

**AT-WILL EMPLOYEE**

**Definition** An employee who serves at the pleasure of the Employing Official and whose continued employment with the County is at the discretion of the County Administrator, Elected Official, Board of County Commissioners, or a Department Director. At-will employees may be terminated at any time with or without cause and without right to grievance or appeal.

**Application** At-will employment status, for employees within designated classifications, shall be effective upon the date that the Kitsap County Board of Commissioners approves and adopts the revised Personnel Manual. **Provided**, current employees serving in at-will classifications, who have not previously been designated as an at-will employee, shall maintain their current regular employee status and shall be covered by the Kitsap County Personnel Manual. **Provided further** that the regular employee status shall apply to the employee only during their continued employment within their current classification.

| <b>AT-WILL CLASSIFICATIONS BY OFFICES/DEPARTMENTS</b> |  |
|---|--|
| <b>County Commissioner Departments</b>                | <b>Working Title</b>   |
| <b>Board of Commissioners</b>                         | County Administrator<br>Clerk of the Board<br>Office Support Assistant<br>Office Support Specialists<br>Policy Manager (Senior Management Analyst)<br>Office Support Coordinator<br>Policy Analysts/Planners)<br>Volunteer Services & Communications<br>Coordinator (Policy Analyst) |
| <b>Administrative Services</b>                        | Director<br>Risk Manager<br>Public Defender Division Supervisor<br>Public Defender 1 & 2<br>Public Defender Investigator   |
| <b>Community Development</b>                          | Director<br>Assistant Director, Building<br>Assistant Director, Planning<br>Building & Fire Safety Manager<br>Administrative and Permit Services Manager<br>Development Services & Engineering Manager<br>Planning & Environmental Programs Manager                                  |
| <b>Facilities</b>                                     | Facilities and Maintenance Manager   |

## APPENDIX C

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| <b>Information Services</b> | Director<br>Public Communications Manager<br>Computer & Network Services Manager<br>GIS Manager<br>Application Services & Project Manager  |
| <b>Parks</b>                | Director County Forester<br>Park Planner   |
| <b>Human Services</b>       | Director<br>Deputy Director<br>Human Services Manager – Aging & Long-Term<br>Administrator<br>SBHASO Administrator<br>Olympic Workforce Development Council Director<br>Clinical Manager |
| <b>Human Resources</b>      | Director<br>Human Resources Manager<br>Labor Relations Manager   |
| <b>Public Works</b>         | Director<br>Assistant Director, Public Works Roads<br>Assistant Director, Public Works Utilities<br>M & O Manager<br>Senior M & O Manager  |
| <b>Emergency Management</b> | Director   |

| <b>Elected Official<br/>Departments</b> | <b>Working Titles</b>  |
|---|--|
| <b><u>Assessor</u></b>                  | Chief Deputy Assessor  |
| <b><u>Auditor</u></b>                   | Chief Deputy Auditor<br>Financial Services Manager<br>Administrative Services Manager<br>Elections Manager |
| <b><u>Clerk</u></b>                     | Chief Deputy Clerk<br>Court Finance Unit Supervisor<br>Courthouse Facilitator                              |
| <b><u>Coroner</u></b>                   | Chief Deputy Coroner   |

**APPENDIX C**

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| <p><b><u>District Court</u></b></p> | <p>Court Administrator<br/>Treatment Court Manager</p>   |
| <p><b><u>Prosecutor</u></b></p>     | <p>Manager, Prosecutor’s Administrative Services<br/>All Deputy Prosecutor Classifications</p>   |
| <p><b><u>Sheriff</u></b></p>        | <p>Undersheriff<br/>Superintendent of Corrections<br/>Inspector<br/>Chief Civil Deputy<br/>Chief Criminal Deputy<br/>Administrative Secretary</p>  |
| <p><b><u>Superior Court</u></b></p> | <p>Superior Court Administrator<br/>Director, Juvenile Services<br/>Detention Program Manager<br/>Court Services Manager - Juvenile<br/>Administrative Services Manager - Juvenile<br/>Court Reporter<br/>Law Clerk<br/>Administrative Services Supervisor<br/>Administrative Specialist<br/>Case Monitor<br/>Court Calendar Coordinator<br/>Drug Court Compliance Specialist<br/>Program Specialist<br/>Treatment Court Manager</p> |
| <p><b><u>Treasurer</u></b></p>      | <p>Chief Deputy Treasurer<br/>Investment Officer</p>   |