

## Harrigan, Daniel

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**From:** Zito, Ron  
**Sent:** Tuesday, June 14, 2016 10:28 AM  
**To:** 'Don Benton'  
**Subject:** RE: Appointment to HR Director position

Thanks for the resume Don.

As stated in the job announcement, a resume and cover letter is required and you will need to register for iRecruitment, fill in your personal information, attach your resume and cover letter, and apply for the job.

***Documents must be added to the Documents section of My Application. Please include the Recruitment Number in the file name (i.e., cover letter IRC14861.doc, resume IRC14861).***

Thanks and good luck!  
Ron

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**From:** Don Benton [REDACTED]  
**Sent:** Monday, June 13, 2016 7:44 PM  
**To:** Zito, Ron  
**Subject:** RE: Appointment to HR Director position

Hi Ron,  
I have reviewed the posting carefully and am clearly fully qualified both in experience and training for the position. I am attaching my resume and am hoping for an interview if not the appointment.  
Thank you Ron,  
Don

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**From:** Zito, Ron [<mailto:Ron.Zito@clark.wa.gov>]  
**Sent:** Monday, June 13, 2016 4:20 PM  
**To:** 'Don Benton'  
**Subject:** RE: Appointment to HR Director position

Hey Don,

Clark County HR Policy 16.5, Section 3, addresses reassignment for those facing layoff. For an employee facing layoff to be considered for a vacant position, the employee must possess the requisite qualifications for the position: "For the purposes of this section, "qualified" or "possess the requisite qualifications" shall be defined as meeting the published minimum qualifications based upon the classification description and possessing all reasonably required skills, knowledge and abilities for the individual position."

To be clear, the policy does not mandate reassignment for non-represented employees facing layoff. If you wish to review the job posting to determine whether you meet the published minimum qualifications, here is the link for the County's job postings: [https://eservices.clark.wa.gov/OA\\_HTML/RF.jsp?function\\_id=10472&resp\\_id=23350&resp\\_appl\\_id=800](https://eservices.clark.wa.gov/OA_HTML/RF.jsp?function_id=10472&resp_id=23350&resp_appl_id=800)

If you believe you meet the qualifications, the next step would be for you to apply online.

Thanks,  
Ron

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**From:** Don Benton [REDACTED]  
**Sent:** Saturday, June 11, 2016 3:57 PM  
**To:** Zito, Ron  
**Subject:** Appointment to HR Director position

Ron,  
It is my understanding from the county HR policy manual that I am eligible to be offered the director of the HR department position now that it is vacant. The current county manager gave me exceptional evaluations every year for my leadership while I served as Director of Environmental Services. I am clearly well qualified for this position. I am available and ready for immediate work. Please notify me as to when I should report for work as the Director of Human Resources.

Thank you and I am looking forward to working with you,  
Don

Don Benton



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