

CITY OF MARYSVILLE AGENDA BILL
EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE:

AGENDA ITEM: Assistant Court Administrator and Court Administrator Classification and Compensation Analysis	
PREPARED BY: Kristie Guy, HR Director DEPARTMENT: Executive	DIRECTOR APPROVAL: <i>Kristie Guy</i>
ATTACHMENTS: 1. Assistant Court Administrator and Court Administrator Classification & Compensation Analysis 2. Assistant Court Administrator Job Description 3. Court Administrator Job Description	
BUDGET CODE:	AMOUNT:

SUMMARY:

Human Resource was asked to do a classification and compensation analysis for the Assistant Court Administrator and Court Administrator positions. This project included revising the job descriptions, evaluating placement in the city’s pay grid, and surveying comparable positions at comparable jurisdictions.

Based on the findings, it is recommended that the revised Assistant Court Administrator job description be adopted and the position be placed at range M2 on the Management salary grid. It is also recommended that the revised Court Administrator job description be adopted.

Based on the findings, the proposed job descriptions accurately captures the responsibilities assigned to the Assistant Court Administrator and Court Administrator and the knowledge, skills and abilities required to perform them.

Additionally, placing the Assistant Court Administrator on the management classification grid at range M-2 and leaving the Court Administrator at M-8 reflects the reassignment of job responsibilities, the market value and preserves internal equity among the Management positions.

RECOMMENDED ACTION: Staff recommends that Council Authorize the Mayor to:

1. Adopt the new Assistant Court Administrator job description and placement at range M2 on the management salary grid.
2. Adopt the new Court Administrator job description.

**MUNICIPAL COURT
ASSISTANT COURT ADMINISTRATOR & COURT ADMINISTRATOR
CLASSIFICATION AND COMPENSATION ANALYSES**

October 2014

BACKGROUND

In July 2013, I was asked by the Court Administrator to create a job description and new title for the Business Officer Supervisor assigned to the Municipal Court that more accurately reflected the duties of an employee of the court. Specifically, the project included updating the job description to reflect only responsibilities applicable to the court, and reviewing appropriate placement of this position in the city's pay grid. The result of this analysis created a new Assistant Court Administrator job description which closely matched the work performed by the Business Office Supervisor, in assisting in the planning, coordinating and managing of the daily operations of a specific division. The Assistant Court Administrator was placed at range M-1 on the Management grid which reflected external market value and preserved internal equity.

Additionally, in 2006, the City engaged a consultant to conduct a salary review of all non-represented and management positions within the city. As a result of this analysis, the Court Administrator was reclassified from the M4 salary range to the M8 salary range. The analysis did not recommend reclassification of the Business Officer Supervisor which remained the only position in the M1 the salary range.

In June 2014, a request for a reclassification was initiated by Presiding Judge Lorrie Towers for the Assistant Court Administrator to be moved into the M-2 management pay grid and the Court Administrator be reclassified to the level of a Director. Per the City's reclassification policy, positions may be considered for reclassification to a different job class when the job duties or responsibilities have significantly changed. Reclassification analysis generally examine: (1) change in duties resulting from additions, expansions, or reductions of responsibilities; (2) change in qualifications or training required for the position; and (3) the division's present and future organizational structure and service delivery needs.

Assistant Court Administrator

The incumbent, Kim Ricker, has served in the position of Assistant Court Administer (formerly Business Officer Supervisor) since May of 2007. The key focus of this position remains the same as determined in the analysis conducted in 2013 when the position was placed at range M1 of the management grid. Judge Towers strongly believes that the M2 pay grid is more commensurate with the duties required for the position of Assistant Court Administrator.

Relative to this assessment, I looked at the responsibilities and the knowledge, skills, and abilities required for the management jobs within the M2 range. The Community Center Manager is the only position in the M2 salary range and has three characteristics that make it significantly different from the Assistant Court Administrator position - a higher level of responsibility, accountability, and autonomy. The Community Center Manager independently manages all day-to-day functions of the center and is responsible for all programming/activities of the center; full supervisory responsibilities for regular staff, contracted instructors and volunteers; and budget administration for the Ken Baxter Community Center. The manager plans, promotes, organizes and coordinates a comprehensive program of services and activities for a diverse population including senior citizens as well as inter-generational and cultural groups. The position promotes and markets the center's programs and rental use of facility,

including preparing news releases, public service announcements, program handouts, promotional materials, etc. The manager is a publicly visible position that cultivates collaborative relationships with community, civic, user groups, schools, businesses and the news media in support of programming at the center and its use as a rental facility.

A key distinction of the Assistant Court Administrator is that this position *assists* in the planning, coordinating and managing of the daily operations of the court operations. The position serves as a technical resource for and assists office staff in day-to-day, non-judicial functions of the Municipal Court. Assists the Court Administrator and Judges in the formulation and implementation of court rules, policies and court forms, oversees processing of time sheets for approval. There is a direct reporting relationship within the court structure where the Community Center Manager is the subject matter expert for the Community Center.

On August 27, 2014, Judge Lorrie Towers, CAO Gloria Hirashima, and HR Director Kristie Guy met to discuss the findings of the Municipal Court Classification and Compensation Analyses dated August 2014.

Additional information provided by Judge Towers shifted responsibilities from the Court Administrator to the Assistant Court Administrator. This shift has allowed the Court Administrator to provide increased support to the justices and oversee projects that impact the Municipal Court.

Some of the responsibilities shifted to the Assistant Court Administrator include:

1. Supervising and evaluating the performance of assigned staff including developing performance standards and conducting performance evaluations; recommending disciplinary action; participating in the hiring process for new employees.
2. Ensuring financial accountability for the Municipal Court; oversee the collections and account functions.
3. Making independent decisions to resolve operational or interpersonal conflicts with the public or employees.
4. Providing direction and answer the most difficult or complex operations questions regarding legal procedures or interpretations.

JOB KNOWLEDGE, SKILLS AND ABILITIES

The knowledge, skills, and abilities required to perform the Community Center Manager, as reflected in the education and experience requirements, is slightly higher than for the Assistant Court Administrator. The Community Center Manager position requires a Bachelor's degree in a relevant field of study and two years experience supervising recreational programs for a variety of age groups, and supervises one part time employee. The Assistant Court Administrator requires coursework or training in business administration, public administration, legal administration or a related field and two years of progressively responsible experience in a court setting. Additionally, the Assistant Court Administrator requires being knowledgeable of the laws, rules, codes, and procedures governing the operation of the court, case processing and courtroom procedures, and currently supervises seven full-time employees.

COMPENSATION ANALYSIS

SALARY ANALYSIS FOR ASSISTANT MUNICIPAL COURT ADMINISTRATOR & COURT ADMINISTRATOR

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The purpose of the compensation analysis is to recommend placement of the position within the city's classification and compensation grid. The goal is to assign a compensation level that accurately reflects the responsibilities and accountabilities of the position and the skills, knowledge, and abilities required to perform the job and to preserve the internal equity of the city's classification and compensation system by compensating the position fairly relative to other job classifications. This is not a new position, so external market comparables are not as heavily relied upon since using market data for these positions in isolation from the rest of the city's positions might unfairly impact internal equity.

CONCLUSIONS AND RECOMMENDATIONS

To satisfy criteria for reclassification, a mix of new tasks assigned to a job need to be a significantly different in the level of responsibility, complexity, and/or accountability than the current classification. Additionally, the new tasks added would require additional knowledge, skills, and abilities or job experience, training time, or type of training.

Regarding internal placement of the Assistant Court Administrator, there has been sufficient change in the level of responsibility, complexity, and accountability of the tasks assigned to this position to warrant placement in the M-2 salary range.

COURT ADMINISTRATOR

In June 2014, Presiding Judge Towers recommended that the Court Administrator be reclassified to the level of a Department Director. She stated that "the court is often equated to that of a city with elected officials responsible for operations and department oversight delegated to directors." To review the structure of comparable entities I polled nine other cities including: Bothell, Edmonds, Everett, Issaquah, Kirkland, Lakewood, Lynwood, Olympia and Renton. Only two of the nine cities have a structure that includes a Director position or a position that functions as a Director. The City of Renton has a Court Administrative Director; however, the next position lower is a Lead Judicial Specialist comparable to Marysville's previous Municipal Court Lead position. The City of Lynnwood is the only City that has a Court Administrator position that serves as a department head and an Operations Supervisor position comparable to the Assistant Court Administrator.

JOB CLASSIFICATION ANALYSIS

The areas of responsibility as stated in the recommendation are consistent with the current Court Administrator job description and the duties outlined in the reclassification recommendation. The Court Administrator's role includes administering all non-judicial functions of the Marysville Municipal Court. These areas include overseeing staff, courthouse security and facilities, establishing and administering operational policies and procedures, preparing and justifying the budget. These responsibilities and qualifications are also consistent with Court Administrator positions of comparable cities. The responsibility of planning, implementing and managing the daily operations of the court has shifted to the Assistant Court Administrator as indicated in the analysis above. This includes responsibility for supervision, training, evaluation and development of court staff. Although this shift has allowed the Court Administrator to provide increased support to the justices and oversee projects that impact the Municipal Court level of responsibility, complexity, or accountability have not changed significantly.

A key distinction between the Court Administrator and the Departments Directors is the scope of responsibility and accountability. The Department Directors oversee significantly larger budgets, larger operations including number of employees, diversity of operations and divisions, and a higher level of accountability and authority. The Human Resources Director position differs in that this position is responsible and accountable for overseeing functions that impact the entire employee population including recruitment, benefits, compensation, negotiations, employee relations, etc. The Department Directors are ultimately accountable for their operations whereas in the Municipal Court the Presiding Judge is charged with the ultimate responsible of the court.

JOB KNOWLEDGE, SKILLS AND ABILITIES

Relative to this assessment and the internal placement among the city's other positions, the Court Administrator is currently placed in the M8 range of the management salary grid as well as the IS Manager, PW Operations Manger, Financial Planning Manager, and the Financial Operations Manager. These positions are comparable in terms of job responsibilities, level of accountability, and experience required to perform the job. All of the positions are responsible for the following: supervising staff; developing, recommending and administering the division's budget; developing and implementing systems, policies and procedures; and act as a liaison to other city personnel, citizens and agencies. All of the positions require a four year degree and four to five years of progressively responsible experience. Also, some of the positions in the M8 range require job specific certifications such as the Operations Manager which requires possession of six different certifications.

A comparison was also conducted of the positions in higher pay ranges than the Court Administrator. The one filled position in the M9 range, the Engineering Services Manager – Land Development has a higher level of responsibility and accountability and requires a higher level of technical proficiency. The Engineering Services Manger requires advanced level land use planning and engineering skills as well as management, supervisory, and administrative skills. This position represents the city at public meetings before the planning commission, hearing examiner, and/or the city council and public meetings on land development issues and applications; participates in technical review committees; and represents the city on inter-agency committees dealing with land development issues. The position must explain complex issues and applicable legal requirements, policies, and procedures to property owners, citizens, city departments, and other agencies.

The only filled position in the M10 range, the PW Superintendent requires a Bachelors Degree, five years of increasingly responsible experience, two years of supervisory experience, and high level certifications in both water and wastewater disciplines. Two key factors that distinguish the PW Superintendent from the Court Administrator are: 1) the Superintendent is responsible for multiple divisions within public works including: water resources, solid waste/streets, and utility maintenance and operations; and 2) the Superintendent is responsible for administering a significantly larger budget.

The only position in the M11 range is Police Lieutenant and in the M12 range is Police Commander. The Police Department structure, much like Public Works, is not an equitable comparable with the Municipal Court. The Police Department has a significantly larger budget and is a 24/7 operation that includes records, police and custody operations. Key characteristics of the Police Lieutenant and Police Commander that differ significantly from the Court Administrator include scope of responsibility, accountability and authority.

COMPENSATION ANALYSIS

The focus of the compensation analysis is to evaluate placement of the position within the city's classification and compensation grids. The goal is to assign a compensation level that accurately reflects the responsibilities and accountabilities of the position and the skills, knowledge, and abilities required to perform the job and to preserve the internal equity of the city's classification and compensation system by compensating the position fairly relative to other job classifications.

The Court Administrator, a manager position, is currently assigned to the M8 salary range - \$6,831 - \$8,927 per month. All the positions in the M8 range are division managers within larger departments like the Assistant City Engineer (Public Works) or manage a specific function within a larger department such as the IS Manager (Finance Dept.) and the Planning Manager (Community Development).

The only position in the M9 salary range - Engineering Services – Land Development, \$7,172 - \$9,373, manages the operations of the Engineering Services – Land Development Division and requires a high level of technical proficiency in civil engineering and land use administration as well as management, supervisory and administrative skills. Of the one position filled in the M10 range, \$7,531 - \$9,842, the Public Works Superintendent is responsible for establishing and administering functions related to multiple divisions within the Public Works Department requiring a high level of proficiency in the water and wastewater disciplines.

This is not a new position so external market comparables are not as heavily relied upon since using market data for these positions in isolation from the rest of the city's positions could affect the internal relationships among the city's job classifications. Since the City's compensation philosophy is generally a market-value approach an external review was conducted of the following cities was conducted: Bothell, Edmonds, Everett, Issaquah, Kirkland, Lakewood, Lynnwood, Olympia and Redmond. Marysville's Court Administrator salary ranked the 7th highest out of 9 cities. Renton has a higher salary range however they do not have a position comparable to our Assistant Court Administrator. Lynnwood has a higher salary as well with a structure similar to Marysville. A chart showing the external comparables for the Court Administrator is attached.

CONCLUSIONS AND RECOMMENDATIONS

To satisfy criteria for reclassification, a mix of new tasks assigned to a job need to be a significantly different in the level of responsibility, complexity, and/or accountability than the current classification. Additionally, the new tasks added would require significant additional knowledge, skills, and abilities or job experience, training time, or type of training.

Regarding internal placement of the Court Administrator, there has not been a significant change in the level of responsibility, complexity, or accountability of the tasks assigned to this position to warrant placement in a different job classification or creation of a new one.

**City of Marysville
Job Description**

Job Title: Assistant Court Administrator
Department/Division: Municipal Court
Reports To: Municipal Court Judge
FLSA Status: exempt
Union Status: non-union
Approval/Revision Date: October 2014

SUMMARY

Under the direction of the Court Administrator, plans, implements and manages the daily operations of the court including responsibility for supervision, training, evaluation, and development of court staff. Oversees collections, accounting functions, court procedures, development of and updates to desk manuals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned as needed.

1. Supervises and evaluates the performance of assigned staff including developing performance standards and conducting performance evaluations; recommends disciplinary action; participates in the hiring process for new employees.
2. Ensures financial accountability for the Municipal Court; oversees the collections and accounting functions.
3. Coordinates the scheduling of jurors and jury trials.
4. Makes independent decisions to resolve operational or interpersonal conflicts with the public or employees.
5. Develops procedures, trains and reviews the work of staff in the operation of the JIS computer program; keeps current on all changes in JIS and updates other staff.
6. Acts as liaison for the Municipal Court when dealing with other city departments, local, county and state government officials, private organizations and the general public concerning municipal court non-judicial operations; provides direction, and answers more difficult or complex operations questions regarding legal procedures or interpretations.
7. Ensures work is completed in compliance with all applicable laws, procedures and policies.
8. Assists in the budget process; gathers and researches budget information; assists in monitoring and maintaining budget control information; orders supplies and equipment; receives invoices and processes payments .
9. Assists court administrator and judges in the formulation and implementation of court rules, policies and court forms; recommends procedural changes required by changes in law or court policy.
10. Oversees processing of time sheets for approval; oversees maintenance of vacation, sick leave, and comp time records for monthly payroll.

11. Assumes the duties of Court Administrator as required.

12. Performs special projects and related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- State laws governing the operation of municipal courts.
- Functions, policies, procedures, and operations of the municipal court.
- Office practices and procedures including record keeping systems and retention requirements for municipal courts.
- Principles and practices of effective supervision.
- IBM compatible computers.

Ability to:

- Read, interpret and apply laws, rules, codes, and procedures governing case processing and/or courtroom procedures.
- Plan, organize and supervise the work of subordinate employees, including training, assigning, and evaluating their work, and providing job performance feedback.
- Establish and maintain effective working relationships with subordinates, other city officials, and the general public.
- Operate IBM-compatible personal computer, including word processing, spreadsheet, database, and specialized software applications including JABS and JIS.
- Perform research, gather data, analyze options, and make recommendations to court administrator and judges based on sound reasoning and analysis.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with city staff, city officials, the public, legal professionals, and other agencies.
- Maintain confidentiality of court records and other information.
- Ability to understand, interpret, and efficiently carry out verbal and written instructions; ability to compose correspondence, policies, procedures and reports.
- Prioritize work for self and subordinates to maximum efficiency.
- Provide excellent customer service, in sometimes stressful situations, to internal and external customers.

QUALIFICATIONS

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Experience:

- At least 2 years of progressively responsible experience in court setting; supervisory experience is preferred.

Education and Training:

- High School Diploma or GED is required.
- Coursework or training in business administration, public administration, legal administration or a related field.

PHYSICAL DEMANDS / WORKING CONDITIONS:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift up to 10 pounds; and occasionally lift and/or move 10 to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

Work is performed mainly during City office hours but may be required to work evening(s) when municipal court is in session.

Regular and reliable attendance is an essential function of this position.

<p>This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.</p>
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**City of Marysville
Job Description**

Job Title:	Court Administrator
Department/Division:	Municipal Court
Reports To:	Municipal Court Judge
FLSA Status:	exempt
Union Status:	non-union
Approval/Revision Date:	October 2014

SUMMARY

This position plans, prioritizes, and administers the non-judicial activities and operations of the municipal court. Responsibilities include oversight of court operations, prepare and control the court's budget, implement policy and procedures, case-flow management, and supervision of personnel performing judicial court functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned as needed.

1. Administers the non-judicial operations of the municipal court and assures that activities are in compliance with all laws, policies, regulations, and goals.
2. Oversees the supervision, training, and evaluation of all non-judicial court staff including reviewing work assignments, performance evaluations, counseling employees, recommending disciplinary action, administering labor agreements, and responding to grievances. Conducts staff meetings and safety training.
3. Plans, prioritizes and directs procedural and administrative functions for the court.
4. Develops and recommends court rules, goals, policy statements, operating plans, methods and procedure improvements, or changes required by law.
5. Prepares and monitors the court's budget. Prepares resource requests, approves requisitions and the purchase of supplies and equipment. Arranges appropriate maintenance services for the repair of facilities and equipment.
6. Provides for ongoing liaison with other city departments, local, county and state government officials, private organizations and general public concerning municipal court non-judicial operations.
7. Directs, monitors and reviews the timely collection and disbursement of all fines and court fees in conformance with state statutes.
8. Oversees the efficiency of case-flow, jury summoning and utilization, and equipment needs of the court.
9. Prepares management reports and conducts research as needed; oversees the preparation and maintenance of records and reports related to municipal court activities.

KNOWLEDGE SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of municipal court administration.
- State and municipal laws governing operation of municipal courts.
- Functions, policies, procedures, and operations of the municipal court.
- Principles and practices of management and supervision.
- Principles and practices of municipal budgeting, purchasing, and contract requirements.
- Recordkeeping systems and retention requirements for municipal court activities.
- IBM compatible computers.

Ability to:

- Apply advanced knowledge of non-judicial court operations and administration.
- Lead and direct the operations, services, and activities of non-judicial court operations.
- Read, interpret and administer laws, rules and regulations governing court operations; research and evaluate new methods and techniques or changes required by law.
- Plan, prioritize, supervise and evaluate the work of subordinate employees including training, assigning and evaluating their work, and providing job performance feedback.
- Prepare and administer municipal budgets.
- Understand and administer policies and procedures, contracts, professional service agreements, and collective bargaining agreements.
- Effectively manage stressful or emergency situations.
- Establish and maintain effective working relationships with city staff, city officials, the public, legal professionals, and other agencies.
- Critically analyze problems, identify potential solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues and applicable legal requirements, policies, and procedures to internal and external customers.
- Operate IBM-compatible personal computer, including word processing, spreadsheet, database, and specialized software applications including JABS and JIS.

QUALIFICATIONS

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Education:

- High School diploma or GED is required.
- Bachelor's degree in business administration, public administration, legal administration
- or related field.

Experience:

- Five years increasingly responsible experience in a professional management position within the justice system.
- Two years of supervisory experience is required.

Certificates and licenses:

- Must possess a Washington State Driver’s License.
- Certification from Court Management Program (CMP), offered through the National Association for Court Management, desirable.

PHYSICAL DEMANDS/WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift up to 10 pounds; occasionally lift and/or move 10 to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position is usually assigned to an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

Work is performed mainly during City office hours; however, some travel will be required.

Regular and reliable attendance is an essential function of this position.

<p>This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.</p>
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