

23-A-91

ORDINANCE No. 114183

COUNCIL BILL No. 106899

Law Department

The City of

AN ORDINANCE relating to the City Light Department; encouraging employees to pursue advancement and/or career change opportunities within the Department by the establishment of a pilot Upward Mobility Training Program in the City Light Department including setting forth procedures for the administration thereof, and making the necessary change in the positions to implement the program.

Honorable President:

Your Committee on _____

to which was referred the within Co report that we have considered the

DO PASS

10/16/88

10/18/88 GMB

Vote 8-0

[Signature]

COMPTROLLER FILE No. _____

Introduced: <i>Sept 12 1988</i>	By: <i>Rice</i>
Referred: <i>Sept 12 1988</i>	To: <i>Energy</i>
Referred:	To:
Referred:	To:
Reported: <i>OCT 17 1988</i>	Second Reading: <i>OCT 17 1988</i>
Third Reading: <i>OCT 17 1988</i>	Signed: <i>OCT 17 1988</i>
Presented to Mayor: <i>OCT 18 1988</i>	Approved: <i>OCT 25 1988</i>
Returned to City Clerk: <i>OCT 25 1988</i>	Published:
Vetted by Mayor:	Veto Published:
Passed over Veto:	Veto Sustained:

OK

Submitted

The City of Seattle--Legislative Department

REPORT OF COMMITTEE

Date Reported
and Adopted

President:

Committee on

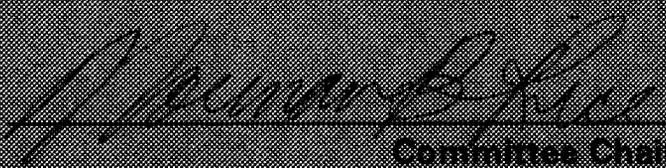
was referred the within Council Bill No.

that we have considered the same and respectfully recommend that the same:

0 PASS

10/10/88 held one week (with ^{motion} ₄₉ ⁴⁹ _{smith})

8-0



Committee Chair

CB# 106899

ORDINANCE 114183

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AN ORDINANCE relating to the City Light Department; encouraging employees to pursue advancement and/or career change opportunities within the Department by the establishment of a pilot Upward Mobility Training Program in the City Light Department including setting forth procedures for the administration thereof, and making the necessary change in positions to implement the program.

WHEREAS, the Superintendent of the City Light Department has proposed and the Mayor has recommended the establishment of a pilot program to provide on-the-job training opportunities designed to help prepare employees to compete for higher level or lateral transfer opportunities within the Department or to introduce employees to new career areas within the Department; Now Therefore,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. As requested by the Superintendent of the City Light Department and recommended by the Mayor in materials contained in this ordinance file, for the purpose of encouraging employees to pursue advancement and/or career change opportunities within the Department, the City herewith establishes a pilot Upward Mobility Training Program in the City Light Department.

Section 2. For the purpose of implementing the pilot Upward Mobility Training Program in the City Light Department, the following positions are established in the City Light Department and payment provided therefore:

One (1) Customer Services Trainee, one (1) Consumer Education Services Trainee, and one (1) Administrative Services Trainee, to be compensated at a salary rate not to exceed the maximum hourly wage rate indicated in Section 3 of this ordinance.

The Superintendent of the City Light Department is hereby authorized to fill the positions subject to the attached Program Description and applicable bargaining unit agreements.

1 Each of the three newly created positions shall be filled as
 2 one of the designated new titles and accompanying salaries
 3 established in Section 3 of this ordinance. By agreement
 4 between the City Light Department and the International
 5 Federation of Professional and Technical Engineers, Local 17,
 6 AFL-CIO, only Local 17 represented employees may be appointed
 7 to the Customer Services Trainee position.

8 The following positions which were previously identified
 9 as Upward Mobility positions are hereby abrogated in the
 10 City Light Department:

11 Two (2) Administrative Support Assistant positions.

12 Section 3. For the purpose of implementing the pilot
 13 Upward Mobility Training Program in the City Light Department,
 14 new titles and salary rates are established as follows:

<u>Title</u>	<u>Salary</u>
Customer Services Trainee - CL	14.05

17 The Customer Services Trainee position
 18 shall be filled as one of the following
 19 new titles:

<u>Title</u>	<u>Salary</u>
Accounting Technician I Trainee - CL	7.84 - 8.52 - 9.26 - 10.02
Customer Service Representative Trainee - CL	8.28 - 9.03 - 9.77 - 10.61
Electrical Service Representa- tive Trainee - CL	10.21 - 11.12 - 12.08 - 13.11 - 14.05
Energy Conservation Representa- tive Trainee - CL	9.74 - 10.60 - 11.50 - 12.48 - 13.37
Meter Reader Trainee - CL	6.84 - 7.46 - 8.10 - 8.78 - 9.44
Utility Credit Representative Trainee - CL	8.85 - 9.63 - 10.47 - 11.35 - 12.16

<u>Title</u>	<u>Salary</u>
Consumer Education Services Trainee - CL	13.79
The Consumer Education Services	
Trainee position will be filled	
as one of the following new titles:	
*Public Information Specialist, Assistant Trainee - CL	10.02 - 10.92 - 11.85 - 12.84 - 13.79
Research & Evaluation Aide Trainee - CL	8.28 - 9.03 - 9.77
Research & Evaluation, Assistant, Trainee - CL	9.84 - 10.70 - 11.63 - 12.62 - 13.52

<u>Title</u>	<u>Salary</u>
Administrative Services Trainee - CL	13.79

The Administrative Services Trainee position will be filled as one of the following new titles:

<u>Title</u>	<u>Salary</u>
*Electrical Safety Specialist, Assistant, Trainee - CL	10.02 - 10.92 - 11.85 - 12.84 - 13.79
*Environmental Analyst, Assistant, Trainee - CL	10.02 - 10.92 - 11.85 - 12.84 - 13.79
*Personnel Specialist, Assistant, Trainee - CL	10.02 - 10.92 - 11.85 - 12.84 - 13.79
*Training & Education Coordinator, Assistant, Trainee - CL	10.02 - 10.92 - 11.85 - 12.84 - 13.79
Video Production Specialist Trainee - CL	10.02 - 10.92 - 11.85 - 12.84 - 13.79

Trainee title wage rates represent 83%-87%-91%-95%-98% of the established title wage rates. Wage rates for Trainee titles denoted by an asterisk represent 83%-87%-91%-95%-98% of Wage Range 28.0A which is representative of this type of work.

1 Section 4. The titles specified in Section 3 shall
2 receive the same general increase, effective September 1, 1988,
3 as is provided to other non-represented (BU 030) and Local 17
4 employees, pursuant to the following formula:

5 Effective September 1, 1988, the base wage rates for the
6 new titles as provided in Section 3 above, shall be
7 increased by ninety percent (90%) of the percentage
8 increase in the Seattle-Tacoma area Consumer Price Index
9 semiannual average for January through June 1988 over the
10 same period in 1987; provided, however, said percentage
11 increase shall not be less than one and one-half percent
12 (1 1/2%) nor shall it exceed six percent (6%). The
13 "Index" used shall be the Consumer Price Index for Urban
14 Wage Earners and Clerical Workers (CPI-W), All Items,
15 Revised Series (1967=100), for the first half of calendar
16 year 1988 as published by the Bureau of Labor Statistics.
17 The percentage increase in the Consumer Price Index shall
18 be based upon semiannual average index points as computed
19 by the Bureau of Labor Statistics under the following
20 formula:

$$\frac{\text{Semiannual Average 1st Half 1988, - Semiannual Average 1st Half 1987,} \\ \text{Seattle-Tacoma CPI-W} \quad \text{Seattle-Tacoma CPI-W}}{\text{Semiannual Average 1st Half 1987, Seattle-Tacoma CPI-W}} \times 100$$

21 The resulting percentage increase shall be rounded to the
22 nearest tenth of a percent.

23 Section 5. Compensation for the newly created positions
24 shall be paid from unexpended and unencumbered funds accumulated
25 in the 1988 budget of the City Light Department for the
26 remainder of 1988. Funds to maintain compensation for the
27 positions in future years will be included in the City Light
28 Department's budget for each succeeding year.

1 Section 6. The Superintendent and the Director of the
2 Office of Management and Budget will file a report with the
3 Chairperson of the Finance and Personnel Committee of the City
4 Council on or before June 30, 1990, setting forth in detail the
5 development, administration and response to the pilot Upward
6 Mobility Training Program established herein. The report
7 shall address specific goals established for the program and
8 the Department's success in addressing those goals and meeting
9 the needs of Department employees as they relate to providing
10 the opportunity for upward and lateral career mobility.

11 Section 7. Any act consistent with the authority and prior
12 to the effective date of this ordinance is hereby ratified and
13 confirmed.

(To be used for all Ordinances except Emergency.)

Section 8. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 17th day of October, 1988
and signed by me in open session in authentication of its passage the 17th day of October, 1988

[Signature]
President of the City Council.

Approved by me this 25th day of October, 1988
[Signature]
Mayor.

Filed by me this 25th day of October, 1988

Attest: *[Signature]*
City Comptroller and City Clerk.

(SEAL)

Published.....

By *[Signature]*
Deputy Clerk.

Your
Seattle
City Light

Randall W. Hardy, Superintendent
Charles Royer, Mayor

June 29, 1988

Via the Mayor's Office
Attention Office of Management and Budget

The City Council
City of Seattle

Dear Honorable Councilmembers:

Pilot Upward Mobility Training Proposal

The need for initiatives designed to increase employees' career advancement opportunities within City Departments has been a growing concern for administrators within the City, organizations representing City employees, and the City Light Department for some time. The need for an Upward Mobility Program as a way to begin to address the issue was identified in the City's 1986 Executive Work Program/Policy Planning Agenda, with the City Light Department designated as the lead department in such an effort. The enclosed program proposal is consistent with my personal commitment to develop and recognize exemplary employees, thereby increasing the quality and level of service the Utility offers its customers.

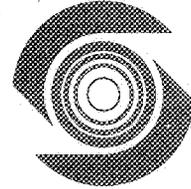
The proposal is the result of months of research and preparation, as well as discussions with Local 17 representatives, key Personnel Department and City Light Department staff. I am recommending that the City Council approve the creation of the proposed Pilot Upward Mobility Training Program in the City Light Department.

Early in 1985 our Department took the direction of establishing two separate components to an overall Upward Mobility Training Program, one for the non-electrical trades and one for the office or non-craft type positions. We proceeded to create apprentice positions in our 1986, 1987 and 1988 budgets for carpenters, hydro electric maintenance machinists and a pre-apprentice program for our lineworker apprentices. Currently, apprentice positions for cable splicers are being negotiated.

The second component of the total program is represented by this package. The initial intent was to utilize the remaining clerical positions earmarked for the Department's Clerical Upward Mobility Program which was initially implemented in 1980. Due to salary level limitations and other problems encountered in administering

"An Equal Employment Opportunity - Affirmative Action Employer"

City of Seattle - City Light Department, City Light Building, 1015 Third Avenue, Seattle, Washington 98104 (206) 625-3000



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Honorable Councilmembers

Page 2

June 29, 1988

the initial program, we identified the need to totally restructure the program. The main feature of the restructured program is the abrogation of the lower salary level positions and creation of three broad generic positions with corresponding wage rates high enough to offer bonafide training opportunities to a large number of employees. A number of specific trainee titles with accompanying wage rates are being created within the three general categories to allow greater management flexibility and variety of opportunity for employees. One trainee title within each of the three categories will be offered concurrently for six-month training periods. The enclosed program description describes the program and processes in more detail.

Due to the nature of the proposed program and an interest expressed by Local 17 in providing career advancement and on-the-job training opportunities for their members, negotiations between the City Light Department and Local 17 commenced as early as 1985.

We signed an agreement with Local 17 on March 22, 1988, a copy of which is enclosed.

The agreement with Local 17 stipulates, among other things, that (1) the Customer Services Trainee position will be available only to Local 17 represented employees; (2) the program will involve two positions now, with a third position being included in the Department's 1989 budget; and (3) the City will undertake to implement the contemplated pilot program within sixty days of the March 22, 1988 agreement.

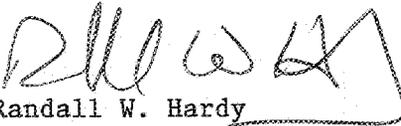
Item 1 has been incorporated into both the enclosed Ordinance and program description and the appropriate titles will be accreted to the Local 17 Bargaining Unit for the Customer Services Trainee position. With respect to item 2, above, we recommend creation of three broad generic positions in this Ordinance with an offsetting abrogation of two current City Light positions. Salaries for all three positions will be included in City Light's 1989 proposed budget.

Your timely review and approval of the pilot Upward Mobility Training Program as proposed in the enclosed Ordinance and program description would be most appreciated.

Honorable Councilmembers
Page 3
June 29, 1988

Please let me know if I can answer any questions, or contact
John Saven, Deputy Superintendent for Finance & Administration,
at 684-3445, for further details.

Sincerely,


Randall W. Hardy
Superintendent

BH:mjm
Enclosures

cc: Mayor Charles Royer
Jim Ritch, Director
Office of Management & Budget
Everett Rosmith, Director
City Personnel
Mona Goode, Budget Analyst

SEATTLE CITY LIGHT DEPARTMENT
PILOT UPWARD MOBILITY TRAINING PROGRAM

PROGRAM DESCRIPTION

PROGRAM OVERVIEW

Purpose

The program is designed to encourage employees to pursue advancement and/or career change opportunities within the Department, thereby enhancing the Department's overall effectiveness. The program will provide on-the-job training in selected areas designed to either:

1. help prepare employees to compete for higher level or lateral transfer opportunities, or
2. introduce employees to new career areas in a way which provides them with a solid basis for making a realistic career choice.

Who Is Eligible

- All current permanent City Light employees who have been employed in their current classification for a minimum of two years are eligible to compete for participation in the program.
- Applicants must have maintained a satisfactory level of performance in their current classification indicated by a letter of recommendation from their immediate supervisor or by a copy of their most recent performance appraisal.

Distinguishing Program Characteristics

- The program provides six months (1040 hours) on-the-job training experience in several specific job trainee areas throughout the Department.
- Eligible employees may specify one of the trainee titles and will be selected to participate in the program based on stated selection criteria. The selection process will be administered in accordance with applicable bargaining unit agreements, commonly accepted personnel rules, regulations and practices.
- Participants will learn and perform new or more complex skills and be exposed to different departmental functions which are designed to enhance their lateral and/or upward career mobility.
- Participants will follow an established training/work schedule, performing, based upon individual ability, progressively more complex major functions of the designated training title. Progress will be monitored throughout the program and evaluated according to a preestablished schedule.
- Participants' salary rate, during the training, will be based on a wage scale established for the trainee titles.
- Upon completion of the training period, participants will return to their regularly assigned titles and will be paid at the step of the range

which he/she normally would have received had he/she not participated in the training program.

Career Planning

- ° Participants are encouraged to seek career planning, guidance and/or supplemental education/vocational training.
- ° Employees who are not yet eligible or who are eligible but not selected to participate in the program are also encouraged to seek career planning, guidance and/or supplemental education/vocational training either through the Department's training/tuition reimbursement program or through referrals to study/training on their own.

NOTE: There is no guarantee participants will be appointed to a permanent position similar to the trainee title following completion of the training program. In order to be considered for appointment to permanent positions similar to the trainee titles, participants must follow the established competitive application and selection process when an opening occurs.

POSITIONS AND WAGES

Generic Trainee Positions Created

Administrative Services Trainee - CL
Consumer Education Services Trainee - CL
Customer Services Trainee - CL - Available only to Local 17 represented Employees

Specific Trainee Titles as they Relate to Generic Positions

- (1) Customer Services Trainee - CL:
Accounting Technician I Representative Trainee - CL
Customer Service Representative Trainee - CL
Electrical Service Representative Trainee - CL
Energy Conservation Representative Trainee - CL
Meter Reader Trainee - CL
Utility Credit Representative Trainee - CL
- Consumer Education Services Trainee - CL:
Public Information Specialist, Assistant, Trainee - CL
Research and Evaluation Aide Trainee - CL
Research and Evaluation, Assistant, Trainee - CL
- Administrative Services Trainee - CL:
Electrical Safety Specialist, Assistant, Trainee - CL
Environmental Analyst, Assistant, Trainee - CL
Personnel Specialist, Assistant, Trainee - CL
Training and Education Coordinator, Assistant, Trainee - CL
Video Production Specialist, Trainee - CL

- (1) NOTE: Only Local 17 represented employees may apply for and be appointed to the Customer Services Trainee position.

Wage Rate Schedule: (Based on Salaries reflected in the Seattle Personnel Department Salary Schedule and Compensation Plan, September 1987)

	<u>83%</u>	<u>TRAINEE WAGE RATE</u>			<u>98%</u>
		<u>87%</u>	<u>91%</u>	<u>95%</u>	
(1) <u>CUSTOMER SERVICES TRAINEE-CL (14.05)</u>					
Acct. Technician I Trainee-CL	\$ 7.84	8.52	9.26	10.02	
Customer Serv. Rep Trainee-CL	\$ 8.28	9.03	9.77	10.61	
Elec. Serv. Rep Trainee-CL	\$ 10.21	11.12	12.08	13.11	14.05
Energy Cons. Rep Trainee-CL	\$ 9.74	10.60	11.50	12.48	13.37
Meter Reader Trainee-CL	\$ 6.84	7.46	8.10	8.78	9.44
Util. Credit Rep Trainee-CL	\$ 8.85	9.63	10.47	11.35	12.16
 <u>CONSUMER EDUCATION SERVICES TRAINEE-CL (13.79)</u>					
*Pub. Info. Spec., Asst, Trainee-CL	\$ 10.02	10.92	11.85	12.84	13.79
Research & Eval. Aide Trainee-CL	\$ 8.28	9.03	9.77		
Research & Eval., Asst, Trainee-CL	\$ 9.84	10.70	11.63	12.62	13.52
 <u>ADMINISTRATIVE SERVICES TRAINEE-CL (13.79)</u>					
*Elec Safety Spec., Asst, Trainee-CL	\$ 10.02	10.92	11.85	12.84	13.79
*Env. Anal., Asst, Trainee-CL	\$ 10.02	10.92	11.85	12.84	13.79
*Personnel Spec., Asst, Trainee-CL	\$ 10.02	10.92	11.85	12.84	13.79
*Trng & Ed Coord, Asst, Trainee-CL	\$ 10.02	10.92	11.85	12.84	13.79
Video Production Spec Trainee-CL	\$ 10.02	10.92	11.85	12.84	13.79

(1) NOTE: Only Local 17 represented employees may apply for and be appointed to the Customer Services Trainee position.

*Wage Rate Calculations are Based on Range 28.0A.

Wage Rates Calculation

Wage rates for Trainee titles as shown above represent 83%-87%-91%-95%-98% of the established position(s) wage rate. For those Trainee titles denoted by an asterisk, wage rates shown represent 83%-87%-91%-95%-98% of Range 28.0A which is considered to be representative of the professional level of work corresponding to the Trainee titles. Rates are calculated at 83% of the first step, 87% of the second step, 91% of the third step, 95% of the fourth step and 98% of the fifth and top step of the established wage schedules for the established positions. Where the established wage schedule consists of less than five steps, the calculations are 83% of the first step, 87% of the second step, 91% of the third (and top step) and 95% of the fourth (and top) step.

Wage Administration

- Employees selected to participate in the Training Program will be paid, as in promotion, at the step of the Trainee title wage scale which represents equivalent to at least one step increase over their base wage rate, or a minimum of 4% increase if they are at the top step of their current wage scale; provided that such increase shall not exceed the maximum step established for the Trainee title.
- Trainees will continue to accrue sick leave, vacation and other benefits while participating in the Training Program. Trainees will continue to accrue service credit for salary step increase and seniority purposes in their regular classification for the duration of their participation in the Training Program, and will be eligible for earned salary step increases in their base wage rate. Any participant who receives a salary step increase in their regular class during the training period may also receive an adjustment in their Trainee wage rate for the remainder of the training period if necessary to maintain the Trainee step placement as in promotion.
- Benefits will be paid at the (higher) Trainee wage rate for the duration of the Trainees' participation in the Program.
- Trainees will return to their permanent positions either at the completion of the established training period or upon removal from the Training Program for any reason. Upon returning to their regular positions, participants will be paid at the step of the range which they normally would have received had they not participated in the Program.
- Management maintains the right to fill the Trainees' regular positions for the duration of the Trainees' participation in the Program.

SELECTION CRITERIA

Requirements

- Applicants must be permanent City Light employees.
- Applicants must have been employed in their current classification for a minimum of two years.
- Applicants must meet the minimum qualifications for the designated trainee title.
- Applicants must be able to meet any license or other requirement stipulated under the designated trainee title.
- Applicants must have maintained a satisfactory level of performance in their current classification indicated by a letter of recommendation from their immediate supervisor or by a copy of their most recent performance appraisal.
- Applicants must indicate their career goals and specify one of the trainee titles which most closely matches their career goals.
- Applicants must indicate reasons why they want to participate in the Upward Mobility Training Program.
- Customer Services Trainee titles are open only to Local 17 represented employees. All employees (represented and non-represented) may apply for Consumer Education Services Trainee titles and Administrative Services Trainee titles.

Additional

The most competitive candidates will state clearly how the following relates to them:

- Possession of the stated desired knowledges, skills and abilities for the designated trainee position.
- Past or current participation in the Department's training/tuition reimbursement program and/or other training opportunities (i.e. college or vocational courses, job rotation, out-of-class, cross-training opportunities unit/division/department).
- Willingness to participate in career counseling and/or supplemental vocational/educational coursework on their own time through the tuition reimbursement program.

Selection Process

- Selection of the Upward Mobility Trainees will be achieved via use of the Department's general, internal application, interview, and selection processes.
- Specific trainee titles (one in each category) will be determined prior to the beginning of each training cycle after consideration of the following:
 - Affirmative Action profile by occupational title
 - Projected vacancies by occupational title
 - Unit's availability to conduct training
- An Employment Authorization Request (EAR) will be initiated by the Human Resources Division to start the application process. An Upward Mobility Training Opportunity Bulletin, describing the training opportunities, will be distributed throughout the Department to solicit applications from eligible employees. The announcement will include a definite time period for applications to be submitted on authorized application forms. For the Customer Services Trainee titles, the bulletin will cite the stipulation that only Local 17 represented employees may apply.
- The Human Resources Division will receive all applications. Upon receipt of the applications, the Upward Mobility Program Coordinator will screen the applications to ensure all necessary information has been submitted by the applicants.
- All applications for the training opportunities will be rated in five general areas:
 - a. qualifying experience and/or education
 - b. qualifying knowledge, skills and abilities
 - c. career planning and goals
 - d. demonstrated capability
 - e. previous training received
- A four-member rating committee will be formed to review and rate the applications. Two members on the committee will be representatives from the division/organization unit having the expertise and/or technical knowledge of the trainee title.
- Following completion of the application ratings, applicants will be selected for interview by the supervisor of the division/organization unit who will be responsible for the training. The Upward Mobility Program Coordinator will assist in this process.
- An interview panel will be convened and will be comprised of representative personnel from the "sponsoring" division/organization unit, the Upward Mobility Program Coordinator, and a representative from the Human Resources Division's Personnel or Training Unit. Interview questions will be developed by the organization unit supervisor and Division Director or designee and approved by the Upward Mobility Program Coordinator.
- Interview panelists will rank each trainee candidate and make finalist recommendations to the appropriate supervisor. The formal selection of

the trainee will be done through a final interview process with the appropriate supervisor and the Upward Mobility Program Coordinator.

- An Interview and Selection Form will be completed and processed by the Department's Personnel Unit to document the selection process.
- A physical exam may be required for some training opportunities consistent with current practice for the established titles.

PERFORMANCE EVALUATION

Overview

- The Department will evaluate Upward Mobility Program Trainees every two months during the training period. The bi-monthly training evaluations will not be a part of the employees' annual evaluation cycles or process. Evaluations of trainees will not become a part of the employees' personnel files but will be maintained in separate Upward Mobility Training files.
- Evaluation standards will be developed for each trainee based on the components and timelines of the respective training opportunity curriculum(s).

Evaluation Process

- The Upward Mobility Program Coordinator will be responsible for preparing and forwarding the bi-monthly evaluation forms for each trainee. The respective supervisor of each trainee will have the responsibility of evaluating the trainee on the time-sequenced training evaluation standards designated by the training curriculum. Following the supervisor's evaluation, the Upward Mobility Program Coordinator will comment regarding the trainee's performance during the stated period.
- After input from the Upward Mobility Program Coordinator, the trainee will have an opportunity to review the evaluation ratings with the organization unit supervisor and the Upward Mobility Program Coordinator, and provide input regarding training performance, concerns, and needs. At this time any disagreements concerning the ratings received will be discussed. The trainee will be requested to sign the evaluation following this review process.
- Final comment regarding the trainee's evaluation will be provided by the Division Director under whom the trainee is assigned. The evaluation form will subsequently be copied and distributed to the trainee, organization unit supervisor and Division Director. The original evaluation form will be maintained in the trainee's official Upward Mobility Training file maintained in the Human Resources Division.
- The evaluation will not be appealable by the trainee beyond the Division Director. In any instance where any disagreement over the ratings received is not resolved at the time of the review concurrence, the trainee can appeal to the Division Director. The decision made by the Division Director on the rating(s) in question will constitute the final evaluation rating.

- If a trainee receives two consecutive Trainee performance evaluations which reflect an aggregate rating of unsatisfactory performance, a review of the trainee's continuation with the program will be initiated. This review will involve the Division Director, organization unit supervisor, Upward Mobility Program Coordinator, and the trainee. If any trainee is removed from the assigned trainee position, they will return to their regulary assigned position, and will be paid at the step of the range which he/she normally would have received had he/she not participated in the Training program.

City of Seattle

Executive Department-Office of Management and Budget

James P. Ritch, Director
Charles Royer, Mayor



July 22, 1988

OK W. [Signature]
COPY RECEIVED

The Honorable Douglas Jewett
City Attorney
City of Seattle

JUL 25 1988

Douglas N. Jewett
CITY ATTORNEY

Patton

Dear Mr. Jewett:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

REQUESTING
DEPARTMENT: Seattle City Light

SUBJECT: An ordinance relating to the City Light Department; encouraging employees to pursue advancement and/or career change opportunities within the department by the establishment of a pilot Upward Mobility Training Program in the City Light Department including setting forth procedures for the administration thereof, and making the necessary change in the positions to implement the program.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation to your office for review and drafting.

After reviewing this request and any necessary redrafting of the enclosed legislation, return the legislation to OMB. Any specific questions regarding the legislation can be directed to Mona Goode.

Sincerely,

Charles Royer
Mayor

by

J. P. Ritch for

JAMES P. RITCH
Budget Director

JR/mg/cc

Enclosure

cc: Randall Hardy, Superintendent, SCL

C-698-X

Affidavit of Publication

STATE OF WASHINGTON KING COUNTY—SS.

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

Ordinance No. 114183

.....
was published on November 10, 1988
.....

V. Rain
.....
Subscribed and sworn to before me on

November 10, 1988

Paul W. Arnold
.....
Notary Public for the State of Washington,
residing in Seattle.

City of Seattle

ORDINANCE 11113

AN ORDINANCE relating to the City Light Department; encouraging employees to pursue advancement and/or career change opportunities within the Department by the establishment of a pilot Upward Mobility Training Program in the City Light Department including setting forth procedures for the administration thereof, and making the necessary change in positions to implement the program.

WHEREAS, the Superintendent of the City Light Department has proposed and the Mayor has recommended the establishment of a pilot program to provide on-the-job training opportunities designed to help prepare employees to compete for higher level or lateral transfer opportunities within the Department or to introduce employees to new career areas within the Department; Now Therefore,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. As requested by the Superintendent of the City Light Department and recommended by the Mayor in materials contained in this ordinance file, for the purpose of encouraging employees to pursue advancement and/or career change opportunities within the Department, the City herewith establishes a pilot Upward Mobility Training Program in the City Light Department.

Section 2. For the purpose of implementing the pilot Upward Mobility Training Program in the City Light Department, the following positions are established in the City Light Department and payment provided therefore:

One (1) Customer Services Trainee, one (1) Consumer Education Services Trainee, and one (1) Administrative Services Trainee, to be compensated at a salary rate not to exceed the maximum hourly wage rate indicated in Section 3 of this ordinance.

The Superintendent of the City Light Department is hereby authorized to fill the positions subject to the attached Program Description and applicable bargaining unit agreements. Each of the three newly created positions shall be filled as one of the designated new titles and accompanying salaries established in Section 3 of this ordinance. By agreement between the City Light Department and the International Federation of Professional and Technical Engineers, Local 17, AFL-CIO, only Local 17 represented employees may be appointed to the Customer Services Trainee position.

The following positions which were previously identified as Upward Mobility positions are hereby abrogated in the City Light Department:

Two (2) Administrative Support Assistant positions.

Section 3. For the purpose of implementing the pilot Upward Mobility Training Program in the City Light Department, new titles and salary rates are established as follows:

TITLE - SALARY

Customer Services Trainee-CL - \$14.05

The Customer Services Trainee position shall be filled as one of the following new titles:

TITLE - SALARY

Accounting Technician I Trainee-CL - 7.94-8.53-9.26-10.02

Customer Service Representative Trainee-CL - 8.28-9.03-9.77-10.51

Electrical Service Representative Trainee-CL - 10.21-11.12-12.09-13.11-14.05

Energy Conservation Representative Trainee-CL - 9.74-10.60-11.50-12.46-13.37

Meter Reader Trainee-CL - 6.84-7.48-8.16-8.76-9.44

Utility Credit Representative Trainee-CL - 8.85-9.63-10.47-11.35-12.16

TITLE - SALARY

Consumer Education Services Trainee-CL - 12.75

The Consumer Education Services Trainee position will be filled as one of the following new titles:

*Public Information Specialist, Assistant, Trainee-CL - 10.02-10.92-11.83-12.84-13.75

Research & Evaluation Aide Trainee-CL - 8.23-9.03-9.77

Research & Evaluation, Assistant Trainee-CL - 9.84-10.70-11.62-12.62-13.53

TITLE - SALARY

Administrative Services Trainee-CL - 13.79

The Administrative Services Trainee position will be filled as one of the following new titles:

TITLE - SALARY

*Electrical Safety Specialist, Assistant, Trainee-CL - 10.02-10.92-11.85-12.84-13.75

*Environmental Analyst, Assistant, Trainee-CL - 10.02-10.92-11.85-12.84-13.75

*Personnel Specialist, Assistant, Trainee-CL - 10.02-10.92-11.85-12.84-13.75

*Training & Education Coordinator, Assistant, Trainee-CL - 10.02-10.92-11.85-12.84-13.75

Video Production Specialist Trainee-CL - 10.02-10.92-11.85-12.84-13.75

Trainee title wage rates represent 83%-87%-91%-95%-98% of the established title wage rates. Wage rates for Trainee titles denoted by an asterisk represent 83%-87%-91%-95%-98% of Wage Range 28.0A which is representative of this type of work.

Section 4. The titles specified in Section 3 shall receive the same general increase effective September 1, 1988, as is provided to other non-represented (BU 030) and Local 17 employees, pursuant to the following formula:

Effective September 1, 1988, the base wage rates for the new titles as provided in Section 3 above, shall be increased by ninety percent (90%) of the percentage increase in the Seattle-Tacoma area Consumer Price Index semiannual average for January through June 1988 over the same period in 1987; provided, however, said percentage increase shall not be less than one and one-half percent (1 1/2%) nor shall it exceed six percent (6%). The "Index" used shall be the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), All Items, Revised Series (1967-100), for the first half of calendar year 1988 as published by the Bureau of Labor Statistics. The percentage increase in the Consumer Price Index shall be based upon semiannual average index points as computed by the Bureau of Labor Statistics under the following formula:

Semiannual Average 1st Half 1988, Seattle-Tacoma CPI-W, minus Semiannual Average 1st Half 1987, Seattle-Tacoma CPI-W times 100 divided by Semiannual Average 1st Half 1987, Seattle-Tacoma CPI-W

The resulting percentage increase shall be rounded to the nearest tenth of a percent.

Section 5. Compensation for the newly created positions shall be paid from unexpended and unencumbered funds accumulated in the 1988 budget of the City Light Department for the remainder of 1988. Funds to maintain compensation for the positions in future years will be included in the City Light Department's budget for each succeeding year.

Section 6. The Superintendent and the Director of the Office of Management and Budget will file a report with the Chairperson of the Finance and Personnel Committee of the City Council on or before June 30, 1990, setting forth in detail the development, administration and response to the pilot Upward Mobility Training Program established herein. The report shall address specific goals established for the program and the Department's success in addressing those goals and meeting the needs of Department employees as they relate to providing the opportunity for upward and lateral career mobility.

Section 7. Any act consistent with the substance of this ordinance shall be