

ORDINANCE No. 115987

COUNCIL BILL No. 108923

Law Department

The City of

AN ORDINANCE relating to the City Light Department, abrogating, reclassifying and creating positions in the 1992 budget of the department; creating new titles and salaries; adjusting salaries; amending SMC 4.13.010 to exempt certain positions of employment from the Civil Service system; by a two-thirds vote of the City Council; and providing payment therefor

Honorable President:

Your Committee on _____

to which was referred the within Council report that we have considered the same

COMPTRROLLER FILE No. _____

Introduced: DEC 2 1991	By: SMITH
Referred: DEC 2 1991	To: Utilities
Referred:	To:
Referred:	To:
Reported: DEC 9 1991	Second Reading: DEC 9 1991
Third Reading: DEC 9 1991	Signed: DEC 9 1991
Presented to Mayor: DEC 10 1991	Approved: DEC 17 1991
Returned to City Clerk: DEC 13 1991	Published:
Vetoed by Mayor:	Veto Published: OK
Passed over Veto:	Veto Sustained:

12/4/91 - Do P

Full Council

Department

The City of Seattle--Legislative Department

Date Reported
and Adopted

REPORT OF COMMITTEE

President:

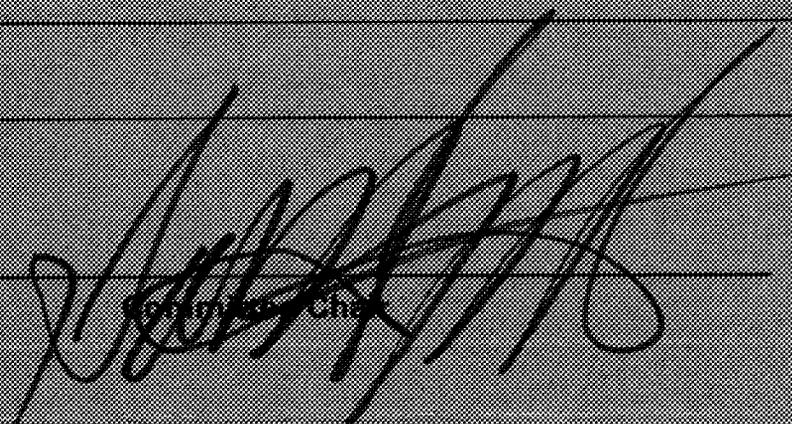
Committee on _____

was referred the within Council Bill No. _____

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

11/91 - Do Pass - Utility Committee

Full Council Vote 9-0


Secretary/Chair

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ORDINANCE 115987

AN ORDINANCE relating to the City Light Department, abrogating, reclassifying and creating positions in the 1992 budget of the department; creating new titles and salaries; adjusting salaries; amending SMC 4.13.010 to exempt certain positions of employment from the Civil Service system; by a two-thirds vote of the City Council; and providing payment therefor.

WHEREAS, City Light has conducted productivity studies in an effort to improve customer service, control costs and improve efficiency; and

WHEREAS, City Light believes strongly that improving the organizational structure will enable the department to improve communications, strengthen accountability and improve decision-making within City Light; and

WHEREAS, the abrogations requested in this ordinance are consistent with the intent of Resolution No. 28325 passed by the City Council on February 19, 1991; and

WHEREAS, the positions requested, the reclassified positions, and the salary adjustments in this ordinance are essential to implementing City Light's reorganization during 1992; Now, Therefore,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. As requested by the Superintendent of City Light and recommended by the City Personnel Director in materials attached hereto, the following positions are abrogated, reclassified, created or have salaries adjusted in the 1992 City Light Department budget.

Section 2. Abrogation of the following positions:

1 position (No. 012679), Electrical Distribution Director, salary range 47.5A

1 position (No. 013621), Consumer Advisory Services Director--CL,
salary range 42.5Z

1 position (No. 012680), Finance and Accounts Director CL, salary range 47.0A

1 position (No. 015315), Distribution Engineering Director--CL,
salary range 42.5Z

1 position (No. 013638), Power Station Construction and Maintenance Director,
salary range 44.5Z

1 position (No. 017201), Power Manager, salary range 46.0Z

1 position (No. 016573), Energy Planning Supervisor, salary range 37.5A

1 position (No. 012380), Survey Party Chief, 14.86-15.43-16.05-16.66-17.37

3 positions (No. 014157, No. 016062, No. 016591), Distribution Supervisor, Sr.,
24.11-25.09-26.06

Section 3. Reclassification of the following positions:

1 position (No. 013635), from Senior Public Information Specialist
to Executive Assistant (Report No. PCT-036/91)

1 position (No. 014019), from Executive Assistant
to Senior Executive Assistant (Report No. PCT-045/91)

Section 4. Creation of the following exempt positions, titles and salaries
in the 1992 budget of the City Light Department:

1 position of Facilities Management Director-City Light with a salary range of
45.5A (Report No. PCT-008/91)

1 position of Accounting Director-City Light with a salary range of
42.5A (Report No. PCT-044/91)

Section 5. Creation of the following Civil Service (nonexempt) positions
in the 1992 budget of the City Light Department:

1 position of Productivity Program Coordinator-City Light (Report No. PCT-015/91)

1 position of Electrical Workload Planning Manager (Report No. PCT-026/91)

1 position of Electrical Workload Supervisor (Report No. PCT-027/91)

1 position of Meter Reading/Current Diversion Manager-City Light
(Report No. PCT-038/91)

1 position of Public Relations Specialist, Senior (Report No. PCT-043/91)

1 position of Telephone Assistance Center Manager--City Light
(Report No. PCT-039/91)

Section 6. Creation of the following Civil Service (nonexempt) titles
and salaries in the 1992 budget of the City Light Department:

<u>Title & Report No.</u>	<u>Salary Range</u>
Productivity Program Coordinator--City Light (Report No. PCT-015/91)	37.5A
Electrical Workload Planning Manager (Report No. PCT-026/91)	42.0A
Electrical Workload Supervisor (Report No. PCT-027/91)	24.11-25.09-26.06
Meter Reading/Current Diversion Manager (Report No. PCT-038/91)	39.5A
Telephone Assistance Center Manager--City Light (Report No. PCT-039/91)	39.0A

Section 7. As recommended by the Personnel Director, the following new salary rates are established effective as of the date recommended in the attached reports:

<u>Title</u>	<u>Salary Report No.</u>	<u>Salary</u>
City Light Superintendent, Deputy--Power Resources	PCTS-001/91	51.0A
Electrical Construction and Maintenance Supervisor	PCTS-002/91	24.11-25.09-26.06

Section 8. The Superintendent of City Light is authorized to fill such positions consistent with the personnel laws and rules and to pay persons appointed to fill such positions at the rates indicated consistent with the City's Salary Schedule and Compensation Plan. Persons appointed to fill such positions shall be paid from balances accumulating in the 1992 budget of the City Light Department. The City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants.

Section 9. Subsection B of SMC 4.13.010 (Ordinance 113579, ss. 1 as last amended by Council Bill No. 108839) is further amended as follows:

B. City Light

((Finance and Accounts Director--City Light))

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Finance and Accounts Director--Seattle City Light

Accounting Director--City Light

Administrative Services Director--City Light

Chief Engineer--City Light

Hydroelectric Manager

Project Management Director--City Light

Materials Management Director

Finance and Accounts Director, Assistant--City Light

Finance Director, Assistant--City Light; Finance, Planning and Budget

Customer Information System Project Director

Electric Meter, Relay, and Communications Director

~~((Consumer Advisory Services Director--City Light))~~

Community Relations Director--City Light

Community Relations Director---Seattle City Light

Energy Management Services Director

~~((Power Manager))~~

Chief Engineer--City Light, Assistant to

Construction Engineering Director--City Light

Energy Planning and Forecasting Director

Mechanical Engineering Director--City Light

Power Systems and Substation Engineering Director

~~((Distribution Engineering Director--City Light))~~

Distribution Engineering Director--Seattle City Light

Civil Engineering Director--City Light

Human Resources Director--City Light

Electrical Generation Director

Environmental Affairs Director

~~((Power Station Construction and Maintenance Director))~~

1 Power Station Construction and Maintenance Director--City Light
2 Overhead Electrical Construction Director
3 Distribution/Underground Systems Director
4 ~~((Electrical Distribution Director))~~
5 Chief Engineer--City Light, Deputy
6 Information Systems Director--City Light
7 Customer and Commercial Services Director--City Light
8 Electrical Operations Director
9 City Light Superintendent, Deputy--Corporate Services
10 City Light Superintendent, Deputy--Customer Accounts and Energy Services
11 City Light Superintendent, Deputy--Electrical Services and Construction
12 City Light Superintendent, Deputy--Power Resources
13 Corporate Performance Director
14 Employee Services Division Director--City Light
15 Field Services Director--City Light
16 Financial Planning Director--City Light
17 Facilities Management Director--City Light
18 Consumer Research and Evaluation Director-- City Light

19 Section 10. Any action taken consistent with the authority but prior to
20 the effective date of this ordinance is hereby confirmed.

21 Section 11. This ordinance shall take effect and be in force thirty days
22 from and after its passage and approval, if approved by the Mayor; otherwise it shall take
23 effect at the time it shall become a law under the provisions of the City Charter.
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(To be used for all Ordinances except Emergency.)

Section..... 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 9th day of December, 1991,
and signed by me in open session in authentication of its passage this 9th day of
December, 1991.

[Signature]
President..... of the City Council.

Approved by me this 17th day of December, 1991.

[Signature]
Mayor.

Filed by me this 18th day of December, 1991.

[Signature]

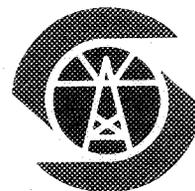
Attest:.....
City Comptroller and City Clerk.

(SEAL)

Published.....

By *[Signature]*
Deputy Clerk.

Seattle City Light



M. J. Macdonald, Acting Superintendent
Norman B. Rice, Mayor

November 25, 1991

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

The Honorable Sam Smith
Chair, City Council Utilities Committee
Seattle City Council

Dear Councilmember Smith:

Productivity Improvement Program - Ordinance Reclassifying and Creating Positions

Pursuant to our Productivity Improvement Program we are continuing with our proposed department wide reorganization. The enclosed proposed ordinance will assist City Light to implement this reorganization. The positions included in this ordinance will allow us to fill two Director positions and another series of manager/supervisory positions.

The ordinance reflects the creation of the following positions:

Exempt Positions:

Director, Facilities Management, salary range 45.5A
Director, Accounting, salary range 42.5A

Civil Service (nonexempt) Positions:

Electrical Workload Planning Manager, salary range 42.0A
Electrical Workload Supervisor, salary range 24.11-25.09-26.06
Meter Reading/Current Diversion Manager, salary range 39.5A
Productivity Program Coordinator, salary range 37.5A
Public Relations Specialist, Senior, salary range 33.0A
Telephone Assistance Center Manager, salary range 39.0A

Reclassified Positions:

Sr. Public Information Specialist to Executive Assistant, salary range 37.5A
Executive Assistant to Sr. Executive Assistant, salary range 38.5A

Positions Requiring Compensation Resolution:

City Light Superintendent, Deputy -- Power Resources, salary range 51.0A
Electrical Construction and Maintenance Supervisor, salary range 24.11-25.09-26.06

Consistent with the department's commitment to reduce organizational layering we have included 11 of the 50 positions designated for abrogation in this ordinance. We intend to

An Equal Employment Opportunity Affirmative Action Employer

City of Seattle -- City Light Department, 1015 Third Avenue, Seattle, Washington 98104-1198, Telephone: (206) 625-3000, FAX: (206) 625-3709

Printed on recycled paper

The Honorable Sam Smith
Page 2
November 25, 1991

continue to include positions to be abrogated as they become available in future ordinances.
This ordinance reflects the abrogation of the following positions:

Exempt Positions:

Director, Consumer Advisory Services, salary range 42.5Z
Director, Distribution Engineering, salary range 42.5Z
Director, Electrical Distribution, salary range 47.5A
Director, Finance and Accounts, salary range 47.0A
Director, Power Station Construction and Maintenance, salary range 44.5Z
Power Manager, salary range 46.0Z

Civil Service (nonexempt) Positions:

Distribution Supervisor, Sr, 3 positions, salary range 24.11-25.09-26.06
Energy Planning Supervisor, salary range 37.5A
Survey Party Chief, salary range 14.86-15.43-16.05-16.66-17.37

The creation and reclassification of the positions included in this ordinance were prepared by the joint City Light-City Personnel Classification Team. If you have any questions regarding these positions please contact Lilly Aguilar, Manager of the Productivity Classification Team at 233-2155.

Sincerely,



Malcolm Macdonald
Acting Superintendent

Enclosure

cc: Nancy Glaser, Executive Director, City Council
Alice Liu, City Council Staff
Deputy Mayor Bob Watt
David Della, Special Assistant to the Mayor
Andy Lofton, Director, Office of Management and Budget
Jean Domergue, Utilities Team Leader, Office of Management
and Budget
Mona Goode, Office of Management and Budget
John Okamoto, Personnel Director
Sarah Welch, Administrator, Employee Services
Bill Hauskins, Labor Relations Director
Will Patton, Law Dept., Director, Utilities Division
Leigh Ann Tift, Law Dept., Utilities Division Attorney

Date: November 15, 1991

Report No. PCT-026/91

POSITION IDENTIFICATION

Department: City Light

Classification Title: New Position

Ordinance Title: Electrical Workload Planning Manager (Requested)

Position Number: New

1992 Budget Log No.: N/A

Bargaining Unit: 030

Current Salary: N/A

RECOMMENDED ACTION

Classification Title: Electrical Workload Planning Manager

Ordinance Title: Electrical Workload Planning Manager

Legislation Required: Yes

Recommended Salary: 23.29 - 27.01 (Range 42.0A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: N/A

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is:

Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule -

2.2.200 (A); 2.2.200 (B); 2.2.200 (C)

Remarks:

Recommended By: Sharon Lee Nicholson *sln* Classification Analyst

Approved: John Pearson *J.P.* Classification Supervisor

Sandra Cross *sc* Classification Director

John Okamoto *JO* Personnel Director

ELECTRICAL WORKLOAD PLANNING MANAGER

PCT-026/91

Pertinent Allocation Factors

This position was reviewed as a result of proposals coming from City Light's Productivity Improvement Program. It bridges two areas of technical expertise: electrical utility services and construction and computer systems and is located in the Electrical Service and Construction Branch of City Light which is responsible for supplying electrical services, engineering and construction services at the North and South Service Centers and for supporting the retail power systems and facilities.

Reporting to a Service Center Director, this position will direct the development and administration of the electrical construction and maintenance planning computer system to be used by both Service Centers. Although not directly responsible for the Electrical Workload Supervisor, the Electrical Workload Planning Manager will coordinate planning and reporting systems development with that position. It will also perform long-range planning, scheduling and monitoring for all network, line, URD and street lighting work of the Service Center to which it is physically assigned. The formal subordinate structure will consist of six Crew Coordinators, one Principal Systems Analyst, three Data Processing Systems Analysts and administrative staff.

Review of this position included analysis of the PDQ submitted for Seattle City Light's Productivity Improvement Program and a review of both the current and near-term projected organization charts for the utility. The recommended position also was compared with the Principal Systems Analyst class specification and the recently created Electrical Services & Construction Manager positions that also report to the Service Center Directors. Finally, the PCT team conducted extensive interviews with the North and South Service Center Acting Directors. No other positions in the City could be identified as potentially comparable.

Specific duties are included in the PDQ attached and a copy of the applicable near-term organization chart is attached.

Comparison - Electrical Services & Construction Manager and Network Manager

Similarities exist between this proposed position and the Electrical Services & Construction (ES&C) Managers and the Network Manager, three recently created positions. These Managers report to the Service Center Directors and manage the day-to-day field services and construction activities of large subordinate organizations comprised of varying size crews. This position has considerably fewer subordinates but manages a broader range of functions and requires computer expertise as well as utility-related technical knowledge. While the EC&M Manager and Network Manager positions are responsible for long-range work scheduling and planning, this position takes the lead in organizing the development of multi-year plans and time-phased work orders related to the annual plans.

Comparison - Principal Systems Analyst

Similarities between the proposed position and the Principal Systems Analyst lie exclusively in the area of computer system planning, development and administration. For example, a Principal Systems Analyst "administers, monitors and coordinates the work of subordinates through planning, designing, testing and implementation of large, complex and multi-faceted projects and programs". This proposed position is additionally responsible for managing the day-to-day activities of crew coordinators in electrical service work. Also, according to the proposed organization chart, one Principal Systems Analyst will report to this position.

Recommendation

Based on an evaluation of the duties and responsibilities of this position, the appropriate classification is Electrical Workload Planning Manager with an Ordinance Title of Electrical Workload Planning Manager (Range 42.0A). The effective date of this action should be 30 days after the passage of this ordinance by a majority vote of the City Council.

Date: November 15, 1991

Report No. PCT-027/91

POSITION IDENTIFICATION

Department: City Light

Classification Title: New Position

Ordinance Title: Electrical Workload Planning Supervisor (Requested)

Position Number: New

1992 Budget Log No.: N/A

Bargaining Unit: N/A

Current Salary: N/A

RECOMMENDED ACTION

Classification Title: Electrical Workload Supervisor

Ordinance Title: Electrical Workload Supervisor

Legislation Required: Yes

Recommended Salary: 24.11, 25.09, 26.06

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: New Position

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule -

2.2.200 (A); 2.2.200 (B); 2.2.200 (C)

Remarks:

Recommended By: Sharon Lee Nicholson Classification Analyst

Approved: John Pearson Classification Supervisor

Sandra Cross Classification Director

John Okamoto Personnel Director

ELECTRICAL WORKLOAD SUPERVISOR

PCT-027/91

Pertinent Allocation Factors

This position was reviewed as the result of proposals coming from City Light's Productivity Improvement Program and negotiations between the City and IBEW Local 77. It is located in the Electrical Service and Construction Branch of City Light which is responsible for supplying electrical services, engineering and construction services at the North and South Service Centers and for supporting the retail power systems and facilities.

This position will report to the South Service Center Director and will be expected to perform planning, scheduling and monitoring for all line, URD and streetlighting work of the South Service Center. Although not reporting directly to the Electrical Workload Planning Manager at the North Service Center, this position will be expected to coordinate its workload planning and reporting work closely with that position since all MIS reports for both service centers will be developed at the North Service Center.

Review of the positions included extensive interviews with the North and South Service Center Acting Directors as well as analysis of the PDQ submitted for Seattle City Light's Productivity Improvement Program. This recommended position also was compared with the existing T&D Supervisor positions and the recently created Electrical Construction & Maintenance Supervisor positions. No other positions in the City could be identified as potentially comparable. This review included an analysis of the recently negotiated Local 77, IBEW contract and both the current and near-term projected organization charts for the utility. A copy of the applicable near-term organization chart is attached.

Specific duties are included in the PDQ attached.

Rationale -- New Position

The Department is requesting this position to meet the needs of the restructured Service Centers which is a major element of the Productivity Improvement Program. The service center concept employs a decentralized organizational structure intended to more cost-effectively deliver electrical construction and maintenance services.

The Electrical Workload Supervisor position will be expected to coordinate closely with the field supervisors in scheduling work orders and materials. Supervising data entry/administrative staff as well as Crew Coordinators will require the incumbent to be a generalist. Incumbents in this position may also be expected to fill Electrical Construction & Maintenance Supervisor positions temporarily as needed.

Comparison - T&D Supervisor, Electrical Construction & Maintenance Supervisor

Similarities exist between this proposed position and the T&D Supervisor position

which is slated for abrogation in the future. However, in comparison with the existing T&D Supervisor, the new Electrical Workload Supervisor will assume greater responsibility for supervising crew coordinators and data entry/administrative personnel in workload planning and reporting. In particular, the Electrical Workload Supervisor will have responsibility for crew coordinators in work scheduling, material acquisition and work order assignment. This position will also be responsible for supervising the data input for MIS reports generated by the Workload Planning computer system.

Unlike the T&D Supervisor, this position will coordinate the budget preparation process for the South Service Center. The current positions are generally responsible for making budget requests but not for coordinating the budget preparation process for an entire service center.

This new position was also compared with the recently created Electrical Construction & Maintenance Supervisors at both the North and South Service Centers. The Electrical Construction & Maintenance Supervisors (specifically field supervisors) are responsible for assigning work to crews and for making personnel assignments (including working with crew chiefs to combine crews for larger jobs as appropriate). Although Electrical Construction & Maintenance Supervisors are primarily field supervisors and this position supervises administrative staff and directs crew coordinators, the Electrical Workload Supervisor may be expected to fill in temporarily for an Electrical Construction & Maintenance Supervisor from time to time. Therefore, incumbents in this position will be expected to have the same experience and minimum qualifications as the field supervisors.

Compensation

The requested Electrical Workload Supervisor will supervise Cable Splicer Crew Chiefs assigned Crew Coordinators whose hourly rate is 23.96. In addition to supervising computer-related functions, the position may at time be expected to perform the duties of Electrical Construction & Maintenance Supervisor positions. Since the recent Local 77 negotiations and the increased compensation for Crew Coordinators, an increase in compensation to \$24.11, 25.09, 26.06 is being recommended for the Electrical Construction & Maintenance Supervisors. Likewise, the Department has requested an equivalent salary for this position.

Recommendation

Having reviewed the duties and responsibilities of this position, we recommend the creation of one Electrical Workload Supervisor position with ordinance title of Electrical Workload Supervisor and with a salary range of \$24.11, 25.09, \$26.06. The effective date of this action should be 30 days after the passage of this ordinance by a majority vote of the City Council.

Date: November 15, 1991

Report No. PCT-038/91

POSITION IDENTIFICATION

Department: Seattle City Light

Classification Title: New Position

Ordinance Title: Meter Reading/Current Diversion Manager (requested)

Position Number: N/A

1992 Budget Log No.: N/A

Bargaining Unit: N/A Current Salary: N/A

RECOMMENDED ACTION

Classification Title: Meter Reading/Current Diversion Manager - CL

Ordinance Title: Meter Reading/Current Diversion Manager - CL

Legislation Required: Yes Recommended Salary: \$21.20 - \$24.63 (39.5A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: N/A

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is:

	Regular;	Probationary;	Temporary (Exam Required)
Authority:	Personnel Rule		
	2.2.200 (A);	2.2.200 (B);	2.2.200 (C)

Remarks:

Recommended By: Barbara Martin *BM* Classification Analyst

Approved: John Pearson *JP* Classification Supervisor

Sandra A. Cross *SAC* Classification Director

John Okamoto *JO* Personnel Director

Pertinent Allocation Factors

This position was reviewed at the request of Seattle City Light and has been included in the third phase of positions being reviewed to implement City Light's Productivity Improvement Program. This new position will be located in the Field Services Division of the Customer Accounts and Energy Services Branch which is primarily responsible for the installation, maintenance and protection of metering equipment, and collection of metering data; resolving account, billing and meter-related issues for customers requiring direct customer field contact; resolving all instances of current diversion; and developing advisory and technical programs and services which provide for the metering and account-related needs of customers.

The current review of the position included analysis of the Position Description Questionnaire (PDQ) dated 8/26/91; review of other senior management positions throughout the city identified as potentially comparable; and review of the department's proposed organizational structure affecting the subject position.

The position, as proposed in the Utility's reorganization will report to the Field Services Director and will interface with the Electrical Meter Manager on issues relative to meter reading and current diversion, and will be primarily responsible for workload planning, control operations and technological support for a staff of fifty-two employees who perform meter reading functions and current diversion investigations. This position will direct the automated interface with the mainframe Customer Information System (CIS); provide analytical and programmatic input to management regarding divisional decisions on staffing, routing systems, technological backup, legal issues involving power theft and power theft litigation; and will assist the Director of Field Services by participating in labor management meetings, serving as departmental representative in coordinating selected activities with regional and local utilities to address mutual concerns relating to metering and meter reading technologies, power theft detection and prosecution. A detailed list of the position's primary duties is included in the attached Position Description Questionnaire.

Based on evaluation of the duties and responsibilities of the subject position the recommended allocation is Meter Reading/Current Diversion Manager-CL, with an ordinance title of Meter Reading/Current Diversion Manager-CL. The compensation level recommended for this position is 39.5A. The effective date of this action should be 30 days after the passage of this ordinance by a majority vote of the City Council.

Date: November 19, 1991

Report No. PCT-039/91

POSITION IDENTIFICATION

Department: City Light

Classification Title: New Position

Ordinance Title: Manager VIII (Requested)

Position Number: N/A

1991 Budget Log No.: N/A

Bargaining Unit: 030

Current Salary: N/A

RECOMMENDED ACTION

Classification Title: Telephone Assistance Center Manager-CL

Ordinance Title: Telephone Assistance Center Manager-CL

Legislation Required: Yes

Recommended Salary: \$20.81 - \$24.14 (Range 39.0A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: N/A

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

Regular;	Probationary;	Temporary (Exam Required)
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Authority: Personnel Rule - N/A

2.2.200 (A);	2.2.200 (B);	2.2.200 (C)
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Remarks:

Recommended By: Sharon Lee Nicholson *sln* Classification Analyst

Approved: John Pearson *JP* Classification Supervisor

Classification Director

John Okamoto *JO* Personnel Director

Pertinent Allocation Factors

This position was requested and is being reviewed as the result of City Light's Productivity Improvement Program. The position will be located in a new Telephone Assistance Center of the Account Services Division which is responsible for ensuring that City Light customers receive timely and accurate information concerning their electrical accounts.

The current review of this position included analysis of the Position Description Questionnaire (PDQ) prepared for the position, both current and near-term City Light organization charts and review of other comparable positions in the City.

This position is generally responsible for workload planning and control, operations and automated support systems for responding to customer needs regarding billing, credit, appliance repair, outage information and new accounts. The position is also responsible for handling complex mainframe Customer Information System requirements and managing an automatic call distribution system and a mechanized call response system. A more detailed list of the duties projected for this position is on the attached PDQ.

Comparison: Customer Assistance Manager (Manager I)

City Light has requested a Manager VIII level for this position. The present City Light position that has responsibility for the telephone answering center is the Customer Assistance Manager (Manager I level) which has three subordinate supervisors and a staff of about 100 (primarily Customer Service Reps). The proposed position will have five subordinate supervisors and about 80 staff. The Manager I position has no credit responsibilities; the new position will assume responsibility for telephone credit functions. The proposed position will also be responsible for landlord relations, skip tracing and a new call-out program.

Comparison: Accounts & Collection Manager-CL

The current Accounts & Collections Manager-CL (Manager VIII level) was recently reclassified from Manager VI. A principal argument to support the increase was the financial impact of the work on both City Light and its customers. Currently the Accounts & Collection Manager-CL is responsible for eight subordinate supervisors and about 80 staff. The proposed Telephone Assistance Center Manager will be responsible for 77 subordinates and five supervisors. The work of the Accounts & Collection Manager is regulated by many specific laws, regulations and procedures but the governing guidelines often are ambiguous requiring case-by-case interpretation. The emphasis of this position is predominantly regulation- and detail-oriented. The proposed Telephone Assistance Center Manager position is controlled by fewer laws and detailed regulations and has a primarily customer-service focus.

TELEPHONE ASSISTANCE CENTER MANAGER-CL

PCT-39/91

Comparison - Customer Assistance Manager (Manager VIII), Water Department

The subject position was also compared to the Customer Assistance Manager (Manager VIII level) at the Water Department. That position has a broad range of functions with responsibility for billing, credit and collections, special credit arrangements and customer correspondence. While this position is located in a smaller department and with fewer subordinates, it is responsible for the City's combined utilities (Sewer, Solid Waste and Water). In fact, its range of responsibilities embraces those of both the Accounts & Collection Manager-CL and the subject position. Since City Light is a considerably larger department with a bigger staff, it is appropriate that these functions are divided between the two managers.

Recommendation

Having reviewed the duties and responsibilities of this position, we recommend the creation of one Telephone Assistance Center Manager-CL with the ordinance title of Telephone Assistance Center Manager-CL and a salary range of \$20.81 - \$24.14 (39.0A). The effective date of this action should be 30 days after the passage of this ordinance by a majority vote of the City Council.

Date: November 15, 1991

Report No. PCT-044/91

POSITION IDENTIFICATION

Department: City Light

Classification Title: New Position

Ordinance Title: Assistant Director, Finance & Accounting (Requested)

Position Number: N/A

1992 Budget Log No.: N/A

Bargaining Unit: 030

Current Salary: N/A

RECOMMENDED ACTION

Classification Title: Exempt Position

Ordinance Title: Accounting Director-CL

Legislation Required: Yes

Recommended Salary: \$23.72-\$27.54 (Range 42.5A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: N/A

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

Regular;	Probationary;	Temporary (Exam Required)
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Authority: Personnel Rule - N/A

2.2.200 (A);	2.2.200 (B);	2.2.200 (C)
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Remarks:

Recommended By: Sharon Lee Nicholson *sln* Classification AnalystApproved: John Pearson *JP* Classification SupervisorSandra Cross *sc* Classification DirectorJohn Okamoto *JO* Personnel Director

ACCOUNTING DIRECTOR - CL

PCT-044/91

Pertinent Allocation Factors

This position was reviewed as a result of City Light's Productivity Improvement Program. The Accounting Director reports to the Director of the Finance and Accounts Division located in the Corporate Services Branch of City Light. The Corporate Services Branch is responsible for maintaining the overall financial health of Seattle City Light, directing information and management systems, as well as facilities design, building operations, health and safety; and administering office services and community relations for the Utility.

Review of the position included analysis of the Job Analysis Questionnaire (JAQ) submitted for the Productivity Improvement Program, comparison with other exempt positions throughout the City identified as potentially comparable and both the current and near-term projected organization charts.

The purpose of the Accounting Director position is to direct all aspects of finance and accounting operations including payroll, accounts payable, general accounting, cost accounting, project and plant accounting and the treasury and financial support operations.

Specific duties of the position are detailed in the JAQ attached.

Differences between the current position of Assistant Director of Finance & Accounts-CL and the recommended new position of Accounting Director-CL involve two groups. The recommended new position will assume responsibility for the newly created Treasury and Financial Support Unit but will no longer direct the Stores/Grants Accounting Unit which will transfer to the Procurement Unit in the Finance Division. Three Manager VI positions (the highest paid subordinates) reporting to the current position are being abrogated as a part of the Productivity Improvement Program. As a result, the highest paid subordinates of the proposed position will be Principal Accountant. As the Productivity Improvement Program progresses, the possibility exists that management-level positions will report to this position. At that time, this position may require reevaluation to incorporate the changed subordinate structure.

Productivity-related organizational changes have occurred that differentiate this position from the Assistant Director position. However, the resulting authority, responsibilities, duties and subordinate structure of this proposed position indicate no change in the salary.

A review of the duties and responsibilities of the Accounting Director position results in recommending a salary range of \$23.72 - \$27.54 (42.5A). The effective date should be 30 days after the passage of this ordinance by a two-thirds vote of the City Council.

Date: May 15, 1991

Report No. PCT-015/91

POSITION IDENTIFICATION

Department: City Light
 Classification Title: New Position
 Ordinance Title: Productivity Program Coordinator (Requested)
 Position Number: N/A
 1991 Budget Log No.: N/A
 Bargaining Unit: N/A Current Salary: N/A

RECOMMENDED ACTION

Classification Title: Productivity Program Coordinator-CL
 Ordinance Title: Productivity Program Coordinator-CL
 Legislation Required: Yes Recommended Salary: \$19.62 - \$22.88 (Range 37.5A)
 Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: N/A
 Current Standing: N/A
 Recommended Standing: N/A
 In recommended standing, incumbent status is: N/A

Regular;	Probationary;	Temporary (Exam Required)
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Authority: Personnel Rule - N/A		
2.2.200 (A);	2.2.200 (B);	2.2.200 (C)

Remarks:

Recommended By: Barbara Martin Classification Analyst
 Approved: John Pearson Classification Supervisor
Sandra A. Cross Classification Director
Dwight K. Imanaka Personnel Director

PERTINENT ALLOCATION FACTORS

This position was reviewed at the request of Seattle City Light and has been included in the second phase of positions being reviewed to implement City Light's Productivity Improvement Program. This new position, located in the Corporate Performance Division of the Utility, will be responsible for coordinating the implementation of Seattle City Light's Productivity Improvement Program resulting in the Utility's reorganization; identifying issues such as budgetary items, labor relations issues, legal matters and facilities; and recommending options and conducting research on quality improvement areas.

The current review of this position included analysis of the Position Description Questionnaire (PDQ) dated April 4, 1991; comparisons to the class specifications for Management Systems Analyst/#2240, Senior Management Systems Analyst/#2240.1 and to other similar positions throughout the City; rating by means of the Primary Standard (a point-factor job evaluation system); and review of the proposed organizational structure.

The purpose of this position is to coordinate the implementation of the Utility's Productivity Improvement Program and develop implementation methodologies; and to identify, research and recommend quality improvement for the Utility. A detailed list of the primary duties is included in the attached Position Description Questionnaire.

Based on evaluation of the proposed duties and responsibilities of the subject position, the recommended allocation is Productivity Program Coordinator-CL, with an ordinance title of Productivity Program Coordinator-CL. The salary compensation level recommended for this position is 37.5A. The effective date of this action should be 30 days after the passage of this ordinance by a two-thirds vote of the City Council.

Date: November 15, 1991

Report No. PCT-043/91

POSITION IDENTIFICATION

Department: Seattle City Light

Classification Title: New Position

Ordinance Title: Energy Research & Technical Documents Coordinator (requested)

Position Number: N/A

1992 Budget Log No.: N/A

Bargaining Unit: N/A Current Salary: N/A

RECOMMENDED ACTION

Classification Title: Senior Public Relations Specialist

Ordinance Title: Senior Public Relations Specialist

Legislation Required: Yes Recommended Salary: \$16.52-\$19.26 (33.0A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: N/A

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

Regular;	Probationary;	Temporary (Exam Required)
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Authority: Personnel Rule		
2.2.200 (A);	2.2.200 (B);	2.2.200 (C)

Remarks:

Recommended By: Barbara Martin Classification Analyst

Approved: John Pearson Classification Supervisor

Sandra Cross Classification Director

John Okamoto Personnel Director

SENIOR PUBLIC RELATIONS SPECIALIST

PCT-043/91

Pertinent Allocation Factors

This position was reviewed at the request of Seattle City Light and has been included in the third phase of positions being reviewed to implement City Light's Productivity Improvement Program. This new position will be located in the Community Relations Division of the Customer Accounts and Energy Services Branch which is primarily responsible for interfacing with the Utility's residential, commercial and industrial customers with respect to accounts and conservation services.

This current review of the position included analysis of the Position Description Questionnaire (PDQ) dated 10/7/91; class specification #2351004/Energy Research and Technical Documents Coordinator, #2255504/Public Relations Specialist and #2255505/Senior Public Relations Specialist; review of positions, within the Utility and throughout the City, identified as potentially comparable; and review of the department's proposed organizational structure affecting the subject position.

The position, as proposed in the Utility's reorganization will report to the Division's Visual Services Manager and will be responsible for developing and producing public information and communications materials for all Seattle City Light Customers and for management within all branches of the Utility. A detailed list of the position's primary duties is included in the attached Position Description Questionnaire.

Based on evaluation of the duties and responsibilities of the subject position, the recommended allocation is Senior Public Relations Specialist, with an ordinance title of Senior Public Relations Specialist with a salary compensation level of 33.0A. The effective date of this action should be 30 days after the passage of this ordinance by a majority vote of the City Council.

EXECUTIVE ASSISTANT

PCT-036/91

Pertinent Allocation Factors

This position was reviewed at the request of Seattle City Light and has been included in the third phase of positions being reviewed to implement City Light's Productivity Improvement Project. The position is located in the Community Relations Division of Seattle City Light which is responsible for providing public involvement programs, media relations, customer communications and advertising, promotional planning and strategy, employee communications, print and video/photographic production services, educational programs, the Skagit Youth Camp and Skagit Tours.

Review of the position included analysis of the Position Description Questionnaire (PDQ); City of Seattle Class Specifications #2255505 for Senior Public Relations Specialist and #2401504 for Executive Assistant; review of the organizational structure affecting the subject position; position information from Personnel Records; and review of similar positions throughout the City identified as potentially comparable.

The subject position was created in the 1974 Budget by Ordinance No. 102833 as an Assistant Public Information Manager and Ordinance No. 113411, effective 1/1/85 retitled the position to Senior Public Information Specialist. The position is being reviewed at this time due to reorganization within the Division resulting from PIP with the addition of two units, specifically the Production Unit which includes video, photo lab and graphics services and the Skagit Youth Camp Project.

The primary duties of this position include:

- > Supervises and/or coordinates fiscally related processes which includes the division's annual budget, workload forecast, goals & objectives and training plan.
- > Coordinates the development and maintenance of the division's software/hardware informational systems to capture, track and analyze labor and expenses.
- > Represents the division or the Department, on behalf of the Division Director on task forces and special committees; manages the Utility's Crisis Communications Program and coordinates crisis-communications response with the City of Seattle Emergency Services Director.
- > Directs new media issues management for the Division Director; supervises media relations activities; manages press relations strategy at the local, regional and national level; and approves formal press communications intended for public distribution on behalf of the Utility.
- > Administers consultant contracts such as information/systems development and training; supervises divisional administration of consultant contracts as needed.

- > Troubleshoots difficult and sensitive problems and issues on a divisional and inter-divisional level; and acts as liaison, troubleshooter and speech writer for Superintendent upon request.

The position's duties and responsibilities have been carefully considered in relation to Senior Public Information Specialist and Executive Assistant. Positions allocated to the Senior Public Information Specialist classification plan, design and coordinate production of public information materials and are the designated media contacts for their departments. Senior Public Information Specialists are also responsible for planning and carrying out marketing, promotional or outreach strategies and activities; preparing and presenting public presentations and speeches; and preparing and managing public relations-related consultant contracts. Positions allocated to the Executive Assistant classification are responsible for coordinating and developing budgets, preparing workload and expenditure forecasts; acting as liaison with other divisions and other departments; serving as team leader on special projects; coordinating consultant contracts; researching a variety of administrative and operational problems and issues as they arise; and representing or acting for division management as directed.

At the time this position was last reviewed for classification purposes its primary responsibilities included developing media relations policies, managing media relations and acting as spokesperson for the Department in day-to-day and crisis situations. Since that time, and as a result of the implementation of Productivity Improvement Project issues, the Community Relations Division has been restructured to include the addition of two units: Print & Video/Photographic Production Services and the new Skagit Youth Camp Project to interface with Skagit Tours. This reorganization has subsequently brought some significant changes to the scope of work performed by this position. In addition to supervising media relations activities for the division, the subject position now has responsibility for assisting the Director of Community Relations by providing divisional planning/ development resources and workforce analysis functions with special emphasis on budgeting, workload forecasting, computing, contract management, staff development, interagency liaison and special projects. The duties and responsibilities of the subject position, as it is currently structured no longer reflects the class specification for Senior Public Information Specialist. It does, however, compare to the class specification for Executive Assistant and reflects the kind of work performed by other Executive Assistant positions throughout the Utility.

Therefore based on the breadth of responsibilities attributed to this position and to maintain equity within Seattle City Light, the recommended allocation is Executive Assistant with the ordinance title of Executive Assistant. The effective date of this action should be 30 days after the passage of this ordinance by a majority vote of the City Council.

Pertinent Allocation Factors

This position was reviewed as the result of City Light's Productivity Improvement Program. The position is located in the Power Resources Branch of City Light which is responsible for directing the resource planning and load forecast and planning and operational control of the department's power resources and bulk system.

Review of the position included analysis of the incumbent's Position Description Questionnaire (PDQ), PDQs for the Senior Executive Assistants, Class Specifications #2401504 for Executive Assistant and #2401506 for Senior Executive Assistant and both current and near-term projected organization charts.

This position performs a wide range of complex, confidential and sensitive executive level administrative duties for the Power Resources Deputy.

Specific duties will include:

- > Serves as primary professional staff support to the Power Resources Deputy; conducts research, develops options or solutions and makes recommendations on a variety of management and administrative problems and concerns; and participates in management level decision making regarding policies, programs and actions.
- > Provides all staff functions related to the administration of the Public Generating Pool. Includes negotiation, drafting and coordinating all legal services agreements and consultant contracts. Plans, directs, and administers Pool activities, identifying new methods and techniques, establishes criteria and information for the Pool. Responds to requests of member utilities and attorneys (located in Portland and Washington D.C.), relative to administrative matters or legal agreements (approximately \$300,000 annually); identifies sensitive issues, recommends and/or decides the best approach for solution; provides data to budget committee projecting legal expenses for annual budget. Attends Administrative Committee meetings; responds to questions both in writing and by phone, to concerns of participants or members of Pool (seven utilities). Coordinates and assists Pool Treasurer (currently located in Eugene, OR) with problems and/or questions regarding complex billing system. Provides assistance in the creation of a database to track financial information and create a similar system for the Treasurer's Office.
- > Serves as liaison between the Power Resources Deputy and various division directors; provides direction on and monitors assignments given to division directors; manages major inter-divisional projects or studies; and chairs ad hoc task forces.
- > Reviews all correspondence and requests for information directed to the Power Resources Deputy; distributes correspondence to appropriate division for response; tracks and follows up on correspondence and reports as necessary.

SENIOR EXECUTIVE ASSISTANT

PCT-045/91

Pertinent Allocation Factors (cont.)

- > Monitors preparation of the annual budget; reviews division level budget proposals; prepares materials for, attends and reports on budget hearings; and develops annual budget for the executive's personal office operations.
- > Acts as departmental representative to other departments, federal, state and local agencies and the Mayor's office; oversees preparation of news releases, announcements and other types of information to the media; and interprets and explains City or departmental policies, procedures and actions.
- > Participates in and monitors personnel activities such as interviewing, selection, training programs and performance evaluation.
- > Performs other related duties of a comparable level/type as assigned.

As a result of the department wide Productivity Improvement Initiative the Assistant Superintendent for Power Supply and Planning took on the additional responsibilities for the Operations Division and Substations Operations from the Transmission and Distribution Division; consequently, the position was upgraded to Power Resources Deputy. In evaluating the subject position's new duties, responsibilities and reporting relationship, it is apparent that they no longer reflect the Executive Assistant level but rather fall within the parameters of the Senior Executive Assistant class specification and are comparable to other positions allocated to that title.

Having reviewed the duties and responsibilities of this position, we recommend the Senior Executive Assistant allocation with an ordinance title of Senior Executive Assistant and a salary of range 38.5A. The effective date of this action should be October 1, 1991. The Assistant Superintendent -Power Supply and Planning title was changed to the Power Resources Deputy early in the year and the current Deputy was appointed on March 29, 1991; however, the Operations Division and Substations Operations Unit were not transferred until October 1, 1991. This action officially transformed the Power Supply and Planning Division to the Power Resources Branch; therefore, the effective date for the increase in pay for both the Power Resources Deputy and the Senior Executive Assistant should be October 1, 1991.

Date: May 15, 1991

Report No. PCT-008/91

POSITION IDENTIFICATION

Department: City Light

Classification Title: New Position

Ordinance Title: Facilities Management Director (Requested)

Position Number: N/A

1991 Budget Log No.: N/A

Bargaining Unit: N/A

Current Salary: N/A

RECOMMENDED ACTION

Classification Title: Exempt Position

Ordinance Title: Facilities Management Director-CL

Legislation Required: Yes

Recommended Salary: \$26.53 - \$30.80 (Range 45.5A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: N/A

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

Regular;	Probationary;	Temporary (Exam Required)
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Authority: Personnel Rule - N/A

2.2.200 (A);	2.2.200 (B);	2.2.200 (C)
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Remarks:

Recommended By: _____ Classification Analyst

Approved: John Pearson _____ Classification Supervisor

Sandra A. Cross _____ Classification Director

Dwight K. Imanaka _____ Personnel Director

PERTINENT ALLOCATION FACTORS

This position was reviewed as the result of City Light's Productivity Improvement Program. The position is located in the Corporate Services Branch which is responsible for maintaining the overall financial health of Seattle City Light, directing information and management systems, as well as facilities design, building operations, health and safety; and administering office services for the utility.

Review of the position included analysis of the Job Analysis Questionnaire (JAQ) submitted for Seattle City Light's Productivity Improvement Program as well as comparison with other management positions throughout the City identified as potentially comparable, and both current and near term projected organization charts.

The purpose of this position is to manage all in-city City Light buildings; handle land management of all properties owned by City Light throughout the state; oversee plant security for all City Light owned facilities and dam sites; oversee the City Light vehicle pool.

There are many similarities between this proposed position and the existing Administrative Services Director position which is slated for abrogation in the future. In comparison with the existing Administrative Services Director, the new position of Facilities Management Director will take on responsibility for architectural services, cabling and wiring, and telephone coordination. The position will not be responsible for labor relations, consultant contract administration functions and DPP coordination; all functions which are assigned to the present Administrative Services Director position. Specific duties of the new position, however, are included in the JAQ attached.

Having reviewed the duties and responsibilities of this position, we recommend the creation of an exempt position titled Facilities Management Director-CL, with a salary range 45.5A. The effective date of this action should be 30 days after the passage of this ordinance by a two-thirds vote of the City Council.

Date: November 15, 1991

Report No. PCT-044/91

POSITION IDENTIFICATION

Department: City Light

Classification Title: New Position

Ordinance Title: Assistant Director, Finance & Accounting (Requested)

Position Number: N/A

1992 Budget Log No.: N/A

Bargaining Unit: 030

Current Salary: N/A

RECOMMENDED ACTION

Classification Title: Exempt Position

Ordinance Title: Accounting Director-CL

Legislation Required: Yes

Recommended Salary: \$23.72-\$27.54 (Range 42.5A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: N/A

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

Regular;	Probationary;	Temporary (Exam Required)
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Authority: Personnel Rule - N/A

2.2.200 (A);	2.2.200 (B);	2.2.200 (C)
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Remarks:

Recommended By: Sharon Lee Nicholson *sln* Classification Analyst

Approved: John Pearson *JP* Classification Supervisor

Sandra Cross *sc* Classification Director

John Okamoto *JO* Personnel Director

ACCOUNTING DIRECTOR - CL

PCT-044/91

Pertinent Allocation Factors

This position was reviewed as a result of City Light's Productivity Improvement Program. The Accounting Director reports to the Director of the Finance and Accounts Division located in the Corporate Services Branch of City Light. The Corporate Services Branch is responsible for maintaining the overall financial health of Seattle City Light, directing information and management systems, as well as facilities design, building operations, health and safety; and administering office services and community relations for the Utility.

Review of the position included analysis of the Job Analysis Questionnaire (JAQ) submitted for the Productivity Improvement Program, comparison with other exempt positions throughout the City identified as potentially comparable and both the current and near-term projected organization charts.

The purpose of the Accounting Director position is to direct all aspects of finance and accounting operations including payroll, accounts payable, general accounting, cost accounting, project and plant accounting and the treasury and financial support operations.

Specific duties of the position are detailed in the JAQ attached.

Differences between the current position of Assistant Director of Finance & Accounts-CL and the recommended new position of Accounting Director-CL involve two groups. The recommended new position will assume responsibility for the newly created Treasury and Financial Support Unit but will no longer direct the Stores/Grants Accounting Unit which will transfer to the Procurement Unit in the Finance Division. Three Manager VI positions (the highest paid subordinates) reporting to the current position are being abrogated as a part of the Productivity Improvement Program. As a result, the highest paid subordinates of the proposed position will be Principal Accountant. As the Productivity Improvement Program progresses, the possibility exists that management-level positions will report to this position. At that time, this position may require reevaluation to incorporate the changed subordinate structure.

Productivity-related organizational changes have occurred that differentiate this position from the Assistant Director position. However, the resulting authority, responsibilities, duties and subordinate structure of this proposed position indicate no change in the salary.

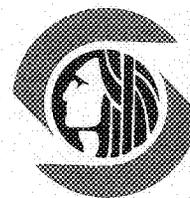
A review of the duties and responsibilities of the Accounting Director position results in recommending a salary range of \$23.72 - \$27.54 (42.5A). The effective date should be 30 days after the passage of this ordinance by a two-thirds vote of the City Council.

City of Seattle

Executive Department-Office of Management and Budget

Andrew J. Lofton, Director
Norman B. Rice, Mayor

November 22, 1991



The Honorable Mark Sidran
City Attorney
City of Seattle

Dear Mr. Sidran:

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

**REQUESTING
DEPARTMENT:** City Light

SUBJECT: AN ORDINANCE relating to the City Light Department, abrogating, reclassifying and creating positions in the 1992 budget of the department; creating new titles and salaries; adjusting salaries; amending SMC 4.13.010 to exempt certain positions of employment from the Civil Service system; by a two-thirds vote of the City Council; and providing payment therefor.

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, at 4-8080.

Sincerely,

Norman B. Rice
Mayor

by

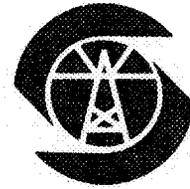
A handwritten signature in cursive script, appearing to read "M. Goode for", written in dark ink.

ANDREW J. LOFTON
Budget Director

AL\mg\lw

Enclosure

cc: Superintendent, SCL



DATE: November 21, 1991

TO: Sarah Welch, Administrator
Employee Services Division

FROM: Barbara Martin, Personnel Analyst

SUBJECT: Electrical Construction and Maintenance Supervisor (PCTS-002/91)

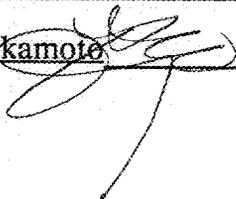
Per Ordinance No. 115749, the Electrical Construction and Maintenance Supervisor classification was created as the result of recommendations made by the Productivity Classification Team (PCT) during the second phase of Seattle City Light's Productivity Classification Project. At that time, the PCT also recommended a compensation level equivalent to the current Senior Distribution Supervisor title. Subsequent to the passage of Ordinance No. 115749, the IBEW/Local 77 and the City of Seattle finalized contract negotiations which included salary step increases for Senior Distribution Supervisor. I recommend that new salary rates be established for the Electrical Construction and Maintenance Supervisor, effective July 24, 1991 as follows:

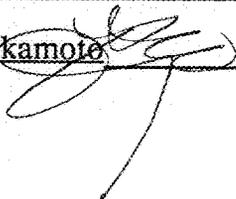
<u>From</u>	<u>To</u>
23.02-23.95-24.88	24.11-25.09-26.06

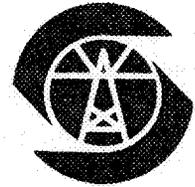
These new salary rates would bring the compensation level for Electrical Construction and Maintenance Supervisor in line with the Senior Distribution Supervisor title.

Recommended By: Barbara Martin  Classification Analyst

Approved: John Pearson  Classification Supervisor

John Okamoto  Classification Director

John Okamoto  Personnel Director



DATE: November 21, 1991
TO: Sarah Welch, Administrator, Employee Services Division
FROM: ^{BR}Bonnie Rausch, Classification Analyst
SUBJECT: Effective Date of Pay Change for the Power Resources Deputy (PCTS-001/91)

The Productivity Improvement Program recommended that the Power Supply and Planning Division become the Power Resources Branch and that the title Assistant Superintendent - Power Supply and Planning be changed to City Light Superintendent, Deputy--Power Resources. These changes took place in two stages. Early in the year, the title Assistant Superintendent - Power Supply and Planning was changed to City Light Superintendent, Deputy--Power Resources (the Power Resources Deputy). On March 29, 1991, Gerald Garman was appointed Power Resources Deputy; however, the Operations Division and Substations Operations Unit were not transferred until October 1, 1991. This action officially transformed the Power Supply and Planning Division to the Power Resources Branch. I recommend that the effective date for the pay increase from Range 48.5Z to Range 51.0A for the Power Resources Deputy be October 1, 1991. This action would bring the salary for the Power Resources Deputy in line with the salaries for the other City Light Deputies.

Recommended By: Bonnie Rausch ^{BR} Classification Analyst
John Pearson ^J Classification Supervisor
_____ Classification Director
John Okamoto ^{JO} Personnel Director

12278
City of Seattle

STATE OF WASHINGTON - KING COUNTY

—ss.

No.

Affidavit of Publication

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

ORD: 115987

was published on
12/30/91

The amount of the fee charged for the foregoing publication is the sum of \$ _____, which amount has been paid in full.

R. Koles

12/30/91 Subscribed and sworn to before me on

Jennifer L. Nicholson

Notary Public for the State of Washington,
residing in Seattle

Section 8. The Superintendent of City Light is authorized to fill such positions consistent with the personnel laws and rules and to pay persons appointed to fill such positions at the rates indicated consistent with the City's Salary Schedule and Compensation Plan. Persons appointed to fill such positions shall be paid from balances accumulating in the 1992 budget of the City Light Department. The City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants.

Section 9. Subsection B of SMC 4.13.010 (Ordinance 113578, as 1 as last amended by Council Bill No. 108839) is further amended as follows:

B. City Light

((Finance and Accounts Director--City Light))

Finance and Accounts Director--Seattle City Light

Accounting Director--City Light

Administrative Services Director--City Light

Chief Engineer--City Light

Hydroelectric Manager

Project Management Director--City Light

Materials Management Director

Finance and Accounts Director, Assistant--City Light

Finance Director, Assistant--City Light; Finance, Planning and Budget

Customer Information System Project Director

Electric Meter, Relay, and Communications Director

((Consumer Advisory Services Director--City Light))

Community Relations Director--City Light

Community Relations Director--Seattle City Light

Energy Management Services Director

((Power Manager))

Chief Engineer--City Light, Assistant to

Construction Engineering Director--City Light

Energy Planning and Forecasting Director

Mechanical Engineering Director--City Light

Power Systems and Substation Engineering Director

((Distribution Engineering Director--City Light))

Distribution Engineering Director--Seattle City Light

Civil Engineering Director--City Light

Human Resources Director--City Light

Electrical Generation Director

Environmental Affairs Director

((Power Station Construction and Maintenance Director))

Power Station Construction and Maintenance Director--City Light

Overhead Electrical Construction Director

Distribution/Underground Systems Director

((Electrical Distribution Director))

Chief Engineer--City Light, Deputy

Information Systems Director--City Light

Customer and Commercial Services Director--City Light

Electrical Operations Director

City of Seattle

ORDINANCE 115987

AN ORDINANCE relating to the City Light Department, abrogating, reclassifying and creating positions in the 1992 budget of the department; creating new titles and salaries; adjusting salaries; amending SMC 4.13.010 to exempt certain positions of employment from the Civil Service system; by a two-thirds vote of the City Council; and providing payment therefor.

WHEREAS, City Light has conducted productivity studies in an effort to improve customer service, control costs and improve efficiency; and

WHEREAS, City Light believes strongly that improving the organizational structure will enable the department to improve communications, strengthen accountability and improve decision-making within City Light; and

WHEREAS, the abrogations requested in this ordinance are consistent with the intent of Resolution No. 26325 passed by the City Council on February 19, 1991; and

WHEREAS, the positions requested, the reclassified positions, and the salary adjustments in this ordinance are essential to implementing City Light's reorganization during 1992; Now, Therefore,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. As requested by the Superintendent of City Light

and recommended by the City Personnel Director in materials attached hereto, the following positions are abrogated, reclassified, created or have salaries adjusted in the 1992 City Light Department budget.

Section 2. Abrogation of the following positions:

1 position (No. 012679), Electrical Distribution Director, salary range 47.5A

1 position (No. 013621), Consumer Advisory Services Director--CL, salary range 42.5Z

1 position (No. 012680), Finance and Accounts Director CL, salary range 47.0A

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