



# King County

**Metropolitan King County Council**  
**King County Auditor's Office**  
**Cheryle A. Broom**, *King County Auditor*  
King County Courthouse  
516 Third Avenue, Room W1033  
Seattle, WA 98104-3272  
**206.296.1655** Fax 206.296.0159  
**Email:** [KCAO@kingcounty.gov](mailto:KCAO@kingcounty.gov)  
TTY 296-1024  
[www.kingcounty.gov/auditor](http://www.kingcounty.gov/auditor)

## MANAGEMENT LETTER

DATE: December 21, 2011

TO: Tom Koney, Deputy Director, Department of Executive Services

FROM: Cheryle A. Broom, <sup>CA</sup> King County Auditor

SUBJECT: Observations on Facilities Management Division Staffing and Human Resource Issues

Your office has requested a briefing to several departments on human resources issues we recently discussed with the Facilities Management Division's (FMD) director and deputy director. Our observations relate to staffing and job classification specific to FMD's Capital Planning and Development Section.

In November 2011, our office published a special study on FMD's capital project delivery management of maintenance, rehabilitation, and parks projects. This project was a special study completed at the request of the County Council by the Capital Projects Oversight Program within our office. The study's scope was limited and it is not an audit.

In the course of conducting this special study, we observed inconsistencies with FMD's use of the capital project manager classification series that were tangential to our study scope. We did not have the resources to analyze the issue fully. However, we believed our observations could be useful to FMD management. In sharing them with FMD and others, we wish to reiterate that they are observations for management's consideration. These observations should not be construed as audit findings and recommendations.

The following two issues were identified. First was that 17 of the 19 capital project manager positions in the Capital Planning and Development Section are classified as Level IV and two were Level II. Given that FMD projects ranged in size and complexity and half are estimated to cost less than \$300,000, we questioned the reason for the concentration at the most senior level of the job series. Secondly, we identified inconsistencies with the capital project manager IV classification description, including that the supervisory duties at the IV level were not required of FMD's senior capital project managers.

Mr. Tom Koney, Deputy Director, DES  
December 21, 2011  
Page 2

We welcome the opportunity to share our observations with others in the county but wanted to ensure you understood the nature of the work which led to our FMD briefing. Should you have any questions regarding this issue, please contact Tina Rogers, Capital Projects Oversight Program Manager or me at 296-1655.

CB:TR:jl

cc: Metropolitan King County Councilmembers  
Fred Jarrett, Deputy County Executive, King County Executive Office (KCEO)  
Rhonda Berry, Assistant Deputy County Executive, KCEO  
Patti Cole-Tindall, Director, Office of Labor Relations, KCEO  
Caroline McShane, Deputy Finance Director, Finance & Business Operations  
Division, Department of Executive Services (DES)  
Nancy Buonanno Grennan, Human Resources Director, DES  
Gretchen Herbison, Human Resources Service Delivery Manager, DES  
Kathy Brown, Division Director, Facilities Management Division, DES  
Cindy Domingo, Legislative Aide, Metropolitan King County Council (MKCC)  
Kendall Moore, Policy Staff, MKCC