

Category Code Level 1 & 2 Index

Code	Name	Description
ACO	Administration Coordination	The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
ACO-01	General Administration	The activities associated with the day-to-day operations of the county. Includes short-term records that can be disposed of as part of normal administrative practice.
ACO-02	Projects	The activity of managing county projects.
ACO-03	Policies and Procedures	The activity of creating systematic approaches to operations and processes.
ASM	Asset Management	The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
ASM-01	Authorization	The activity of granting and/or receiving permission or approval in relation to asset management.
ASM-02	Design and Construction	The activity of designing, constructing, or remodeling buildings, structures, infrastructures, etc, owned, leased, or otherwise occupied by the county.
ASM-03	Disposal	The activity of disposing of the county's assets through sale or otherwise.
ASM-04	Environmental Management	The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

ASM-05	Inventory	The activity of detailing or itemizing goods, materials, and resources on a periodic basis.
ASM-06	Leasing and Usage	The activity of around the county acquiring or granting temporary authority to use goods, materials, and resources.
ASM-07	Maintenance	The activity of repairing or servicing the assets of the county. Includes buildings, vehicles, and equipment.
BUD	Budget Management	The functions related to budget preparation, review, and management.
BUD-01	Budget	The activity of determining estimates of the county's future revenue and expenditures.
CON	Contracting, Procurement, and Sales Management	The functions related to contracting, procurement, and sale of materials and services.
CON-01	Contracts, Agreements, and Warranties	The activity of managing contracts and agreements entered into by the county and the processes involved in the development of such contracts and agreements.
FIN	Financial Management	The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
FIN-01	Accounting	The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.
FIN-02	Auditing	The activity of verifying the accuracy of the county's financial accounts.
FIN-03	Authorization	The activity of granting and/or receiving permission or approval in relation to financial management.
FIN-04	Banking & Treasury	The activity of transacting monetary exchanges with a financial institution.
FIN-05	Grants	The activities around the county either giving or receiving grant funds.

FIN-07	Taxes	The activity of paying or collecting taxes.
FIN-08	Payroll	The activities relating to the monetary compensation of employees on a periodic basis.
INF	Information Management	The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
INF-01	Public Disclosure	The activity of responding to requests for access to the public records of the county in accordance with RCW 42.56.
INF-02	Publications	The activity of drafting, producing, marketing, and supplying the county's publications.
INF-03	Records Management	The activity of systematically controlling the creation, receipt, maintenance, use, and disposition of public records.
INF-04	Electronic Information Systems	The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.
LES	Legislative Management	The functions related to the legislative process in the county and other jurisdictions.
LES-01	Governing Councils, Commissions, Committees, and Boards	The activity of documenting the business of governing bodies and the administrative arrangements and support provided them.
LES-02	Boards, Councils, and Committees	The activity of documenting the business of advisory bodies and the administrative arrangements and support provided them.
LES-03	Lobbyist and External Regulation	The activity of documenting the county's role in reviewing, monitoring, and influencing external legislation.
LGL	Legal Management	The functions related to litigation and legal opinions.
LGL-01	Civil Litigation	The activity of managing the county's legal affairs regarding civil litigation.

LGL-02	Juvenile Criminal Case Files	The activity of managing the county's legal affairs regarding juvenile criminal cases.
LGL-03	Legal Opinions, Issues, and Advice	The activity of documenting the county's legal opinions, issues, and advice.
LUD	Land Use/Development Management	The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.
LUD-01	Permits	The activity of granting land use and building permits.
PER	Personnel Management	The functions related to all phases of personnel administration.
PER-01	Labor Relations	The activity of managing relationships dealing with the negotiation of labor.
PER-02	Performance Management	The activity of assessing and directing employee progress toward performance goals.
PER-03	Position Development/Staff Structure	The activity of structuring and organizing human resources.
PER-04	EEO/Affirmative Action	The activity of ensuring fairness and equal opportunities for all employees.
PER-05	Industrial Insurance	The activities relating to the coverage of medical expenses and salary compensation for work related injuries and illness.
PER-06	Personnel Records	The activity of documenting an individual's employment with the county. Includes volunteers.
PER-07	Occupational Health and Safety	The activity of creating and maintaining a safe and healthy work environment for employees.
PER-08	Misconduct, Discipline, and Grievances	The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.

PER-09	Benefits	The activity of compensating employees via means other than salaries and wages.
PER-10	Recruitment and Hiring	The activity of screening, selecting, and employee individuals. Includes volunteers.
PER-11	Staff Development and Training	The activity of enhancing employees' competencies and skills through programs and training.
PER-12	Human Resources Quality Assurance	The activity of studying human resource practices and reporting on performance and development of best practices.
PHL	Public Health Management	The functions related to public health care.
PHL-01	Administrative-Business Office	The activity of managing the administrative functions of public health management.
PRE	Public Relations Management	The functions related to general public relations activities.
PRE-01	Community Relations	The activity around the county's interaction with the community.