructure and service level.

QUALIFICATIONS

Bachelor's degree in mathematics, geography, business, finance, engineering, or related field. *Additional related experience may substitute for education requirements on a year-for-year basis.*

Four (4) years of experience performing technical tasks related to infrastructure assets.

Two (2) years supervisory experience.

Ability to utilize a computer with related software to perform the essential functions of the position.

Ability to lift and carry up to 50 pounds.

QUALIFICATIONS (cont.)

Valid Washington State Driver's License or appropriate accommodation may be required depending on position.

DESIRED SKILLS

Experience and ability to work as independent project leader with minimal supervision.

Experience with development and implementation of infrastructure asset management plans.

Ability to prepare and present effective oral and written communications for professional and general public use.

Experience using project management processes, tools, and techniques, including analyzing and documenting business processes.

Technically proficient as it relates to asset management concepts and principles.

GIS knowledge and experience; Environmental Systems Research Institute (ESRI) product experience preferred.

Experience in computerized maintenance management/asset management system technologies.

Ability to frequently interact respectfully and sensitively with individuals and groups, including operations and maintenance personnel, elected officials, and the public. Ability to develop and maintain positive and productive relationships and achieve results.

Ability to create and maintain clear and concise user documentation, training materials and training classes.

Ability to respectfully translate technical information to be easily understood by non-technical personnel.

Ability to organize and prioritize multiple projects and deadlines.

Institute of Asset Management (IAM) certificate preferred.