



MEMO

Date: January 30, 2017

Proposal ID. 2017 01-30 TSD

To: BOCC

From: Kevin Gutierrez

Intent – Decision

Topic – Temporary Position – Public Records Clerk – OA I

Summary

Over the last year, the Public Records Act (PRA) requests have been coming in steadily but have become more complex with pending lawsuits and some stemming from planning issues.

We have been hovering at 18-23 outstanding PRA requests for quite some time. We are faced with requests for records by attorneys being used as discovery to help in their litigation. As we are experiencing now, some of those litigations are complex and aimed at Walla Walla County.

In 2015 we received 57 PRA requests utilizing 70% of an FTE. Early in 2016 I predicted we could see as many as 200 requests for the year. We hit 197 with a 90% FTE plus about 25% of my time. Currently we have 18 open. Some requests are dated as far back as March and April of 2016.

The temporary position being requested would be used to do some preliminary review of documents/email, correspondence and tracking to help us get caught up; as follows: 520 hours maximum @ \$15.32 hr. including benefits, at a cost of just under \$8,000.00

Though we are sure we would use the help for the first month to train and catch up as much as possible, the use of the position after that will be as needed with no set schedule. The job can be terminated at any time we feel there is no longer a need for temporary help. By default, the position must be terminated before the beginning of the 6th month.

Proposed job description is attached.

Cost

Total planned cost is \$8000 (520 hours maximum)

Funding

With the purchase of the OnBase server we have more capacity to virtualize more servers of the age of some of our servers and continually moving them to virtual servers so I will be able to drop maintenance on those servers and should be able to absorb the cost in this year's budget by these anticipated off setting savings.

Alternatives Considered

N/A

Acquisition Method

Search for suitable employee

Security

Standard county security

Access

As granted by elected officials and department heads

Benefits

Helps us get caught up.

*****Authority to Execute Related Agreements Sought**

No.

Conclusion/Recommendation

Recommend approval so that we can start getting caught up.

Submitted By



Kevin Gutierrez Technology Services 1/30/17

Disposition

Approved

Approved with modifications

Needs follow up information

Denied

*****Authority to Execute Related Agreements**

Approved

Denied



BOCC Chairman

Date

Additional Requirements to Proposal

Modification

Follow Up

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

TITLE: Temporary Public Records Clerk

DEPARTMENT: Technology Services

REPORTS TO: Public Records Officer

PAY RANGE: 18 Temporary Full Time Position, 45 to 90 days

JOB SUMMARY: This is a full time temporary position. Works closely with and takes general direction from the Public Records Officer whose task is to locate and respond to requests for records. This position reads and processes electronic record for responsiveness to public records requests. This position is highly confidential.

ESSENTIAL FUNCTIONS:

- Reviews electronic records (including audio and video) for first pass scrutiny for responsive records and sort meeting established standards.
- Respond to requester with a five (5) day letter.
- Document/ log the processes.

EXAMPLE OF DUTIES:

- Compose third party letters.
- Email or mail approved records as directed.
- Review (read, listen, observe) large amounts of records.

EQUIPMENT TO BE USED: Desktop computer and various office equipment.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work is performed in an office setting with extended periods of sitting at a computer.

KNOWLEDGE AND ABILITIES:

- Ability to proficiently use a desktop computer.
- Working knowledge of Adobe Pro, Microsoft Word, Excel and Outlook.
- Ability to read and comprehend all types of documents.
- Attention to detail is extremely important.
- Ability to write letters and document procedures used regarding public records requests.
- Ability to follow instructions as they pertain to responding to requests.
- Confidentiality is extremely important. Will be required to sign a confidentiality agreement as any information viewed or heard in this position must remain confidential.

EDUCATION AND EXPERIENCE: High school diploma or equivalent required. Prior experience in a local government environment is preferred. Prior experience handling public records is desired.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.