

**CITY OF SEATTLE**  
**ORDINANCE** \_\_\_\_\_  
COUNCIL BILL 118058

AN ORDINANCE relating to City employment commonly referred to as the Fourth Quarter 2013 Employment Ordinance; establishing new titles and/or salaries; designating positions as exempt from Civil Service status; amending Seattle Municipal Code 4.13.010; amending Seattle Municipal Code Sections 4.04.230 F, 4.04.240, 4.04.260; and ratifying and confirming prior acts; and all by a 2/3 vote of the City Council.

**BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

Section 1. Establishing New Titles and/or Salaries. As recommended by the Personnel Director, the following title and salary rates are established as displayed below, effective as of the date shown and pay is authorized as of the effective date:

Department:	Seattle City Light Department
New Title:	Technical Writer
New Salary Range:	\$25.77 - \$26.79 - \$27.78 - \$28.84 - \$29.99
Report:	#13-13014
Effective Date:	May 16, 2013

Section 2. Designating Nine Positions as Exempt from Civil Service Status. As recommended by the Personnel Director in the Classification Determination specified, these positions are designated as exempt from Civil Service as noted below, pursuant to SMC 4.13.010(1):

- 1 position (#10002642) in the Seattle Public Utilities Department; IT Professional B, designated to IT Professional A, Exempt (Report #13-13320).
- 1 position (#00024208) in the Seattle Public Utilities Department: Labor Relations Coordinator, designated to Strategic Advisor 2, Exempt (Report #13-13518).
- 1 position (#00025085) in the Seattle Police Department; IT Professional B

1 designated to IT Professional A, Exempt (Report #13-13438).

2 -- 1 position (#10003654) in the Seattle Police Department; IT Professional B  
3 designated to IT Professional A, Exempt (Report #13-13562).

4 -- 1 position (#00025944) in the Seattle Retirement System; Retirement Specialist  
5 Assistant designated to Strategic Advisor 2, Exempt (Report #13-13440).

6 -- 1 position (#00020183) in the Seattle Retirement System; Accounting Technician I  
7 designated to Executive 3 (Report #13-13688).

8 -- 1 position (#00025615) in the Department of Finance and Administrative Services;  
9 IT Professional B designated to IT Professional A, Exempt (Report #13-13495).

10 -- 1 position (#00014104) in the Seattle City Light Department; Manager 3,  
11 Engineering & Plans Review designated to Executive 2 (Report #13-13546).

12 -- 1 position (#00009831) in the Seattle Parks and Recreation Department: Manager 3,  
13 CSPI&P, designated to Manager 3, Exempt (Report #13-13672).

14  
15 Section 3. Amending Seattle Municipal Code Section 4.13.010, Seattle Municipal Code  
16 Section 4.13.010, last amended by Ordinance 124319, is amended as follows:

17 \* \* \*

18 **Employment Unit**

19 **Titles of Exempt Positions**

20 \* \* \*

21 28. Immigrant and Refugees Affairs, Office of ((~~Planning & Development Specialist I (Pos. No. 10004840)~~))  
22 None

23 Section 4. Seattle Municipal Code Subsection 4.04.230 F, last amended by Ordinance  
24 121234, is amended as follows:

25 **4.04.230 Progressive Discipline**

26 \* \* \*

1 F. An appointing authority who takes a disciplinary action that is subject to appeal to the Civil  
2 Service Commission shall inform the employee in writing that ~~((1. He))~~ he or she has the right  
3 to file a grievance, followed by an appeal to the Civil Service Commission, in accordance with  
4 subsections 4.04.240 D and 4.04.260 B.~~((;))~~

5 ~~((2. To appeal, the employee must file a statement with the Civil Service Commission within~~  
6 ~~twenty (20) calendar days; and~~

7 ~~3. The twenty (20) calendar days begin to run on the date of delivery if the notice of the right to~~  
8 ~~appeal is given to the employee personally or delivered to his or her most recent address shown~~  
9 ~~on departmental records; and on the third calendar day after the date of mailing if the notice is~~  
10 ~~mailed.))~~

11 Section 5. Seattle Municipal Code Section 4.04.240, last amended by Ordinance 120936,  
12 is amended as follows:

13 **4.04.240 Employee Grievance Procedure.**

14 \* \* \*

15  
16 D. The head of the department shall inform the employee, in writing, of the outcome of the  
17 grievance. Such communication shall include notice of the employee's right to appeal to the  
18 Civil Service Commission within 20 days in accordance with section 4.04.260.

19 Section 6. Seattle Municipal Code Section 4.04.260, last amended by Ordinance 114267,  
20 is amended as follows:

21 **4.04.260 Appeals to Civil Service Commission.**

22 A. A regular employee who is aggrieved thereby may appeal to the Civil Service Commission  
23 his/her demotion, suspension, termination of employment, or violation of this chapter or rules  
24 passed pursuant thereto, ~~((;))~~ provided that the employee first exhausts ~~((his/her))~~ the  
25 intradepartmental grievance remedies under section 4.04.240 and the Personnel Rules.  
26

1 B. An appeal must meet the following requirements:

2 ((shall be in the form of a concise statement of the reason for appeal.))

3 1. The employee must provide a concise statement of the reason for appeal. ((An appeal from an  
4 action other than a disciplinary action must be filed with the Commission within twenty (20)  
5 days of the action appealed from.))

6 2. ((An)) The employee must file the appeal with the Civil Service Commission ((from a  
7 disciplinary action must be filed)) within ((twenty (20))) 20 days of the appointing authority's  
8 final written response to the employee's grievance under subsection 4.04.240 D. ((giving to the  
9 employee notice of the action and the information that he or she has a right to appeal the Civil  
10 Service Commission and twenty (20) days for filing an appeal.))

11 3. The ((twenty(20))) 20 day limit for filing appeals begins to run on the date of delivery of the  
12 notice provided by subsection 4.04.240 D. "Date of delivery" means the date the notice is  
13 personally delivered to the employee or the third day after the date of mailing if the notice is  
14 mailed to the address shown on departmental records as the employee's most recent residence  
15 address or as the address supplied by the employee for receiving notices.

16  
17 Section 7. Any act consistent with the authority of this ordinance taken after its passage  
18 and prior to its effective date is hereby ratified and confirmed.

19 Section 8. This ordinance shall take effect and be in force 30 days after its approval by  
20 the Mayor, but if not approved and returned by the Mayor within ten days after presentation, it  
21 shall take effect as provided by Seattle Municipal Code Section 1.04.020.

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Passed by a 2/3 vote of all the members of the City Council the \_\_\_\_ day of \_\_\_\_\_, 2014, and signed by me in open session in authentication of its passage this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
President \_\_\_\_\_ of the City Council

Approved by me this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Edward B. Murray, Mayor

Filed by me this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Monica Martinez Simmons, City Clerk

(Seal)

**FISCAL NOTE FOR NON-CAPITAL PROJECTS**

<b>Department:</b>	<b>Contact Person/Phone:</b>	<b>CBO Analyst/Phone:</b>
Personnel Department	Joan Matheson / 386-9081	Forrest Longman / 684-0331

**Legislation Title:**

AN ORDINANCE relating to City employment commonly referred to as the Fourth Quarter 2013 Employment Ordinance; establishing new titles and/or salaries; designating positions as exempt from Civil Service status; amending Seattle Municipal Code 4.13.010; amending Seattle Municipal Code Sections 4.04.230 F, 4.04.240, 4.04.260; and ratifying and confirming prior acts; all by a 2/3 vote of the City Council.

**Summary of the Legislation:**

This legislation seeks to 1) establish a new title and salary, 2) designate nine positions as exempt from Civil Service status, 3) amend Seattle Municipal Code Sections 4.04.230 F, 4.04.240, and 4.04.260, and 4) amend Seattle Municipal Code Section 4.13.010; all by a 2/3 vote of the City Council.

**Background:**

1. This ordinance seeks to establish a new title and corresponding rate of pay.
2. This ordinance seeks to establish nine positions as exempt from Civil Service status. The nature of the work to be performed by the positions is consistent with the exemption criteria set forth in Section 4.13.010 and Personnel Rule 2.2. These position changes create a minor cost increase for the affected departments, which will be funded within the existing budget authority.
3. This legislation authorizes amending the Seattle Municipal Code Section 4.13.010, Exemptions from the Civil Service and Public Safety Civil Service Systems; Subsection 4.04.230 F, Progressive Discipline; Section 4.04.240, Employee Grievance Procedure; and Section 4.04.260, Appeals to Civil Service Commission.

Please check one of the following:

**This legislation has financial implications.**

**Other Implications:**

- a) **Does the legislation have indirect financial implications, or long-term implications?**  
The estimated costs associated with this legislation are summarized in Fiscal Note

Attachment 1 and will be funded through departments' existing budgets.

**b) What is the financial cost of not implementing the legislation?**

NA

**c) Does this legislation affect any departments besides the originating department?**

This legislation will affect the Seattle City Light Department, the Seattle Public Utilities Department, the Seattle Police Department, the Seattle Retirement System, the Department of Finance and Administrative Services, and the Seattle Parks and Recreation Department.

**d) What are the possible alternatives to the legislation that could achieve the same or similar objectives?**

There are no alternatives available at this time.

**e) Is a public hearing required for this legislation?**

No

**f) Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation?**

No

**g) Does this legislation affect a piece of property?**

No

**h) Other Issues:**

**List attachments to the fiscal note below:**

Attachment: PERS 4Q13 Employment FISC Attach 1

## PERS 4Q13 Employment FISC Attach 1 (Implementation of the 4Q13 Employment Ordinance)

Dept	Report	New Position Title	Potential Positions Impacted	2013
<b>Exempt Actions</b>				
SPU	#13-13320	IT Professional A, Exempt <sup>1</sup>	1	\$9,002
SPU	#13-13518	Strategic Advisor 2, Exempt <sup>1 2</sup>	1	-\$2,156
SPD	#13-13438	IT Professional A, Exempt <sup>1</sup>	1	\$7,720
SPD	#13-13562	IT Professional A, Exempt <sup>1</sup>	1	\$5,147
RS	#13-13440	Strategic Advisor 2, Exempt <sup>1 2</sup>	1	\$28,814
RS	#13-13688	Executive 3 <sup>1 2</sup>	1	\$58,888
FAS	#13-13495	IT Professional A, Exempt <sup>1</sup>	1	\$7,720
SCL	#13-13546	Executive 2 <sup>1</sup>	1	\$6,281
DPR	#13-13672	Manager 3 <sup>1</sup>	1	\$0
			<b>Subtotal</b>	<b>\$121,416</b>
			<b>Total<sup>3</sup></b>	<b>\$121,416</b>

Costing Assumptions:

<sup>1</sup>Positions in discretionary pay programs are costed from midpoint to midpoint of the old and new title and/or rate.

<sup>2</sup>Positions in the step program are costed from top step to top step of the old and new title and/or rate.

<sup>3</sup>The 2014 costs will be absorbed in departments' current budgets.



**City of Seattle**  
Edward B. Murray  
Mayor

March 18, 2014

Honorable Tim Burgess  
President  
Seattle City Council  
City Hall, 2<sup>nd</sup> Floor

Dear Council President Burgess:

I am pleased to transmit the attached proposed Council Bill related to City employment that establishes new titles and corresponding salary rates, designates positions as exempt from Civil Service status, and amends sections 4.13.010, 4.04.230, 4.04.240, and 4.04.260 of the Seattle Municipal Code.

Specifically, this legislation will establish the title of Technical Writer and corresponding salary rates.

The proposed Council Bill will also establish the following positions as exempt from Civil Service: one IT Professional A and one Strategic Advisor 2 position, both in the Seattle Public Utilities Department, two IT Professional A positions in the Seattle Police Department, one Strategic Advisor 2 position and one Executive 3 position, both in the Seattle Retirement System, one IT Professional A position in the Department of Finance and Administrative Services, one Executive 2 position in the Seattle City Light Department, and one Manager 3 position in the Seattle Parks and Recreation Department. The nine positions proposed for exempt status meet the exemption criteria of a particularly high degree of professional responsiveness and individual accountability, a confidential or fiduciary relationship with the appointing authority, or judicial positions requiring insulation as a third branch of government.

This legislation will amend Seattle Municipal Code Section 4.13.010 relating to exemptions from the civilian Civil Service. These positions have already been established by various ordinances as Civil Service exempt. It will also amend Seattle Municipal Code Sections 4.04.230, 4.04.240, 4.04.260 relating to progressive discipline, the employee grievance procedure and appeals to the Civil Service Commission.

Thank you for your consideration of this legislation. Should you have any questions, please contact Joan Matheson at (206) 386-9081.

Sincerely,

Edward B. Murray  
Mayor of Seattle

cc: Honorable Members of the Seattle City Council