ORDINANCE No. 118014

COUNCIL BILL No. 111114

Law Department

INDEXED

The City of Seattle--Legi

REPORT OF COMMITTE

Honorable President:

Your Committee on Personnel & Labor Policy

to which was referred the within Council Bill No. 111114
report that we have considered the same and respectfully recommend tha

2/7/96 Pass 3-0 (JW, JM, JD)

Full Council Vote 9-

Jon Wolk

Committee Chair

1 of 3

COMPTROLLER FILE No.

Introduced: FEB - 5 1996	By: WEEKS
Referred: FEB - 5 1996	To: Personnel and Labor Policy
Referred:	To:
Referred:	To:
Reported: FEB 12 1996	Second Reading: FEB 12 1996
Third Reading: FEB 12 1996	Signed: FEB 12 1996
Presented to Mayor: FEB 13 1996	Approved: FEB 20 1996
Returned to City Clerk: FEB 21 1996	Published: Title
Vetoed by Mayor:	Veto Published:
Passed over Veto:	Veto Sustained:

January 23, 1996 (V2)
LS/elc

ORDINANCE 118014

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain employee positions in various City departments; correcting a title as shown on Ordinance #117748; amending S.M.C. 4.13.010 by a 2/3 vote of the Council to exempt additional positions from the classified service; and providing payment therefor.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

SECTION 1. RECLASSIFYING AND RETITLING OF POSITIONS. As recommended by the Personnel Director in Classification Determinations specified and attached hereto, employee positions in certain City employing units are hereby retitled, or otherwise adjusted, effective as noted in respective Classification Determinations as shown below:

ADMINISTRATIVE SERVICES

1 position (#023817) of Administrative Specialist II-BU retitled to Accountant (Report #950071).

1 position (#010627) of Administrative Specialist III-BU retitled to Administrative Staff Assistant (Report #95-386).

1 position (#019497) of Janitor DAS/City Light retitled to Administrative Support Assistant-BU (Report #950085).

1 position (#024489) of Research & Evaluation Assistant I retitled to Management Systems Analyst (Report #95473).

1 position (#018534) of Supply and Inventory Technician, Assistant retitled to Warehouser-BU, Senior (Report #95601).

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CITY LIGHT

1 position (#012467) of Accounting Technician I-BU retitled to Accounting Technician II-BU (Report #95-0091).

1 position (#019771) of Administrative Support Assistant-BU retitled to Accounting Technician II-BU (Report #95-555).

1 position (#012870) of Civil Engineer, Senior retitled to Civil Engineer Supervisor (Report #152-94).

1 position (#014047) of Civil Engineering Specialist, Senior retitled to Civil Engineering Specialist Supervisor (Report #95-299).

1 position (#016253) of Data Assistant retitled to Research and Evaluation Assistant (Report #95-0274)

1 position (#021715) of Executive Assistant retitled to Executive Assistant, Senior (Report #95-0666).

1 position (#013635) of Executive Assistant retitled to Executive Assistant, Senior (Report #95-0667).

1 position (#014133) of Graphic Arts Designer retitled to Graphic Arts Supervisor (Report #95-0675).

1 position (#013599) of Grounds Equipment Mechanic, Senior retitled to Automotive Mechanic (Report #95-0097).

1 position (#014160) of Management Systems Analyst retitled to Systems Analyst (Report #95-0107).

1 position (#012735) of Meter Electrician retitled to Electrical Engineer, Associate (Report #95-0564).

1 position (#016545) of MIS Assistant retitled to Research and Evaluation Assistant (Report #95-0274).

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CONSTRUCTION AND LAND USE

1 position (#016308) of Manager III retitled to Manager XII (Report #95599).

1 position (#019039) of Manager III retitled to Manager XI (Report #95599).

ENGINEERING

1 position (#019675) of Accountant, Senior retitled to Finance Analyst (Report #94-191/197).

1 position (#021679) of Administrative Analyst I retitled to Finance Analyst (Report #94-191/197).

1 position (#022409) of Civil Engineer, Senior retitled to Civil Engineer Supervisor (Report #94-198).

1 position (#008826) Civil Engineering Specialist, Senior retitled to Civil Engineering Specialist Supervisor (Report #94-184).

1 position (#008734) of Manager VIII retitled to Manager X (Report #94-054).

1 position (#020330) of Planning and Development Specialist, Senior retitled to Planning and Development Specialist Supervising (Report #95-391).

1 position (#008160) of Traffic Sign and Marking Crew Chief I retitled to Traffic Sign and Marking Crew Chief II (Report #94-180).

1 position (#024197) of Grants and Contracts Specialist retitled to Transportation Planner, Associate (Report #163-94).

EXECUTIVE-OFFICE OF ECONOMIC DEVELOPMENT

1 position (#017072) of Planning and Development Specialist II retitled to Administrative Specialist I (Report #950558).

EXECUTIVE-OFFICE OF MANAGEMENT AND PLANNING

1 position (#024254) of Data Processing Systems Analyst retitled to Systems Analyst, Senior (Report #95654).

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FINANCE

1 position (#010727) of Accountant retitled to Accountant, Senior (Report #950567).

3 positions (#010672, #010674, #015338) of Accountant retitled to Accountant, Senior (Report #950570).

1 position (#024656) of Accountant retitled to Accountant, Senior (Report #950566).

1 position (#024235) of Manager III retitled to Manager IV (Report #148-94A).

FIRE

1 position (#020111) of Administrative Specialist I-BU retitled to Computer Assistance Technician (Report #950120).

HOUSING & HUMAN SERVICES

3 positions (#015585, #019478, #020567) of Human Services Analyst retitled to Planning and Development Specialist II (Report #129-93).

1 position (#021976) of Human Services Analyst retitled to Planning and Development Specialist II (Report #131-93).

1 position (#024024) of Human Services Analyst retitled to Planning and Development Specialist II (Report #132-93).

1 position (#023956) of Human Services Analyst, Senior retitled to Planning and Development Specialist, Supervising (Report #130-93).

NEIGHBORHOODS

8 positions (#018307, #018634, #019376, #019726, #019891, #020161, #020433, #020566) of Administrative Specialist II-BU retitled to Customer Service Representative (Report #95318).

PARKS AND RECREATION

1 position (#016055) of Laborer retitled to Utility Laborer (Report #950130).

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SEATTLE CENTER

1 position (#025178) of Accounting Technician III-BU retitled to Accounting Technician II-BU (Report #950166).

1 position (#009040) of Security Programs Specialist retitled to Manager I (Report #161-94A).

1 position (#025159) of Sound Technician retitled to Sound Equipment Technician (Report #950160).

WATER

2 positions (#011972, #011974) of Construction and Maintenance Equipment Operator retitled to Construction and Maintenance Equipment Operator, Senior (Report #95-389).

1 position (#012119) of Credit and Collections Supervisor retitled to Utility Hearing Officer (Report #95-100).

1 position (#023882) of Planning & Development Specialist, Senior retitled to Manager XII (Report #95-0086).

1 position (#018927) of Planning & Development Specialist, Supervisor retitled to Manager XII (Report #95-0089).

1 position (#023094) of Programmer, Senior retitled to Systems Analyst (Report #95-0094).

1 position (#011985) of Water Pipe Worker retitled to Headworks Crew Chief (Report #95-390).

1 position (#011720) of Workload Planner & Scheduler, Assistant retitled to Management Systems Analyst (Report #95-0092).

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SECTION 2. NEW TITLES AND SALARIES. As recommended by the Personnel Director, the following titles and salary rates are established, effective as of the date recommended in the attached reports or memoranda:

Office Automation Technician/Trainer (Range 29.0C)
Salary Report 03-95

SECTION 3. CLASSIFICATION PROJECT, TITLE CHANGES. As recommended by the Personnel Director, the following titles are hereby changed effective January 2, 1991.

Current Title	To
Research and Evaluation Assistant I	Research and Evaluation Assistant
Traffic Sign Crew Chief II	Traffic Sign & Marking Crew Chief II

SECTION 4. CLASSIFICATION PROJECT, NEW TITLES AND SALARIES. As recommended by the Personnel Director, the following new titles and salary rates are established for the Classification Project, effective as of January 2, 1991.

Automotive Mechanic Apprentice	($12.35-13.09-13.82-14.55-15.30-$16.03-16.77-17.51)
Bridge Carpentry and Maintenance Lead	(Range 27.5C)
Bridge Maintenance Mechanic, Crew Chief	($20.23-21.07)
Bridge Maintenance Mechanical Helper	($14.00-14.49)
Cartographer	($17.04-17.72-18.36-19.10-19.81)
Economist	(Range 35.5A)
Economist, Senior	(Range 38.5A)
Economist, Principal	(Range 40.0A)
Janitor	(Range 16.5C)
Janitor, Lead	(Range 18.5C)
Production Control Supervisor	($19.13-19.94-20.71-21.51-22.34)
Pump Station Maintenance Leadworker	($16.21-16.82-17.47)
Pump Station Maintenance Worker	($14.11-14.67-15.27)

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SECTION 5. CLASSIFICATION PROJECT. As recommended by the Personnel Director in materials attached hereto, the following positions in certain City employing units are hereby retitled, or otherwise adjusted as noted in the respective Classification Determination as shown below. As part of the Classification Project, this action is pursuant to provisions of Ordinance #115359 and Resolution #27544

ADMINISTRATIVE SERVICES

1 position (#018531) of Municipal Stores Supervisor retitled to Manager I (Report #1000).

PARKS AND RECREATION

1 position (#009826) of Capital Projects Coordinator II retitled to Capital Projects Coordinator (Report #7204504).

1 position (#010135) of Laborer retitled to Utility Laborer (Report #9150004).

WATER

1 position (#019243) of Accounting Technician I-BU retitled to Accounting Technician II-BU (Report #4000004).

1 position (#021599) of Engineering Economist retitled to Economist, Senior (Report #2002504).

SECTION 6. CLASSIFICATION PROJECT (Prior Phase). As recommended by the Personnel Director, the following position allocations from prior Phases of the Classification Project have been finalized as noted in the respective Classification Determinations and are hereby retitled pursuant to provisions of Ordinance #115359 and Resolution #27544.

ADMINISTRATIVE SERVICES

1 position (#020622) of Administrative Specialist II-BU retitled to Administrative Specialist I-BU (Report #4050004).

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2 positions (#015491, #018189) of Administrative Support Assistant-BU retitled to Office Equipment Operator (Report #4052004).

3 positions (#010992, #010993, #010994) of Automotive Machinist Apprentice retitled to Automotive Mechanic Apprentice (Report #8102002).

1 position (#011185) of Data Entry Operator, Principal retitled to Data Entry Operator, Senior (Report #4100505).

8 positions (#010985, #010987, #015677, #015681, #018178, #019349, #021202, #023118) of Data Processing Systems Analyst retitled to Systems Analyst (Report #2100504).

3 positions (#019505, #022935, #022936) of Data Processing Systems Analyst, Senior retitled to Systems Analyst, Senior (Report #2100505)

2 positions (#014424, #016070) of Janitor, Senior-DAS/City Light retitled to Janitor, Lead (Report #9051005).

1 position (#015923) of Office Assistant-BU retitled to Mail Courier, Lead (Report #4156505).

1 position (#011026) of Personnel Specialist retitled to Accounting Technician II-BU (Report #4000004).

1 position (#015699) of Programmer, Senior retitled to Programmer Analyst (Report #2100004).

CITY LIGHT

1 position (#020118) of Accounting Technician I-BU retitled to Administrative Specialist I-BU (Report #4050004).

1 position (#012852) of Civil Engineer, Associate retitled to Architect, Associate (Report #7001004).

1 position (#018888) of Duplicating Equipment Operator retitled to Administrative Specialist I-BU (Report #4050004).

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1 position (#022478) of Electrical Safety Specialist retitled to Safety & Health Specialist (Report #2451504).

1 position (#017247) of Energy Management Analyst, Associate retitled to Energy Management Analyst Supervisor (Report #7005007).

5 positions (#013041, #013042, #013044, #013045, #020399) of Gardener II retitled to Gardener (Report #9100004).

3 positions (#013244, #013256, #013404) of Janitor, Senior-DAS/City Light retitled to Janitor, Lead (Report #9051005).

1 position (#013293) of Maintenance Laborer retitled to Gardener, Assistant (Report #9100003).

1 position (#012242) of Management Systems Analyst, Senior retitled to Systems Analyst (Report #2100504).

1 position (#013024) of Meter Electrician Crew Chief, Assistant retitled to Management Systems Analyst (Report #2350004).

1 position (#013812) of Photographer II retitled to Photographer, Senior (Report #7051505).

1 position (#020476) of Research & Evaluation Assistant I retitled to Systems Programmer (Report #2100003).

3 positions (#012670, #012671, #012672) of Utility Credit Representative, Senior retitled to Credit Representative, Senior (Report #4002005).

1 position (#013317) of Utility Laborer retitled to Gardener, Assistant (Report #9100004).

CONSTRUCTION & LAND USE

1 position (#021225) of Building Plans Examiner, Associate retitled to Permit Specialist (Report #5102004).

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1 position (#018361) of Sign Inspector, Senior (Expert) retitled to Sign Inspector, Senior (Report #5050505).

ENGINEERING

1 position (#008871) of Accounting Technician I-BU retitled to Title Records Technician (Report #4153504).

1 position (#008113) of Bridge & Subway Foreman, Senior retitled to Bridge Operations General Supervisor (Report #8251507).

2 positions (#008461, #008462) of Bridge Maintenance Lead Worker retitled to Bridge Carpentry and Maintenance Lead (Report #8251005).

1 position (#020911) of Cartographer, Associate retitled to Cartographer (Report #7050004).

1 position (#020718) of Civil Engineer, Assistant I retitled to Civil Engineering Specialist, Assistant (Report #7201503).

4 positions (#019689, #022533, #022534, #022959) of Data Processing Systems Analyst retitled to Systems Analyst (Report #2100504).

1 position (#022804) of Data Processing Systems Analyst, Senior retitled to Systems Analyst, Senior (Report #2100505).

1 position (#008738) of Field Engineering Specialist, Associate retitled to Civil Engineering Specialist, Assistant (Report #7201503).

3 positions (#008824, #022762, #023366) of Field Engineering Specialist, Assistant I retitled to Civil Engineering Specialist, Assistant (Report #7201503).

4 positions (#018352, #018752, #018754, #016755) of Gardener I retitled to Gardener, Assistant (Report #9100003).

6 positions (#008165, #008166, #008167, #015814, #017487, #022626) of Gardener II retitled to Gardener (Report #9100004).

3 positions (#008308, #008330, #008331) of Laborer-Pump Station Maintenance Helper retitled to Pump Station Maintenance Worker (Report #9301504).

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4 positions (#008240, #008290, #008299, #015258) of Laborer-Pump Station Maintenance-CII retitled to Pump Station Maintenance Leadworker (Report #9301505).

1 position (#008206) of Laborer-Waste Water Collection CI retitled to Waste Water Collection Worker (Report #9302504).

1 position (#008252) of Maintenance Laborer retitled to Utility Laborer (Report #9150004).

1 position (#008846) of Office Services Manager retitled to Administrative Support Supervisor (Report #4050007).

1 position (#007723) of Personnel Specialist, Assistant retitled to Administrative Specialist I (Report #4050004).

1 position (#022169) of Planner, Senior retitled to Management Systems Analyst, Senior (Report #2350005).

1 position (#011217) of Programmer, Senior retitled to Programmer Analyst (Report #2100004).

1 position (#007728) of Title Records Clerk, Senior retitled to Title Records Technician, Senior (Report #4153505).

1 position (#007730) of Title Records Clerk, Senior retitled to Title Records Technician (Report #4153504).

1 position (#007856) of Truck Driver retitled to Tree Maintenance Specialist (Report #9102004).

1 position (#008325) of Utility Laborer retitled to Laborer (Report #9150003).

2 positions (#008327, #020646) of Utility Laborer retitled to Gardener, Assistant (Report #9100003).

<u>EXECUTIVE - OFFICE OF MANAGEMENT AND PLANNING</u>

1 position (#015237) of Urban Economist retitled to Budget Analyst, Senior (Report #2001505).

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ORDINANCE No. 118014

COUNCIL BILL No. 111114

2 of 3

COMPTROLLER FILE No. _____

Introduced: FEB - 5 1996	By: WEEKS
Referred: FEB - 5 1996	To: Personnel and Labor Policy
Referred:	To:
Referred:	To:
Reported: FEB 12 1996	Second Reading: FEB 12 1996
Third Reading: FEB 12 1996	Signed: FEB 12 1996
Presented to Mayor: FEB 13 1996	Approved: FEB 20 1996
Returned to City Clerk: FEB 21 1996	Published:
Vetoed by Mayor:	Veto Published:
Passed over Veto:	Veto Sustained:

Law Department

The City of Seattle-

REPORT

Honorable President:

Your Committee on PERSONNEL & LABOR POLICY

to which was referred the within Council Bill No. 111
report that we have considered the same and respect

2/7/96 Pass 3-0 (TW, JM, JD)

Full Council Va

Tom Weeks

Committ

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SECTION 2

City of Seattle
Personnel Department

MEMORANDUM

DATE: October 27, 1995

TO: Sarah Welch, Personnel Director

Via: Lidia Santiesteban, Class/Comp Director
Tim Croll, Personnel Services Administrator

FROM: Steve Aspiras, Personnel Analyst Supervisor

SUBJECT: Salary Report 03-95

BACKGROUND INFORMATION

This report is prepared in conjunction with the development of a new title of Office Automation Technician/Trainer (OAT/T). This title was developed since no existing class spec described the mixture of the following duties:

Consultation and Service: This involves troubleshooting on a department-wide basis, inclusive of application support, resolution of software and hardware problems, clarification of procedures configuration and reinstallation of software as necessary.

Training Activities: This involves conducting individual and classroom training in word processing programs for all levels of City Light employees on a department-wide basis.

Writing and Development Activities: This involves assisting in the development and maintenance of training curricula by providing technical expertise; updating, testing, and editing materials and exercises and writing instructional materials.

This review also considered subsequent actions to other related positions in the Classification Project. The immediate supervisor of the proposed OAT/T title has been recommended for allocation by the Appeals Examiner to the Training and Education Coordinator title, adopted at Range 31.0A.

ANALYSIS

Previous audit information from the OAT/T review verified that they are responsible for training and troubleshooting and that the types of trouble shooting calls were indicative of the complexity of the software. Most calls related either to the advanced applications or technical hardware/software issues related to various utility programs, conversions among software, importation of files from one software to another, and other anomalies. A comparison was also made with the proposed title of Assistant Systems Analysts. As previously stated an OAT/T is only involved in the Software application troubleshooting and training, and is limited in their

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involvement in installing, t[illegible]ng and maintaining both system soft[illegible]e and/or hardware. They also are limited in troubleshooting and resolving technical problems and refer diagnosis of problems to a higher level PC specialist. The primary function is to train in the use and assist in researching problems the users may have with the software programs so that the most efficient use of the various software programs can be applied in their jobs.

INTERNAL SALARY COMPARISON

The duties of the proposed OAT/T were found substantially different from existing titles requiring the establishment of a new title and salary. They were also viewed as having a higher training responsibility then those positions within the clerical series who train subordinate employees in various office procedures. However, the review also verified that these positions do not perform the same type of training function as an In-Service Training Instructor or Training & Education Coordinator. In comparison to the Assistant Systems Analyst, it was agreed that although these positions may solve some software/hardware problems on their own, they are still not at the same level of expertise and forward unresolved problems to titles in the Systems Analyst series or higher technical specialist. For purposes of this salary recommendation, the following titles were reviewed for comparison.

Training & Education Coordinator	17.57 - 20.52 range 31.0A
In-Service Training Instructor	17.57 - 18.98 range 29.0C
Assistant Systems Analyst	16.61 - 19.36 range 29.5A
Administrative Specialist III	14.26 - 14.55 range 24.5B

RECOMMENDATION

Based on all of the information submitted by the Office Services Division and internal review of existing titles, it is recommended that a new title and salary for Office Automation Technician/Trainer be established. The salary should be above an Administrative Specialist III (range 24.0B) and below an Assistant Systems Analyst (range 29.5).

The supervisor of the positions which will be allocated to OAT/T, has been allocated to Training & Education Coordinator range 31.0A by the Appeals Examiner. The proposed recommended range of 29.0A for OAT/T will establish the normal 8% minimum differential between supervisors and their subordinates, and the recommended increase will give the employees being allocated to this title an increase of 28 to 34% and recognize the consulting and training aspects of their jobs. The recommended salary range for this new title is:

Office Automation Technician/Trainer (Range 29.0C)
Three steps - $17.57 18.27 18.98

I concur with the recommended salary range for the title listed above.

FOR SW — 10/30/95

Sarah Welch, Personnel Director — Date

SW:sa

cc: Ellen Callahan

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SECTION 4

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CLASSI. .CATION PROJECT DETERM .NATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

12/5/95 REPORT NO: 1000 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: MANAGER I

Ordinance Title: MANAGER I

Legislation Required: Yes Bargaining Unit: 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular [ ] Probationary [ ] Temporary

Authority: Personnel Rule

Pers Rule 2.2.200(A) Pers Rule 2.2.200(B) Pers Rule 2.2.200(C)

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

12/5/95 **Report No.:** 1000 **Supplement**

Position Number: 018531 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: MANAGER I

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: MANAGER I

Recommended Salary for This Position: $21.67 25.31

Recommended Salary Range: 36.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: MUNICIPAL STORES SUPERVISOR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: MUNICIPAL STORES SUPERVISOR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

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CLA[illegible]IFICATION PROJECT DETE[illegible]MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

12/18/95 **REPORT NO:** 7204504 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CAPITAL PROJECTS COORDINATOR

Ordinance Title: CAPITAL PROJECTS COORDINATOR

Legislation Required: Yes Bargaining Unit:

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

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EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

12/18/95 **Report No.:** 7204504 **Supplement**

Position Number: 009826 **Department:** PARKS & RECREATION

Recommended Classification Title: CAPITAL PROJECTS COORDINATOR

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: CAPITAL PROJECTS COORDINATOR

Recommended Salary for This Position: $21.67 25.32

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name: MCKINNEY, CARL E

Classification Title: UNCLASSIFIED

Ordinance Title: CAPITAL PROJECTS COORDINATOR II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

POSITION ABROGATED IN THE 1995 1/1/95

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name: VACANT (ABROGATED POSITION)

Classification Title: ABROGATED

Ordinance Title: ABROGATED

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:**

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

KUBOTA, THOMAS M 2/9/94 12/31/94

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

12/18/95 **REPORT NO:** 9150004 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: UTILITY LABORER

Ordinance Title: UTILITY LABORER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

12/18/95 **Report No.:** 9150004 **Supplement**

Position Number: 010135 **Department:** PARKS AND RECREATION

Recommended Classification Title: UTILITY LABORER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: UTILITY LABORER

Recommended Salary for This Position: $13.74 13.74

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER

Ordinance Title: LABORER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name: CABUGON, FRANKLIN R

Classification Title: LABORER

Ordinance Title: LABORER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

12/18/95 **REPORT NO:** 4000004 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ACCOUNTING TECHNICIAN II

Ordinance Title: ACCOUNTING TECHNICIAN II-BU

Legislation Required: Yes **Bargaining Unit:** 035

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

12/18/95 Report No.: 4000004 Supplement

Position Number: 019243 **Department:** WATER DEPARTMENT

Recommended Classification Title: ACCOUNTING TECHNICIAN II

Legislation Required: Yes **Recommended BU Code:** 035

Recommended Ordinance Title: ACCOUNTING TECHNICIAN II-BU

Recommended Salary for This Position: $13.00 14.55

Recommended Salary Range: 22.0B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: ACCOUNTING TECHNICIAN I-BU

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 035

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ACCOUNTING TECHNICIAN II-BU ORD 116944 1/1/94

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: ACCOUNTING TECHNICIAN II

Ordinance Title: ACCOUNTING TECHNICIAN II-BU

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 035

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIF[illegible]ATION PROJECT DETERM[illegible]NATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

12/5/95 REPORT NO: 2002504 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ECONOMIST, SENIOR

Ordinance Title: ECONOMIST, SENIOR

Legislation Required: Yes Bargaining Unit: 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular [ ] Probationary [ ] Temporary

Authority: Personnel Rule

Pers Rule 2.2.200(A) Pers Rule 2.2.200(B) Pers Rule 2.2.200(C)

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Acting Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

12/5/95 **Report No.:** 2002504 **Supplement**

Position Number: 021599 **Department:** WATER DEPARTMENT

Recommended Classification Title: ECONOMIST, SENIOR

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: ECONOMIST, SENIOR

Recommended Salary for This Position: $23.44 27.25

Recommended Salary Range: 38.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: ENGINEERING ECONOMIST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: ENGINEERING ECONOMIST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE
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CLASSIF. ATION PROJECT DETERM. NATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date

11/30/95 **REPORT NO:** 4050004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ADMINISTRATIVE SPECIALIST I

Ordinance Title: ADMINISTRATIVE SPECIALIST I-BU(1/2/91-12/31/91)

Legislation Required: Yes **Bargaining Unit:** 035

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4050004 **Supplement**

Position Number: 020622 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: ADMINISTRATIVE SPECIALIST I – BU

Legislation Required: Yes **Recommended BU Code:** 035

Recommended Ordinance Title: ADMINISTRATIVE SPECIALIST I-BU(1/2/91-12/31/91)

Recommended Salary for This Position: $12.32 13.74

Recommended Salary Range: 20.5B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: OFFICE ASST asgd ADMIN SPEC II

Ordinance Title: ADMINISTRATIVE SPECIALIST II-BU

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 035

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ORD 115950 RECLASSED ADMIN SP 1/1/92

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: ADMIN SPEC II-BU

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 035

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(ADMIN SPEC I ilo) 4/19/89 12/31/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIF. .ATION PROJECT DETERM. .ATION

Per Council C .inance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4052004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: OFFICE EQUIPMENT OPERATOR

Ordinance Title: OFFICE EQUIPMENT OPERATOR

Legislation Required: Yes **Bargaining Unit:** 035

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4052004 **Supplement**

Position Number: 015491 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: OFFICE EQUIPMENT OPERATOR

Legislation Required: Yes **Recommended BU Code:** 035

Recommended Ordinance Title: OFFICE EQUIPMENT OPERATOR

Recommended Salary for This Position: $11.20 12.56

Recommended Salary Range: 18.0B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: OFC ASST asgd ADMIN SUPP ASST

Ordinance Title: ADMINISTRATIVE SUPPORT ASSISTANT-BU

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 035

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: OFC ASST asgd ADMIN SUPP ASST

Ordinance Title: ADMINISTRATIVE SUPPORT ASSISTANT-BU

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 035

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

4/25/90 6/5/94

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIF. .ATION PROJECT DETERM. .ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4052004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: OFFICE EQUIPMENT OPERATOR

Ordinance Title: OFFICE EQUIPMENT OPERATOR

Legislation Required: Yes **Bargaining Unit:** 035

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4052004 **Supplement**

Position Number: 018189 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: OFFICE EQUIPMENT OPERATOR

Legislation Required: Yes **Recommended BU Code:** 035

Recommended Ordinance Title: OFFICE EQUIPMENT OPERATOR

Recommended Salary for This Position: $11.20 12.56

Recommended Salary Range: 18.0B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: ADMINISTRATIVE SUPPORT ASSISTANT-BU

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 035

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: ADMINISTRATIVE SUPPORT ASSISTANT-BU

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 035

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 8102002 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: AUTOMOTIVE MECHANIC APPRENTICE

Ordinance Title: AUTOMOTIVE MECHANIC APPRENTICE

Legislation Required: Yes **Bargaining Unit:** 009

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 8102002 **Supplement**

Position Number: 010992 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: AUTOMOTIVE MECHANIC APPRENTICE

Legislation Required: Yes **Recommended BU Code:** 009

Recommended Ordinance Title: AUTOMOTIVE MECHANIC APPRENTICE

Recommended Salary for This Position: $12.35 17.51

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: AUTOMOTIVE MACHINIST APPRENTICE

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 009

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: AUTOMOTIVE MACHINIST APPRENTICE

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 009

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

12/21/87 12/3/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIF. .ATION PROJECT DETERM. .ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 8102002 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: AUTOMOTIVE MECHANIC APPRENTICE

Ordinance Title: AUTOMOTIVE MECHANIC APPRENTICE

Legislation Required: Yes **Bargaining Unit:** 009

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 8102002 **Supplement**

Position Number: 010993 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: AUTOMOTIVE MECHANIC APPRENTICE

Legislation Required: Yes **Recommended BU Code:** 009

Recommended Ordinance Title: AUTOMOTIVE MECHANIC APPRENTICE

Recommended Salary for This Position: $12.35 17.51

Recommended Salary Range: NA

REMARKS: This sa[illegible] effective January 7, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: AUTOMOTIVE MACHINIST APPRENTICE

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 009

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: AUTO MACH APRN

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 009

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

9/13/89 2/9/94

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIF ATION PROJECT DETERM ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 8102002 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: AUTOMOTIVE MECHANIC APPRENTICE

Ordinance Title: AUTOMOTIVE MECHANIC APPRENTICE

Legislation Required: Yes **Bargaining Unit:** 009

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 8102002 **Supplement**

Position Number: 010994 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: AUTOMOTIVE MECHANIC APPRENTICE

Legislation Required: Yes **Recommended BU Code:** 009

Recommended Ordinance Title: AUTOMOTIVE MECHANIC APPRENTICE

Recommended Salary for This Position: $12.35 17.51

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: AUTOMOTIVE MACHINIST APPRENTICE

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 009

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: AUTOMOTIVE MACHINIST APPRENTICE

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 009

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

10/16/89 11/30/92

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4100505 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: DATA ENTRY OPERATOR, SR

Ordinance Title: DATA ENTRY OPERATOR, SR (1/2/91 - 12/31/94)

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4100505 **Supplement**

Position Number: 011185 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: DATA ENTRY OPERATOR, SR

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: DATA ENTRY OPERATOR, SR (1/2/91 - 12/31/94)

Recommended Salary for This Position: $12.32 13.27

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA ENTRY OPERATOR, PRINCIPAL

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ORD 117748 RECLASSED ACCTG TE 1/1/95

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: ACCOUNTING TECHNICIAN II-BU

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 035

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(DATA ENTRY OPER,SR ilo) 10/30/89 12/31/94

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFI ATION PROJECT DETERMI. .ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 **Supplement**

Position Number: 010985 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROC PROG/ANAL asgd DATA PROC PROG/ANAL.SR

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROC PROG/ANAL asgd DATA PROC PROG/ANAL.SR

Ordinance Title: DATA PROC SYSTS ANLYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

3/25/92	8/10/92
7/10/88	1/4/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIF. ATION PROJECT DETERM. ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST (1/2/91-12/31/91)

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 **Supplement**

Position Number: 010987 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST (1/2/91-12/31/91)

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

RECLASSED DATA NETWORK CMU	32-92	1/1/92

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA NETWORK COMMUNICATIONS TECHNICIAN

Ordinance Title: DATA NETWORK COMMUNICATIONS TECHNICIAN

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

	5/30/91	2/11/92
(ACCT TECH II-BU ilo)	3/5/91	3/8/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST (1/2/91-12/31/92)

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

12/5/95 **Report No.:** 2100504 Supplement

Position Number: 015677 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST (1/2/91-12/31/92)

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROC PROG/ANAL asgd DATA PROC PROG/ANAL, SR

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ORD 116440 RECLASSED SYSTEMS 1/1/93

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROC PROG/ANAL asgd DATA PROC PROG/ANAL, SR

Ordinance Title: SYSTEMS ANALYST, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

8/18/80 5/7/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 **Supplement**

Position Number: 015681 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROC PROG/ANAL asgd DATA PROC PROG/ANAL, SR

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROC PROG/ANAL asgd DATA PROC PROG/ANAL, SR

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST(1/2/91-7/31/93)

Legislation Required: Yes Bargaining Unit: 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No..115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 **Supplement**

Position Number: 018178 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST(1/2/91-7/31/93)

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

RECLASSED SYSTEMS ANALYST, S	30-94	8/1/93

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: SYSTEMS ANALYST, SR

Ordinance Title: SYSTEMS ANALYST, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

	10/15/80	4/20/93

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSII ATION PROJECT DETERM ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST

Legislation Required: Yes Bargaining Unit: 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 **Supplement**

Position Number: 019349 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROC SYSTS ANLYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 **Supplement**

Position Number: 021202 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROC SYSTS ANLYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 REPORT NO: 2100504 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST

Legislation Required: Yes Bargaining Unit: 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 **Supplement**

Position Number: 023118 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

	3/25/92	5/18/93
(ADMIN SPEC II ilo)	1/1/90	4/9/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 REPORT NO: 2100505 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST, SR

Ordinance Title: SYSTEMS ANALYST, SR

Legislation Required: Yes Bargaining Unit: 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular [ ] Probationary [ ] Temporary

Authority: Personnel Rule

Pers Rule 2.2.200(A) Pers Rule 2.2.200(B) Pers Rule 2.2.200(C)

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100505 **Supplement**

Position Number: 019505 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: SYSTEMS ANALYST, SR

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: SYSTEMS ANALYST, SR

Recommended Salary for This Position: $22.53 26.27

Recommended Salary Range: 37.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

8/2/89 4/23/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100505 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST, SR

Ordinance Title: SYSTEMS ANALYST, SR

Legislation Required: Yes **Bargaining Unit:** 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban-J **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100505 **Supplement**

Position Number: 022935 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: SYSTEMS ANALYST, SR

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: SYSTEMS ANALYST, SR

Recommended Salary for This Position: $22.53 26.27

Recommended Salary Range: 37.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(3/22/95-4/4/95)/DILLOW,STEP	2/23/94	1/31/95
(MGMT SYS ANAL ilo)	8/31/93	1/30/94
(6/29/92-3/29/93)/EDLUND, CYNT	4/24/91	1/5/92

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100505 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST, SR

Ordinance Title: SYSTEMS ANALYST, SR

Legislation Required: Yes **Bargaining Unit:** 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100505 **Supplement**

Position Number: 022936 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: SYSTEMS ANALYST, SR

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: SYSTEMS ANALYST, SR

Recommended Salary for This Position: $22 [illegible] 26.27

Recommended Salary Range: 37.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROC SYSTS ANLYST.SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

4/30/90 4/23/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9051005 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: JANITOR, LEAD

Ordinance Title: JANITOR, LEAD

Legislation Required: Yes **Bargaining Unit:** 036

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 Report No.: 9051005 Supplement

Position Number: 014424 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: JANITOR, LEAD

Legislation Required: Yes **Recommended BU Code:** 036

Recommended Ordinance Title: JANITOR, LEAD

Recommended Salary for This Position: $11.82 12.76

Recommended Salary Range: 18.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: JANITOR asgd JANITOR, SR

Ordinance Title: JANITOR, SR-DAS/CITY LIGHT

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 036

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: JANITOR asgd JANITOR, SR

Ordinance Title: JANITOR,SR-DAS/CL

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 036

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(JANITOR ilo)	12/30/92	1/12/93
	8/11/71	1/3/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 REPORT NO: 9051005 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: JANITOR, LEAD

Ordinance Title: JANITOR, LEAD

Legislation Required: Yes Bargaining Unit: 036

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9051005 **Supplement**

Position Number: 016070 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: JANITOR, LEAD

Legislation Required: Yes **Recommended BU Code:** 036

Recommended Ordinance Title: JANITOR, LEAD

Recommended Salary for This Position: $11.82 12.76

Recommended Salary Range: 18.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: JANITOR asgd JANITOR, SR

Ordinance Title: JANITOR, SR-DAS/CITY LIGHT

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 036

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: JANITOR asgd JANITOR, SR

Ordinance Title: JANITOR,SR-DAS/CL

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 036

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

7/24/85 3/22/94

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 REPORT NO: 4156505 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: MAIL COURIER, LEAD

Ordinance Title: MAIL COURIER, LEAD

Legislation Required: Yes Bargaining Unit: 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular [ ] Probationary [ ] Temporary

Authority: Personnel Rule

Pers Rule 2.2.200(A) Pers Rule 2.2.200(B) Pers Rule 2.2.200(C)

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4156505 **Supplement**

Position Number: 015923 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: MAIL COURIER, LEAD

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: MAIL COURIER, LEAD

Recommended Salary for This Position: $9.42 10.98

Recommended Salary Range: 14.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: OFFICE ASSISTANT-BU

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 035

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: OFFICE ASSISTANT-BU

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 035

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4000004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ACCOUNTING TECHNICIAN II

Ordinance Title: ACCOUNTING TECHNICIAN II-BU

Legislation Required: Yes **Bargaining Unit:** 035

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4000004 **Supplement**

Position Number: 011026 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: ACCOUNTING TECHNICIAN II

Legislation Required: Yes **Recommended BU Code:** 035

Recommended Ordinance Title: ACCOUNTING TECHNICIAN II-BU

Recommended Salary for This Position: $13.00 14.55

Recommended Salary Range: 22.0B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: PERSONNEL SPECIALIST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ORD 115967 RECLASSED ACCOUNTI 1/17/92

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: ACTG SUPP ASST asgd ACTG TECH II

Ordinance Title: ACCOUNTINGN TECHNICIAN II-BU

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 035

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: PROGRAMMER ANALYST

Ordinance Title: PROGRAMMER ANALYST(1/2/91 - 12/31/91)

Legislation Required: Yes Bargaining Unit: 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100004 **Supplement**

Position Number: 015699 **Department:** ADMINISTRATIVE SERVICES

Recommended Classification Title: PROGRAMMER ANALYST

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: PROGRAMMER ANALYST(1/2/91 - 12/31/91)

Recommended Salary for This Position: $17.40 20.29

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROCESSING PROG/ANAL

Ordinance Title: PROGRAMMER, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

RECLASSED SYSTEMS ANALYST, S	31-94	11/7/93
RECLASSED DATA NETWORK COM	32-92	1/1/92

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: SYSTEMS ANALYST, SR

Ordinance Title: SYSTS ANLYST,SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(TELECOMM SYSTEM INSTAL	7/18/90	3/10/92

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4050004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ADMINISTRATIVE SPECIALIST I

Ordinance Title: ADMINISTRATIVE SPECIALIST I-BU

Legislation Required: Yes **Bargaining Unit:** 035

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT--STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4050004 **Supplement**

Position Number: 020118 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: ADMINISTRATIVE SPECIALIST I

Legislation Required: Yes **Recommended BU Code:** 035

Recommended Ordinance Title: ADMINISTRATIVE SPECIALIST I-BU

Recommended Salary for This Position: $12.32 13.74

Recommended Salary Range: 20.5B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: ACCTG SUPP ASST asgd ACCTC TECH I

Ordinance Title: ACCOUNTING TECHNICIAN I-BU

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 035

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: ACCTG SUPP ASST asgd ACCTG TECH I

Ordinance Title: ACCOUNTING TECHNICIAN I-BU

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 035

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

1/1/93	5/31/93
12/4/91	6/3/92
12/4/90	6/3/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 7001004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ARCHITECT, ASSOCIATE

Ordinance Title: ARCHITECT, ASSOCIATE

Legislation Required: Yes **Bargaining Unit:** 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT--STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 7001004 **Supplement**

Position Number: 012852 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: ARCHITECT, ASSOCIATE

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: ARCHITECT, ASSOCIATE

Recommended Salary for This Position: $20.91 24.34

Recommended Salary Range: 35.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: CIVIL ENGINEER, ASSOC

Ordinance Title: CIVIL ENGINEER, ASSOC

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: CIVIL ENGINEER, ASSOC

Ordinance Title: CIVIL ENGINEER, ASSOC

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/95 | **REPORT NO:** 2052504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CUSTOMER SERVICE REPRESENTATIVE

Ordinance Title: CUSTOMER SERVICE REPRESENTATIVE

Legislation Required: Yes **Bargaining Unit:** 035

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT--STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2052504 **Supplement**

Position Number: 012475 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: CUSTOMER SERVICE REPRESENTATIVE

Legislation Required: Yes **Recommended BU Code:** 035

Recommended Ordinance Title: CUSTOMER SERVICE REPRESENTATIVE

Recommended Salary for This Position: $13.27 14.83

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: CUSTOMER SERVICE REPRESENTATIVE, SR

Ordinance Title: CUSTOMER SERVICE REPRESENTATIVE, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 035

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: CUSTOMER SERVICE REPRESENTATIVE, SR

Ordinance Title: CUSTOMER SERVICE REPRESENTATIVE, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 035

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

CUST SVC REP II(o) 2/29/84 3/17/92

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4050004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ADMINISTRATIVE SPECIALIST I

Ordinance Title: ADMINISTRATIVE SPECIALIST I-BU

Legislation Required: Yes **Bargaining Unit:** 035

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT--STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4050004 **Supplement**

Position Number: 018888 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: ADMINISTRATIVE SPECIALIST I

Legislation Required: Yes **Recommended BU Code:** 035

Recommended Ordinance Title: ADMINISTRATIVE SPECIALIST I-BU

Recommended Salary for This Position: $12.32 13.74

Recommended Salary Range: 20.5B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DUPLICATING EQUIPMENT OPERATOR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 044

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DUPLICATING EQUIPMENT OPERATOR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 044

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

MIN SPEC II (lo) 8/1/90 1/5/93

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA[illegible]FICATION PROJECT DETE[illegible]MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2451504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SAFETY & HEALTH SPECIALIST

Ordinance Title: SAFETY & HEALTH SPECIALIST

Legislation Required: Yes **Bargaining Unit:** 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2451504 **Supplement**

Position Number: 022478 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: SAFETY & HEALTH SPECIALIST

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: SAFETY & HEALTH SPECIALIST

Recommended Salary for This Position: $19.75 22.98

Recommended Salary Range: 34.0A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: ELECTRICAL SAFETY SPECIALIST

Ordinance Title: ELECTRICAL SAFETY SPECIALIST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: ELECTRICAL SAFETY SPECIALIST

Ordinance Title: ELECTRICAL SAFETY SPECIALIST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

7/26/89 8/4/92

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 7005007 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ENERGY MANAGEMENT ANALYST SUPERVISOR

Ordinance Title: ENERGY MANAGEMENT ANALYST SUPERVISOR

Legislation Required: Yes Bargaining Unit: 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT--STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch 12/8/95 **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 7005007 **Supplement**

Position Number: 017247 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: ENERGY MANAGEMENT ANALYST SUPERVISOR

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: ENERGY MANAGEMENT ANALYST SUPERVISOR

Recommended Salary for This Position: $21.09 24.60

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: ENERGY MANAGEMENT ANALYST, ASSOC

Ordinance Title: ENERGY MANAGEMENT ANALYST, ASSOC

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: ENERGY MANAGEMENT ANALYST, ASSOC

Ordinance Title: ENERGY MANAGEMENT ANALYST, ASSOC

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9100004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER

Ordinance Title: GARDENER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100004 **Supplement**

Position Number: 013041 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: GARDENER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $13.74 14.83

Recommended Salary Range: 22.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9100004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER

Ordinance Title: GARDENER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT--STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100004 **Supplement**

Position Number: 013042 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: GARDENER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $13.74 14.83

Recommended Salary Range: 22.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

5/15/89 5/7/92

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 9100004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER

Ordinance Title: GARDENER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT--STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that da

11/30/95 **Report No.:** 910[illegible] **Supplement**

Position Number: 013044 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: GARDENER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $13.74 14.83

Recommended Salary Range: 22.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

6/6/88 1/5/95

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 9100004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER

Ordinance Title: GARDENER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100004 **Supplement**

Position Number: 013045 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: GARDENER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $13.74 14.83

Recommended Salary Range: 22.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 9100004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER

Ordinance Title: GARDENER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 Report No.: 9100004 Supplement

Position Number: 020399 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: GARDENER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $13.74 14.83

Recommended Salary Range: 22.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 9051005 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: JANITOR, LEAD

Ordinance Title: JANITOR, LEAD (1/2/91 - 12/31/92)

Legislation Required: Yes **Bargaining Unit:** 036

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9051005 **Supplement**

Position Number: 013244 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: JANITOR, LEAD

Legislation Required: Yes **Recommended BU Code:** 036

Recommended Ordinance Title: JANITOR, LEAD (1/2/91 - 12/31/92)

Recommended Salary for This Position: $11.82 12.76

Recommended Salary Range: 18.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: JANITOR, SR

Ordinance Title: JANITOR, SR-DAS/CITY LIGHT

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 036

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ORD 116640 RECLASSED UTILITY L 1/1/93

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UTILITY LABORER

Ordinance Title: UTIL LABORER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(JANITOR-DAS/CITY LI	6/12/91	9/17/91
	7/22/85	6/11/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 9051005 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: JANITOR, LEAD

Ordinance Title: JANITOR, LEAD

Legislation Required: Yes **Bargaining Unit:** 036

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **; Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9051005 **Supplement**

Position Number: 013256 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: JANITOR, LEAD

Legislation Required: Yes **Recommended BU Code:** 036

Recommended Ordinance Title: JANITOR, LEAD

Recommended Salary for This Position: $11.82 12.76

Recommended Salary Range: 18.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: JANITOR, SR-DAS/CITY LIGHT

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 036

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: JANITOR, SR-DAS/CITY LIGHT

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 036

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSI. CATION PROJECT DETERM..NATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9051005 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: JANITOR, LEAD

Ordinance Title: JANITOR, LEAD

Legislation Required: Yes **Bargaining Unit:** 036

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9051005 **Supplement**

Position Number: 013404 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: JANITOR, LEAD

Legislation Required: Yes **Recommended BU Code:** 036

Recommended Ordinance Title: JANITOR, LEAD

Recommended Salary for This Position: $11.82 12.76

Recommended Salary Range: 18.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: JANITOR asgd JANITOR, SR

Ordinance Title: JANITOR, SR-DAS/CITY LIGHT

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 036

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: JANITOR asgd JANITOR, SR

Ordinance Title: JANITOR, SR-DAS/CITY LIGHT

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 036

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSI..CATION PROJECT DETERM..NATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 9100003 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER, ASSISTANT

Ordinance Title: GARDENER, ASSISTANT

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination re..ves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT--STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular [ ] Probationary [ ] Temporary

Authority: Personnel Rule

Pers Rule 2.2.200(A) Pers Rule 2.2.200(B) Pers Rule 2.2.200(C)

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100003 **Supplement**

Position Number: 013293 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: GARDENER, ASSISTANT

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER, ASSISTANT

Recommended Salary for This Position: $12.32 13.27

Recommended Salary Range: 19.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd MAINTENANCE LABORER

Ordinance Title: MAINTENANCE LABORER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd MAINTENANCE LABORER

Ordinance Title: MAINTENANCE LABORER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(GARDENER I ilo) 9/14/88 3/30/93

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT--STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 **Supplement**

Position Number: 012242 **Department:** CITY LIGHT

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: N/A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: MANAGEMENT SYSTEMS ANALYST, SR

Ordinance Title: MANAGEMENT SYSTEMS ANALYST, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ABROGATED 1/1/92

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name: ABROGATED

Classification Title: MANAGEMENT SYSTEMS ANALYST, SR

Ordinance Title: MANAGEMENT SYSTEMS ANALYST, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2350004 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: MANAGEMENT SYSTEMS ANALYST

Ordinance Title: MANAGEMENT SYSTEMS ANALYST(1/2/91-9/5/95)

Legislation Required: Yes Bargaining Unit: 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT--STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2350004 **Supplement**

Position Number: 013024 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: MANAGEMENT SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: MANAGEMENT SYSTEMS ANALYST(1/2/91-9/5/95)

Recommended Salary for This Position: $18.98 22.12

Recommended Salary Range: 33.0A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: METER ELECTRICIAN CREW CHIEF, ASST

In the Recommended Classification, Incumbent Status wa[illegible] Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining [illegible]** : 077

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

RECLASSED PERSONNEL SPECIALI 149-94 9/6/95

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: PERSONNEL SPECIALIST, SR

Ordinance Title: PERSONNEL SPECIALIST, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 7051505 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: PHOTOGRAPHER, SR

Ordinance Title: PHOTOGRAPHER, SR

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 199[illegible]

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 7051505 **Supplement**

Position Number: 013812 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: PHOTOGRAPHER, SR

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: PHOTOGRAPHER, SR

Recommended Salary for This Position: $15.69 18.27

Recommended Salary Range: 28.0A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: PHOTOGRAPHER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: PHOTOGRAPHER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA[illegible]IFICATION PROJECT DET[illegible]RMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date

11/28/95 **REPORT NO:** 2100003 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS PROGRAMMER

Ordinance Title: SYSTEMS PROGRAMMER (1/2/91-10/9/91)

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/28/95

Report No.: 2100003 **Supplement**

Position Number: 020476 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: SYSTEMS PROGRAMMER

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS PROGRAMMER (1 2 91-10 9 91)

Recommended Salary for This Position: $14.98 17.40

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: RESEARCH & EVALUATION ASSISTANT I

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

RECLASSED DATA PROC SYSTEMS 4-92X 10/10/91

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROCESSING SYSTEMS ANALYST

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSI. .CATION PROJECT DETERM..NATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4002005 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CREDIT REPRESENTATIVE, SR

Ordinance Title: CREDIT REPRESENTATIVE, SR.

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4002005 **Supplement**

Position Number: 012670 **Department:** CITY LIGHT

Recommended Classification Title: CREDIT REPRESENTATIVE, SR

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: CREDIT REPRESENTATIVE, SR.

Recommended Salary for This Position: $15.10 17.57

Recommended Salary Range: N/A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: UTILITY CREDIT REPRESENTATIVE, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: UTILITY CREDIT REPRESENTATIVE, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSI[illegible]CATION PROJECT DETERM[illegible]NATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 4002005 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CREDIT REPRESENTATIVE, SR

Ordinance Title: CREDIT REPRESENTATIVE, SR

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch for BS. Sr **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 Report No.: 4002005 Supplement

Position Number: 012671 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: CREDIT REPRESENTATIVE, SR

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: CREDIT REPRESENTATIVE, SR

Recommended Salary for This Position: $15.10 17.57

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: UTILITY CREDIT REPRESENTATIVE, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: UTILITY CREDIT REPRESENTATIVE, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

4/2/69 12/2/93

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASS. .CATION PROJECT DETER..NATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4002005 Suppl ment

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CREDIT REPRESENTATIVE, SR

Ordinance Title: CREDIT REPRESENTATIVE, SR

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4002005 **Supplement**

Position Number: 012672 **Department:** CITY LIGHT DEPARTMENT

Recommended Classification Title: CREDIT REPRESENTATIVE, SR

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: CREDIT REPRESENTATIVE, SR

Recommended Salary for This Position: $15.10 17.57

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: UTILITY CREDIT REPRESENTATIVE, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: UTILITY CREDIT REPRESENTATIVE, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

6/2/86 4/3/95

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASS. .CATION PROJECT DETER. .NATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 REPORT NO: 9100004 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER, ASSISTANT

Ordinance Title: GARDENER, ASSISTANT

Legislation Required: Yes Bargaining Unit: 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100004 **Supplement**

Position Number: 013317 **Department:** CITY LIGHT

Recommended Classification Title: GARDENER, ASSISTANT

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER, ASSISTANT

Recommended Salary for This Position: $12.32 13.27

Recommended Salary Range: 19.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: UTILITY LABORER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: UTILITY LABORER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 5102004 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: PERMIT SPECIALIST

Ordinance Title: PERMIT SPECIALIST

Legislation Required: Yes **Bargaining Unit:** 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 5102004 **Supplement**

Position Number: 021225 **Department:** CONSTRUCTION & LAND USE

Recommended Classification Title: PERMIT SPECIALIST

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: PERMIT SPECIALIST

Recommended Salary for This Position: $17.92 20.91

Recommended Salary Range: 31.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: BUILDING PLANS EXAMINER, ASSOCIATE

Ordinance Title: BUILDING PLANS EXAMINER, ASSOCIATE

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ABROGATED 1/1/93

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name: ABROGATED

Classification Title: BUILDING PLANS EXAMINER, ASSOCIATE

Ordinance Title: BUILDING PLANS EXAMINER, ASSOCIATE

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSII ATION PROJECT DETERM. ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 5050505 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SIGN INSPECTOR, SR

Ordinance Title: SIGN INSPECTOR, SR

Legislation Required: Yes **Bargaining Unit:** 013

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Sanriesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 5050505 **Supplement**

Position Number: 018361 **Department:** CONSTRUCTION AND LAND USE

Recommended Classification Title: SIGN INSPECTOR, SR

Legislation Required: Yes **Recommended BU Code:** 013

Recommended Ordinance Title: SIGN INSPECTOR, SR

Recommended Salary for This Position: $21.29 24.82

Recommended Salary Range: 36.0A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: HELD IN ABEYANCE

Ordinance Title: SIGN INSPECTOR, SR (EXPERT)

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 013

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: HELD IN ABEYANCE

Ordinance Title: SIGN INSPECTOR, SR (EXPERT)

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 013

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DETI MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4153504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: TITLE RECORDS TECHNICIAN

Ordinance Title: TITLE RECORDS TECHNICIAN

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4153504 **Supplement**

Position Number: 008871 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: TITLE RECORDS TECHNICIAN

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: TITLE RECORDS TECHNICIAN

Recommended Salary for This Position: $11.82 13.74

Recommended Salary Range: 20.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: OFFICE ASSISTANT asgd ACCOUNTING TECHNICIAN I

Ordinance Title: ACCOUNTING TECHNICIAN I-BU

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 035

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ABROGATED 1/1/93

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name: ABROGATED

Classification Title: OFFICE ASSISTANT asgd ACCOUNTING TECHNICIAN I

Ordinance Title: ACCOUNTING TECHNICIAN I-BU

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 035

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DETI MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 8251507 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: BRIDGE OPERATIONS GENERAL SUPERVISOR

Ordinance Title: BRIDGE OPERATIONS GENERAL SUPERVISOR

Legislation Required: Yes Bargaining Unit: 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 Report No.: 8251507 Supplement

Position Number: 008113 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: BRIDGE OPERATIONS GENERAL SUPERVISOR

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: BRIDGE OPERATIONS GENERAL SUPERVISOR

Recommended Salary for Position: $20.17 21.72

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: BRIDGE & SUBWAY CREW CHIEF, SR

Ordinance Title: BRIDGE & SUBWAY FOREMAN, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: BRIDGE & SUBWAY CREW CHIEF, SR

Ordinance Title: BRIDGE & SUBWAY FOREMAN, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA. FICATION PROJECT DETE MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 8251005 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: BRIDGE CARPENTRY AND MAINTENANCE LEAD

Ordinance Title: BRIDGE CARPENTRY AND MAINTENANCE LEAD

Legislation Required: Yes **Bargaining Unit:** 017

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 Report No.: 8251005 Supplement

Position Number: 008462 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: BRIDGE CARPENTRY AND MAINTENANCE LEAD

Legislation Required: Yes **Recommended BU Code:** 017

Recommended Ordinance Title: BRIDGE CARPENTRY AND MAINTENANCE LEAD

Recommended Salary for This Position: $16.61 17.92 *

Recommended Salary Range: 27.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: BRIDGE MAINTENANCE LEADER

Ordinance Title: BRIDGE MAINTENANCE LEAD WORKER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 017

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

*Wage adjustment effective 5/19/92 to $18.45/hour (1995 rate)

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: BRIDGE MAINTENANCE LEADER

Ordinance Title: BRIDGE MAINTENANCE LEAD WORKER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 017

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DETI MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 8251005 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: BRIDGE CARPENTRY AND MAINTENANCE LEAD

Ordinance Title: BRIDGE CARPENTRY AND MAINTENANCE LEAD

Legislation Required: Yes Bargaining Unit: 017

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban / **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 Report No.: 8251005 Supplement

Position Number: 008461 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: BRIDGE CARPENTRY AND MAINTENANCE LEAD

Legislation Required: Yes **Recommended BU Code:** 017

Recommended Ordinance Title: BRIDGE CARPENTRY AND MAINTENANCE LEAD

Recommended Salary for This Position: $16.61 17.92 *

Recommended Salary Range: 27.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: BRIDGE MAINTENANCE LEADER

Ordinance Title: BRIDGE MAINTENANCE LEAD WORKER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 017

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

*Wage adjustment effective 5/19/92 to $18.45/hour (1995 rate)

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: BRIDGE MAINTENANCE LEADER

Ordinance Title: BRIDGE MAINTENANCE LEADWORKER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 017

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

6-19-90 4/6/93

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DET. MINATION

Per Council Ordinance No. 115355, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 7050004 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CARTOGRAPHER

Ordinance Title: CARTOGRAPHER

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 7050004 Supplement

Position Number: 020911 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: CARTOGRAPHER

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: CARTOGRAPHER

Recommended Salary for This Position: $17.04 19.81

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: CARTOGRAPHER, ASSOC

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: CARTOGRAPHER, ASSOC

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

5/18/94 5/23/95

(CARTOGRAPHER, ASST II 1/3/90 5/17/94

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DETI MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 7201503 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CIVIL ENGINEERING SPECIALIST, ASSISTANT

Ordinance Title: CIVIL ENGINEERING SPECIALIST, ASSISTANT

Legislation Required: Yes Bargaining Unit: 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 7201503 **Supplement**

Position Number: 020718 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: CIVIL ENGINEERING SPECIALIST, ASSISTANT

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: CIVIL ENGINEERING SPECIALIST, ASSISTANT

Recommended Salary for This Position: $15.41 21.51

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: CIVIL ENGINEER, ASST I

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: CIVIL ENGR, ASST I

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(CIVIL ENGRNG SPEC, ASST II(o)	6/5/91	6/21/94
(TRAFFIC ENGINEER, ASSOC	2/13/91	4/9/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DETI MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST

Legislation Required: Yes Bargaining Unit: 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch 12/05 Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 **Supplement**

Position Number: 019689 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DET MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST(1/2/91-8/31/94)

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch 12/13/95 Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 **Supplement**

Position Number: 022533 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST(1/2/91-8/31/94)

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: HELD IN APPEYANCE

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

RECLASSED SYSTEMS ANALYST, S	102-94	9/1/94
ORD 117400 RECLASSED SYSTEMS		1/1/95

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: SYSTEMS ANALYST, SR

Ordinance Title: SYSTEMS ANALYST, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

11/19/91	2/19/93
8/30/89	9/24/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA[illegible]FICATION PROJECT DETE[illegible]MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST (1/2/91-12/31/92)

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 **Supplement**

Position Number: 022534 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST (1/2/91-12/31/92)

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: HELD IN ABEYANCE

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ORD 116440 RECLASSED SYSTEMS 1/1/93

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: SYSTEMS ANALYST, SR

Ordinance Title: SYSTEMS ANALYST, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Counc... ...dinance No 115359, the effective date of this Classifica... ...action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 REPORT NO: 9150004 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: UTILITY LABORER

Ordinance Title: UTILITY LABORER

Legislation Required: Yes Bargaining Unit: 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular [ ] Probationary [ ] Temporary

Authority: Personnel Rule

Pers Rule 2.2.200(A) Pers Rule 2.2.200(B) Pers Rule 2.2.200(C)

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9150004 **Supplement**

Position Number: 008252 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: UTILITY LABORER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: UTILITY LABORER

Recommended Salary for This Position: $13.74 13.74

Recommended Salary Range: 20.5E

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd UTILITY LABORER

Ordinance Title: MAINTENANCE LABORER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd UTILITY LABORER

Ordinance Title: MAINTENANCE LABORER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

12/20/89 3/12/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLAS[illegible]ICATION PROJECT DETE[illegible]MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991 information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4050007 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ADMINISTRATIVE SUPPORT SUPERVISOR

Ordinance Title: ADMINISTRATIVE SUPPORT SUPERVISOR

Legislation Required: Yes **Bargaining Unit:** 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Tempor[illegible]**

Authorit[illegible] Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban [illegible] **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95

Report No.: 4050007 Supplement

Position Number: 008846 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: ADMINISTRATIVE SUPPORT SUPERVISOR

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: ADMINISTRATIVE SUPPORT SUPERVISOR

Recommended Salary for This Position: $15.10 16.92

Recommended Salary Range: 26.0B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: OFFICE SERVICES MANAGER

Ordinance Title: OFFICE SERVICES MANAGER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ABROGATED

1/1/92

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name: ABROGATED

Classification Title: OFFICE SERVICES MANAGER

Ordinance Title: OFFICE SERVICES MANAGER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLAS[illegible]FICATION PROJECT DETE[illegible]INATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4050004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ADMINISTRATIVE SPECIALIST I

Ordinance Title: ADMINISTRATIVE SPECIALIST I (1/2/91 - 12/31/92)

Legislation Required: Yes **Bargaining Unit:** 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4050004 **Supplement**

Position Number: 007723 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: ADMINISTRATIVE SPECIALIST I

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: ADMINISTRATIVE SPECIALIST I (1/2/91 - 12/31/92)

Recommended Salary for This Position: $12.32 13.74

Recommended Salary Range: 20.5B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: PERSONNEL SPECIALIST, ASST

Ordinance Title: PERSONNEL SPECIALIST, ASST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ORD 16440 RECLASSED PERSONNE 1/1/93

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: PERSONNEL SPECIALIST

Ordinance Title: PERSONNEL SPECIALIST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA[illegible]FICATION PROJECT DETE[illegible]INATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 REPORT NO: 2350005 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: MANAGEMENT SYSTEMS ANALYST, SR

Ordinance Title: MANAGEMENT SYSTEMS ANALYST, SR(1/2/91 - 12/31/92)

Legislation Required: Yes Bargaining Unit: 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular [ ] Probationary [ ] Temporary

Authority: Personnel Rule

Pers Rule 2.2.200(A) Pers Rule 2.2.200(B) Pers Rule 2.2.200(C)

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2350005 **Supplement**

Position Number: 022169 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: MANAGEMENT SYSTEMS ANALYST, SR

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: MANAGEMENT SYSTEMS ANALYST, SR(1/2/91 - 12/31/92)

Recommended Salary for This Position: $22.53 26.27

Recommended Salary Range: 37.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: PLANNER, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ORD 117400 RECLASSED MANAGER	1/1/95
ORD 116440 RECLASSED SYSTEMS	1/1/93

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: MGR X

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

1/1/88 1/29/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLAS ICATION PROJECT DETEI INATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100004 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: PROGRAMMER ANALYST

Ordinance Title: PROGRAMMER ANALYST

Legislation Required: Yes Bargaining Unit: 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100004 **Supplement**

Position Number: 011217 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: PROGRAMMER ANALYST

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: PROGRAMMER ANALYST

Recommended Salary for This Position: $17.40 20.29

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: HELD IN ABEYANCE

Ordinance Title: PROGRAMMER, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

RECLASSED PROGRAMMER ANALY	104-94	12/1/94

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: PROGRAMMER ANALYST

Ordinance Title: PROGRAMMER ANALYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

6/5/89	3/24/92

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLAS[illegible]TICATION PROJECT DETE[illegible]INATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 4153505 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: TITLE RECORDS TECHNICIAN, SR

Ordinance Title: TITLE RECORDS TECHNICIAN, SR.

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4153505 **Supplement**

Position Number: 007728 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: TITLE RECORDS TECHNICIAN, SR

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: TITLE RECORDS TECHNICIAN, SR.

Recommended Salary for This Position: $13.27 14.26

Recommended Salary Range: 21.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: TITLE RECORDS CLERK, SR

Ordinance Title: TITLE RECORDS CLERK, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ABROGATED 1993 BUDGET OR 1/1/93

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name: ABROGATED

Classification Title: TITLE RECORDS CLERK, SR

Ordinance Title: TITLE RECORDS CLERK, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLAS FICATION PROJECT DETE IINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4153504 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: TITLE RECORDS TECHNICIAN

Ordinance Title: TITLE RECORDS TECHNICIAN

Legislation Required: Yes Bargaining Unit: 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 Report No.: 4153504 Supplement

Position Number: 007730 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: TITLE RECORDS TECHNICIAN

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: TITLE RECORDS TECHNICIAN

Recommended Salary for This Position: $11.72 13.74

Recommended Salary Range: 20.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: TITLE RECORDS CLERK, SR

Ordinance Title: TITLE RECORDS CLERK, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ABROGRATED 1/1/93

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name: ABROGATED

Classification Title: TITLE RECORDS CLERK, SR

Ordinance Title: TITLE RECORDS CLERK, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLAS FICATION PROJECT DETE INATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9102004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: TREE MAINTENANCE SPECIALIST

Ordinance Title: TREE MAINTENANCE SPECIALIST

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 Report No.: 9102004 Supplement

Position Number: 007856 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: TREE MAINTENANCE SPECIALIST

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: TREE MAINTENANCE SPECIALIST

Recommended Salary for This Position: $13.60 14.67

Recommended Salary Range: N/A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: TRUCK DRIVER

Ordinance Title: TRUCK DRIVER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: TRUCK DRIVER

Ordinance Title: TRUCK DRIVER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLAS FICATION PROJECT DETE MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 9150003 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: LABORER

Ordinance Title: LABORER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch 11-29-95 **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9150003 **Supplement**

Position Number: 008325 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: LABORER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: LABORER

Recommended Salary for This Position: $12.43 12.89

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd UTILITY LABORER

Ordinance Title: UTILITY LABORER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd UTILITY LABORER

Ordinance Title: UTILITY LABORER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLAS FICATION PROJECT DETE INATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9100003 *Supplement*

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER, ASSISTANT

Ordinance Title: GARDENER, ASSISTANT

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100003 **Supplement**

Position Number: 008327 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: GARDENER, ASSISTANT

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER, ASSISTANT

Recommended Salary for This Position: $12.32 13.27

Recommended Salary Range: 19.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd UTILITY LABORER

Ordinance Title: UTILITY LABORER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd UTILITY LABORER

Ordinance Title: UTILITY LABORER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

7/31/91 2/18/93

7/20/88 8/4/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT 'S DUE TO THE QUALITY OF THE DOCUMENT.

CLAS FICATION PROJECT DETE IINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9100003 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER, ASST

Ordinance Title: GARDENER, ASST

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100003 **Supplement**

Position Number: 020646 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: GARDENER, ASST

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER, ASST

Recommended Salary for This Position: $12.32 13.27

Recommended Salary Range: 19.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: UTILITY LABORER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: UTILITY LABORER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

ORDINANCE No. 118014

COUNCIL BILL No. 111114

3 of 3

COMPTROLLER FILE No.

Introduced: FEB - 5 1996	By: WEEKS
Referred: FEB - 5 1996	To: Personnel and Labor Policy
Referred:	To:
Referred:	To:
Reported: FEB 12 1996	Second Reading: FEB 12 1996
Third Reading: FEB 12 1996	Signed: FEB 12 1996
Presented to Mayor: FEB 13 1996	Approved: FEB 20 1996
Returned to City Clerk: FEB 21 1996	Published:
Vetoed by Mayor:	Veto Published:
Passed over Veto:	Veto Sustained:

US5047

Law Department

The City of Seattle--Legisla

REPORT OF COMMITTEE

Honorable President:

Your Committee on PERSONNEL & LABOR POLICY

to which was referred the within Council Bill No. 111114
report that we have considered the same and respectfully recommed that the

2/7/96 PASS 3-0 (TW, JM, JD)

Full Council vote 9-0

Tom Thiele

Committee Chair

SMEAD 45 SP 17703

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE
IT IS DUE TO THE QUALITY OF THE DOCUMENT.

SECTION 6, continued

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2001505 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: BUDGET ANALYST, SR

Ordinance Title: BUDGET ANALYST, SR

Legislation Required: Yes Bargaining Unit: 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action do[illegible]t supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2001505 **Supplement**

Position Number: 015237 **Department:** OFFICE OF MANAGEMENT AND PLANNING

Recommended Classification Title: BUDGET ANALYST, SR

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: BUDGET ANALYST, SR

Recommended Salary for This Position: $22.53 26.27

Recommended Salary Range: 37.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: URBAN ECONOMIST

Ordinance Title: URBAN ECONOMIST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: URBAN ECONOMIST

Ordinance Title: URBAN ECONOMIST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(BUD ANAL,SR ilo)	7/6/92	5/3/94
	7/23/91	4/7/92
(BUD ANAL,SR ilo) 5/10/91 - 7/22	12/23/87	5/9/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIF. ATION PROJECT DETERM. ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4050005 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ADMINISTRATIVE SPECIALIST II

Ordinance Title: ADMINISTRATIVE SPECIALIST II

Legislation Required: Yes **Bargaining Unit:** 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95

Report No.: 4050005 **Supplement**

Position Number: 023651 **Department:** FINANCE DEPARTMENT

Recommended Classification Title: ADMINISTRATIVE SPECIALIST II

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: ADMINISTRATIVE SPECIALIST II

Recommended Salary for This Position: $13.00 14.55

Recommended Salary Range: 22.0B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: ADMINISTRATIVE SPECIALIST III

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: ADMINISTRATIVE SPECIALIST III

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIF ATION PROJECT DETERM ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST

Legislation Required: Yes Bargaining Unit: 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 **Supplement**

Position Number: 015683 **Department:** FINANCE DEPARTMENT

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROC PROG/ANAL asgd DATA PROC PROG/ANAL, SR

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROC PROG/ANAL asgd DATA PROC PROG/ANAL, SR

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(SEE PROGRAMMER ilo)	4/24/91	11/8/91
	10/30/85	4/23/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIF. ATION PROJECT DETERM. ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2000508 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ACCOUNTANT, PRINCIPAL

Ordinance Title: ACCOUNTANT, PRINCIPAL

Legislation Required: Yes **Bargaining Unit:** 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 | **Report No.:** 2000508 **Supplement**

Position Number: 010716 **Department:** FINANCE DEPARTMENT

Recommended Classification Title: ACCOUNTANT, PRINCIPAL

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: ACCOUNTANT, PRINCIPAL

Recommended Salary for This Position: $20.52 22.98

Recommended Salary Range: 34.0B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: MANAGER 1

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ORD 116440 RECLASSED ACCOUNT 1/1/93

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: ACCOUNTANT, PRINCIPAL

Ordinance Title: ACCOUNTANT, PRINCIPAL

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIF ATION PROJECT DETERM ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100003 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS PROGRAMMER

Ordinance Title: SYSTEMS PROGRAMMER

Legislation Required: Yes Bargaining Unit: 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.206(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 11557[illegible]9, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100003 **Supplement**

Position Number: 011222 **Department:** FINANCE DEPARTMENT

Recommended Classificatio n Title: SYSTEMS PROGRAMMER

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS PROGRAMMER(1/2/91-12/31/91)

Recommended Salary for This Position: $14.98 17.40

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: PROGRAMMER

Ordinance Title: PROGRAMMER, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ORD 116181 RECLASSED DATA PRO 1/1/92

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name: [illegible]

Classification Title: PROGRAMMER

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIF ATION PROJECT DETERM ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100003 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS PROGRAMMER

Ordinance Title: SYSTEMS PROGRAMMER(1/2/91-12/31/91)

Legislation Required: Yes Bargaining Unit: 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100003 **Supplement**

Position Number: 015704 **Department:** FINANCE DEPARTMENT

Recommended Classification Title: SYSTEMS PROGRAMMER

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS PROGRAMMER

Recommended Salary for This Position: $14.98 17.40

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROCESSING PROGRAMMER/ANALYST

Ordinance Title: PROGRAMMER, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ORD 116181 RECLASSED DATA PRO 1/1/92

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

10/24/90 10/4/94

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CL SIFICATION PROJECT DE RMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4050004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ADMINISTRATIVE SPECIALIST I

Ordinance Title: ADMINISTRATIVE SPECIALIST I-MC

Legislation Required: Yes **Bargaining Unit:** 040

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4050004 **Supplement**

Position Number: 020801 **Department:** MUNICIPAL COURTS

Recommended Classification Title: ADMINISTRATIVE SPECIALIST I

Legislation Required: Yes **Recommended BU Code:** 040

Recommended Ordinance Title: ADMINISTRATIVE SPECIALIST I-MC

Recommended Salary for This Position: $12.32 13.74

Recommended Salary Range: 20.5B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: EDP EQUIPMENT OPERATOR, SR

Ordinance Title: EDP EQUIPMENT OPERATOR, SR-MC

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 040

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: EDP EQUIPMENT OPERATOR, SR

Ordinance Title: EDP EQUIPMENT OPERATOR, SR-MC

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 040

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(ADMIN. SPEC. II ilo) 9/2/87

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CL SIFICATION PROJECT DE RMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 7204504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CAPITAL PROJECTS COORDINATOR

Ordinance Title: CAPITAL PROJECTS COORDINATOR

Legislation Required: Yes **Bargaining Unit:** 0.

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

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EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 7204504 **Supplement**

Position Number: 021891 **Department:** PARKS & RECREATION

Recommended Classification Title: CAPITAL PROJECTS COORDINATOR

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: CAPITAL PROJECTS COORDINATOR

Recommended Salary for This Position: $21.67 25.32

Recommended Salary Range: N/A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: CAPITAL PROJECTS COORDINATOR II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ABROGATED 1/1/92

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name: ABROGATED

Classification Title: UNCLASSIFIED

Ordinance Title: CAPITAL PROJECTS COORDINATOR II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THIS DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/1/95 **REPORT NO:** 4050003 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ADMINISTRATIVE SPECIALIST III

Ordinance Title: ADMINISTRATIVE SPECIALIST III-BU

Legislation Required: Yes **Bargaining Unit:** 035

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Acting Personnel Director**

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EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/1/95 **Report No.:** 4050008 **Supplement**

Position Number: 005048 **Department:** POLICE DEPARTMENT

Recommended Classification Title: ADMINISTRATIVE SPECIALIST III

Legislation Required: Yes **Recommended BU Code:** 035

Recommended Ordinance Title: ADMINISTRATIVE SPECIALIST III-BU

Recommended Salary for This Position: $14.26 15.99

Recommended Salary Range: 24.5B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: ADMINISTRATIVE SPECIALIST II

Ordinance Title: ADMINISTRATIVE SPECIALIST II-BU

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 035

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: ADMINISTRATIVE SPECIALIST II

Ordinance Title: ADMINISTRATIVE SPECIALIST II-BU

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 035

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

City of Seattle Personnel Department

Norman B. Rice, Mayor XXXXXXXXXXXXXXXXX Sarah Welch, Acting Personnel Director

Classification Project Appeals Examiner
Room 720, Arctic Building, 700 3rd Avenue, Seattle, WA 98104

Tel: 684-0724
MS: 14-07-04

January 3, 1995

EXHIBIT B

Police Department
MS 02-04-01

Dear Ms.

RE: **Case No.:** 022894-I **Position No.:** 005048
Requested Title: Administrative Specialist III

Final Classification Allocation:
Administrative Specialist III

Please find enclosed, the Classification Recommendation of the Appeals Examiner for the Classification Project. This recommendation also includes the Final Classification Allocation Determination of the Personnel Director.

Review of your Case File Record by the Appeals Examiner and the Final Determination of the Personnel Director have been performed in accordance with the Protocol and Procedures established for this phase of the Classification Project.

This final review and classification allocation determination completes the administrative procedures available to you under the Classification Project. The Protocol and Procedures, under which this final review was conducted, have been adopted by the Classification Project Advisory Panel and the Department of Personnel. You may receive a copy of the Protocol and Procedures by contacting your Personnel Representative or this Office. In accordance with statutory requirements, your case file has been made a public record and may be reviewed, by appointment, at the Office of the Appeals Examiner.

If you believe that your review and appeal rights under the established procedures have been compromised, you may request a review by the Civil Service Commission within twenty calendar days from the date of this notice. The Commission will only consider issues of adherence to the Personnel Rules and the established Protocol and Procedures. The Commission will not substitute its own judgment as to whether the final classification allocation is appropriate to your position.

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

If you believe that your position's duties and responsibilities have changed since your most recent submission of information to the Classification/Compensation Unit, you may request a new review of your classification allocation under the standard procedures established by the Classification/Compensation Unit for this purpose.

Sincerely,

Miriam Israel Moses
Classification Project
Appeals Examiner

cc: Sarah Welch, Acting Personnel Director
Tim Croll, Personnel Services Administrator
Lilly Aguilar, Classification/Compensation Unit Director
Personnel Labor Relations Unit
Chief Norman Stamper, Police Department
Aaron Dean, HR Manager/Representative, Police Department
Professional & Technical Engineers, Local 17 Administrative Support Unit
Case File Record

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

BEFORE THE CLASSIFICATION PROJECT APPEALS EXAMINER

In Re the Appeal of [incumbent] Appellant Position No. 005048	CASE NO. 022894-I OPENING DATE: 11/18/94 ANALYSIS, CONCLUSION AND RECOMMENDATION

This case file was received by the Office of the Appeals Examiner on February 28, 1994. It was opened for review on November 18, 1994, having been previously reviewed by the Classification/Compensation Unit with the resultant Final Administrative Review determination that the position should remain classified as an Administrative Specialist II. Appellant requests reclassification to Administrative Specialist III. Management fully supports Appellant's request and has submitted additional evidence into the Case File Record. Because Class/Comp's Final Administrative Review determination does not concur with the classification requested by the Appellant, the appeal has been forwarded to this office for review under the established Protocol and Procedures.

I. SUMMARY:

The Appellant, , is employed as an Administrative Specialist II-SPD by the Juvenile Section of the Criminal Investigation Division of the Seattle Police Department. The position has full responsibility for managing the juvenile criminal records system for the City. Additionally, this position has direct supervisory authority over two Administrative Specialist I's who provide all office support for a group of police detectives in the Criminal Investigation Division.

The City conducted a review of certain classification allocations made in the Classification Project as part of the 1992 equity negotiations with the I.F.P.T.E., Local 17. Despite contentions to the contrary by both the union and the SPD, this position was not recommended for an upgrade in the final report. The Appellant is exercising her right to appeal this decision through the Classification Project.

II. JURISDICTION:

The Classification Project Appeals Examiner has jurisdiction to review those disputed classification allocations which meet the criteria established in the Protocol and Procedures adopted by the Classification Project Advisory Panel and the Department of Personnel.

Section I(G) of the Protocol requires that, for adjudication under the Classification Project, an appeal be based on an "appealable issue." Appealable issues are, in this section, further defined as "the allocation of a position to a class." Such is the nature of this Appeal. Section I(A) further provides that classification allocation be effective on January 2, 1991. Having been allocated in Phase 3-C of the Project, this appeal meets the established criteria for review by the Appeals Examiner.

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III. CASE FILE RECORD:

1. 1980 Budget Request:
   Requested Title: Administrative Specialist III.
   Current Title: Administrative Specialist II.
   Recommended Classification: Office Assistant asgd. Administrative Specialist II.
   Recommended Ordinance Title: Administrative Specialist II.
   (Includes City of Seattle Position Request - undated).

2. PDQ - 2/22/83:
   Ordinance Title: Administrative Specialist II.
   Working Title: Administrative Specialist II.

3. PDQ - 7/21/87:
   Payroll Title: Administrative Specialist II.
   Working Title: Administrative Specialist II.
   Note: "2nd rnd = Records Information Specialist, Supervisor"
   written above Payroll Title, which has been lined out.

4. Classification Appeal - 10/1/92:
   Current Title: Administrative Specialist II.
   Requested Allocation Title: Administrative Specialist III.
   (Includes additional evidence in the form of memos that show
   samples of policies and guidelines developed by the Appellant).

5. Memo - 10/1/92 from Lieutenant R.B. Wedlund, in supporting this appeal.

6. Letter - 12/21/92 to Laurie Brown, I.F.P.T.E., Local 17,
   from Bill Hauskins, Labor Negotiator, Labor Relations
   affirming that this position is one of 13 designated as
   having the right to appeal their classifications in the Project.

7. Classification Determination Report No. 18-93 - 2/24/93:
   Classification Title: Administrative Specialist II
   Ordinance Title: Administrative Specialist II.
   Recommended Class. Title: Administrative Specialist II.
   Recommended Ordinance Title: Administrative Specialist II-BU.

   7A. Report No. 4050005:
   Contains this position, along with the list of names and positions
   for which review results were reflected in Report No. 18-93.

8. Memo - 3/22/93, to Chief Patrick S. Fitzsimons, Police Department
   from Lilly J. Aguilar, Director Classification/Compensation Unit.
   Memo transmits copies of classifications included in First Quarter 1993 legislation.

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9. First Administrative Review Determination - 9/3/93:
Class Project Title: Administrative Specialist II.
Requested Title: Administrative Specialist III.
First Administrative Review: Administrative Specialist II.

10. Response To first Administrative Review - 9/30/93:
Allocated Title: Administrative Specialist II.
Requested Title: Administrative Specialist III.
(Includes appeal information, org. chart and related correspondence.)

11. Final Administrative Review Determination - 2/24/94:
Class Project Title: Administrative Specialist II.
Requested Title: Administrative Specialist III.
Final Review Title: Administrative Specialist II.

12. Transmittal to Appeals Examiner - 2/25/94.

IV. ANALYSIS:

This position is responsible for the management of the City's juvenile criminal records system. The work includes full responsibility for the supervision of two Administrative Specialist I's who enter all juvenile criminal histories and create new name/criminal history files. The Appellant is responsible for the administration of 10,000 active juvenile criminal records, 4,000 records of subjects over 18 years of age, and 4,000 records of subjects between 18 and 20 years of age.

The responsibilities of this position include the development and administration of policies and procedures for record creation, retention, purging and sealing. The Appellant is also responsible for informing the Unit Commander of convicts being released into the community who may be potential sex offenders. Decisions made by the SPD regarding the necessity of community notification in these cases are based upon the recommendations made by the subject position, which involves the actual evaluation of potential danger. Additionally, beyond her own responsibilities, the Appellant is also held accountable for the actions taken by her subordinates in the performance of their job functions.

As presented in the specifications, there are clear differentiations between the work which may be performed by the Administrative Specialist II and the Administrative Specialist III. The Distinguishing Characteristics section of the Administrative Specialist II specification states that:

> This class differs from the Administrative Specialist III in the latter class performs highly complex and diverse specialized administrative support functions **or** [emphasis added] has full supervisory responsibilities over a small group of administrative support staff.

The Distinguishing Characteristics section of the Administrative Specialist III specification further clarifies the type of supervision involved when it differentiates the AS-III from the Clerical Supervisor:

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> This class is distinguished from the Clerical Supervisor in that positions in the latter class are **primarily involved in directing, supervising** [emphasis added] and evaluating the work of subordinate staff. While incumbents in the Administrative Specialist III class may supervise a small group of administrative support employees, **supervision is not the predominant work** [emphasis added] activity.

These two statements encapsulate the two misconceptions that cause this position to remain classified at the Administrative Specialist II level. On Page 3 of Report No. 18-93, which defined the pertinent allocation factors that were used in determining the correct classification for this and other positions, the analysts stated that "positions at the Administrative Specialist III level perform the more technically complex and responsible support tasks involving significant consequence of error, **and/or** [emphasis added] supervise a group of employees engaged in administrative or specialized support activities."

The specifications do not bear out the use of "**and/or**" in an analysis of work. In other words, a position need only be responsible for supervising a small groups of administrative support employees to qualify for the AS-III level. Both criteria of complexity and supervision do not have to be met. The exclusive use of the word "or" in the AS-II specification makes this clear. Therefore, the fact that this position has direct supervisory authority over two administrative support positions meets the AS-III requisite.

In the Final Administrative Review which denies this appeal, a second non-applicable criteria is applied.

> The position supervises two Administrative Specialist Is; this supervision component is within the scope of Administrative Specialist II, especially since a reading of the PDQ does not indicate that supervision is the primary component of this job--the position appears to spend most of the time in hands-on records management.

As clarified in the Administrative Specialist IIi specification, supra, this is a misinterpretation of the specifications. The role of supervision as a primary component may only be applied to the Administrative Support Supervisor level. The AS-III specification clearly states that this factor (supervision as a predominant work activity) is one of the ways in which the two levels are differentiated.

The Appellant presents a strong case for the complexity level of her position. She provides substantiated evidence that she is responsible for writing policies and procedures as well as for engaging in tasks that truly meet the requisite "significant" consequence of error. For example, since mid-1990, this position has been responsible for disseminating Community Notifications of both adult and juvenile offenders. These notifications are based on "what I consider to be any dangerous juvenile sexual offenders who are released into the community. I use independent judgement, and weigh the facts before passing them on...."

Perhaps there is a perceptual disagreement about the consequence of error involved in this responsibility. But beyond the high visibility and political volatility aspects of this responsibility, (since it involves decision making based on one of the most controversial laws in the country) are issues of impact on all members of a community who are affected by the release of an offender. This level of discretion and independent judgment and decision making must be viewed as having a "significant consequence of error."

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This position also has the responsibility of making certain that all juvenile records are purged, as appropriate. Errors in this capacity have a severe consequence of error and place the City in legal jeopardy, should there be errors that result in the inappropriate release of this information. It should be noted that the Appellant has authored the City's policy on the destruction of these records.

The pivotal duties, for classification purposes, those of supervision and consequence of error, were present in this position as early as the 1987 PDQ. The second round review of the 1987 PDQ recommended the title of Records Information Specialist, Supervisor. Unfortunately, the title was not adopted in the Classification Project and therefore cannot be used. It is pertinent, however, because it demonstrates that these higher level duties were fully incorporated into the duties and responsibilities of this position prior to the equity study and Classification Project analysis.

Personnel Rule 2.2.100 provides the following guidance:

> In allocating any position to a class, the specification for the class shall be considered as a whole. Consideration shall be given to the general duties, the specific tasks, the responsibilities, the required and desirable qualifications for such position, and the relationship thereof to other classes. The examples of duties set forth in such specification shall not be construed as all inclusive or restrictive, and an example of a typical task or a combination of two or more examples shall not be taken, without relation to all parts of the specification, as determining that a position should be included within a class.

This position clearly performs supervisory functions beyond the narrowly defined "train and advise" activities allowed for in the Ad Spec II classification, and has been doing so since at least as early as 1987. The specifications as they were adopted in the Project do not require that supervision be a predominant activity for achievement of the AS-III level. Additionally, the consequence of error in this position, which is based on its own independent judgment, simply cannot be rated as less than significant. In every criteria established in the specifications, the duties and responsibilities of this position warrant reclassification to the Administrative Specialist III level.

V. CONCLUSION:

There is ample evidence in the Case File Record to substantiate the high level of responsibility involved in the administration of the Juvenile Records Office. Primarily, however, the specifications do not demand such high level work as is continually demonstrated by the evidence. Rather, the specifications required that a position have supervisory authority over a small administrative support group. This position clearly meets that requisite. It is not necessary that such supervision be the predominant work of the position, nor is it necessary that the work itself meet the highest consequence of error test (though this position certainly does,) rather the difficulty in properly classifying this position lies more with the criteria that have been applied than with the duties and responsibilities of the work itself. This position easily demonstrates that it meets the criteria established for Administrative Specialist III.

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VI. RECOMMENDATION OF THE APPEALS EXAMINER:

Therefore, based on the information contained in the Case File Record, Personnel Rule 2.2.100, the information submitted with the appeal, the specifications established for the Administrative Specialist II Administrative Specialist III, and Administrative Support Supervisor, it is the recommendation of this office that the classification allocation determination of the Classification/Compensation Unit be revised in this case, and that this position be reclassified to Administrative Specialist III.

Please note that, by agreement (see Exhibit No. 6) between the City and I.F.P.T.E., Local 17, classification appeals adjudicated through the Classification Project are not subject to the effective date of October 10, 1990 established for the upgrades resulting from the Police equity negotiations. Therefore, in accordance with the Protocol and Procedures, the effective date for reclassification of this position shall be January 2, 1991.

Submitted to the Director
December 9, 1994

RECEIVED
DEC 9 - 1994
PERSONNEL DEPT.

Miriam Israel Moses
Classification Project Appeals Examiner

DIRECTOR UPHOLDS [X] 12/28/94
Date
DIRECTOR REVERSES [ ] _____
Date

Sarah Welch
Acting Personnel Director

The Director's decision is final in the Classification Project Appeals Process and completes the administrative procedures available to the Appellant on this appeal. Should the Appellant believe that new information, not submitted with this appeal, might result in a different determination, a request for a new review may be submitted to Class/Comp under its standard procedures. No further review through the Appeals Project will be conducted.

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIF ATION PROJECT DETERM..ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2350004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: MANAGEMENT SYSTEMS ANALYST

Ordinance Title: MANAGEMENT SYSTEMS ANALYST

Legislation Required: Yes **Bargaining Unit:** 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2350004 **Supplement**

Position Number: 005004 **Department:** POLICE DEPARTMENT

Recommended Classification Title: MANAGEMENT SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: MANAGEMENT SYSTEMS ANALYST

Recommended Salary for This Position: $18.98 22.12

Recommended Salary Range: 33.0A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: FINANCE ANALYST

Ordinance Title: FINANCE ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: MANAGEMENT SYSTEMS ANALYST

Ordinance Title: MANAGEMENTSYSTEMS ANALYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CL SIFICATION PROJECT DE RMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of [illegible] date.

11/30/95 **REPORT NO:** 2203504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SPECIAL EXAMS ANALYST

Ordinance Title: SPECIAL EXAMS ANALYST

Legislation Required: Yes **Bargaining Unit:** 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2203504 **Supplement**

Position Number: 017454 **Department:** PUBLIC SAFETY CIVIL SERVICE COMMISSI

Recommended Classification Title: SPECIAL EXAMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: SPECIAL EXAMS ANALYST

Recommended Salary for This Position: $18.98 22.12

Recommended Salary Range: 33.0A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: PERSONNEL ANALYST, SENIOR

Ordinance Title: PERSONNEL ANALYST, SENIOR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: SPECIAL EXAMS ANALYST

Ordinance Title: SPECIAL EXAMS ANLYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSI..CATION PROJECT DETERM..NATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 2253005 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: PUBLIC/CULTURAL PROGRAMS SPECIALIST, SENIOR

Ordinance Title: PUBLIC/CULTURAL PROGRAMS SPECIALIST, SENIOR

Legislation Required: Yes **Bargaining Unit:** 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2253005 **Supplement**

Position Number: 021409 **Department:** SEATTLE CENTER

Recommended Classification Title: PUBLIC/CULTURAL PROGRAMS SPECIALIST, SENIOR

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: PUBLIC/CULTURAL PROGRAMS SPECIALIST, SENIOR

Recommended Salary for This Position: $18.98 22.12

Recommended Salary Range: 33.0A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: ARTS PROGRAM SPECIALIST

Ordinance Title: ARTS PROGRAM SPECIALIST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ABROGATED 1/1/92

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name: ABROGATED

Classification Title: ARTS PROGRAM SPECIALIST

Ordinance Title: ARTS PROGRAM SPECIALIST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 7204505 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CAPITAL PROJECTS COORDINATOR, SENIOR

Ordinance Title: CAPITAL PROJECTS COORD, SR.(1/2/91 - 10/29/91)

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 7204505 **Supplement**

Position Number: 016470 **Department:** SEATTLE CENTER

Recommended Classification Title: CAPITAL PROJECTS COORDINATOR, SENIOR

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: CAPITAL PROJECTS COORD, SR.(1/2/91 - 10/29/91)

Recommended Salary for This Position: $22.53 26.27

Recommended Salary Range: 37.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: CAPITAL PROJECTS COORDINATOR,III

Ordinance Title: CAPITAL PROJECTS COORDINATOR, III

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: CAPITAL PROJECTS COORDINATOR CHIEF

Ordinance Title: CAPITAL PROJECTS COORDINATAOR CHIEF (10/30/91)

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 910004 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER

Ordinance Title: GARDENER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100004 **Supplement**

Position Number: 008930 **Department:** SEATTLE CENTER

Recommended Classification Title: GARDNER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $13.74 14.83

Recommended Salary Range: 22.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDNER II

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDNER II

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9100004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER

Ordinance Title: GARDENER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 910004 **Supplement**

Position Number: 008931 **Department:** SEATTLE CENTER

Recommended Classification Title: GARDENER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $13.74 14.83

Recommended Salary Range: 22.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER II

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER II

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9100004 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDNER

Ordinance Title: GARDENER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100004 **Supplement**

Position Number: 008932 **Department:** SEATTLE CENTER

Recommended Classification Title: GARDENER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $13.74 14.83

Recommended Salary Range: 22.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER II

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name: (GARDNER ilo)

Classification Title: GARDENER II

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9150004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: UTILITY LABORER

Ordinance Title: UTILITY LABORER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9150004 **Supplement**

Position Number: 022110 **Department:** SEATTLE CENTER

Recommended Classification Title: UTILITY LABORER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: UTILITY LABORER

Recommended Salary for This Position: $13.74 13.74

Recommended Salary Range: 20.5E

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: MAINTENANCE LABORER

Ordinance Title: MAINTENANCE LABORER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UTILITY LABORER

Ordinance Title: UTILITY LABORER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSII ATION PROJECT DETERM. ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4050003 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: ADMINISTRATIVE SUPPORT ASSISTANT

Ordinance Title: ADMINISTRATIVE SUPPORT ASSISTANT

Legislation Required: Yes Bargaining Unit: 035

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT--STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Acting Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

12/5/95 **Report No.:** 4050003 **Supplement**

Position Number: 019242 **Department:** WATER DEPARTMENT

Recommended Classification Title: ADMINISTRATIVE SUPPORT ASSISTANT

Legislation Required: Yes **Recommended BU Code:** 035

Recommended Ordinance Title: ADMINISTRATIVE SUPPORT ASSISTANT-BU

Recommended Salary for This Position: $11.20 12.55

Recommended Salary Range: 18.0B

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name: (ASA ilo)

Classification Title: ACCOUNTING SUPPORT ASSISTANT

Ordinance Title: ACCOUNTING SUPPORT ASSISTANT-BU

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 035

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: ACCOUNTING SUPPORT ASSISTANT

Ordinance Title: ACCOUNTING SUPPORT ASSISTANT-BU

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 035

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

5/4/92 11/1/94

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359. the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT--STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Acting Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 Supplement

Position Number: 015992 **Department:** WATER DEPARTMENT

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: N/A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROCESSING SYSTEMS ANALYST

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROCESSING SYSTEMS ANALYST

Ordinance Title: DATA PROCESSING SYSTEMSS ANALYST

1995 Salary: *P Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT--STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Acting Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 Report No.: 2100504 Supplement

Position Number: 018179 **Department:** WATER DEPARTMENT

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: N/A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROCESSING SYSTEMS ANALYST

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROCESSING SYSTEMS ANALYST

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSII :ATION PROJECT DETERM. IATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Acting Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100504 **Supplement**

Position Number: 020784 **Department:** WATER DEPARTMENT

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: N/A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name: (SENIOR PROGRAMMER ilo)

Classification Title: DATA PROCESSING SYSTEMS ANALYST

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROCESSING SYSTEMS ANALYST

Ordinance Title: DATA PROCESSING SYSTENS ANALYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSI ATION PROJECT DETERM ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 2100504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Acting Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 Report No.: 2100504 Supplement

Position Number: 021616 **Department:** WATER DEPARTMENT

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: N/A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name: (PROGRAMMER ilo)

Classification Title: DATA PROCESSING SYSEMS ANALYST

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: DATA PROCESSING SYSTEMS ANALYST

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 034

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4156504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: MAIL COURIER

Ordinance Title: MAIL COURIER

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Acting Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4156504 **Supplement**

Position Number: 011875 **Department:** WATER DEPARTMENT

Recommended Classification Title: MAIL COURIER

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: MAIL COURIER

Recommended Salary for This Position: $9.10 9.83

Recommended Salary Range: 11.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: OFFICE ASSISTANT-BU

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 035

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: OFFICE ASSISTANT-BU

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 0

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSII ATION PROJECT DETERM. IATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2052514 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CUSTOMER SERVICE REPRESENTATIVE/TRAINER

Ordinance Title: CUSTOMER SERVICE REPRESENTATIVE/TRAINER

Legislation Required: Yes **Bargaining Unit:** 035

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Acting Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2052514 **Supplement**

Position Number: 011713 **Department:** WATER DEPARTMENT

Recommended Classification Title: CUSTOMER SERVICE REPRESENTATIVE/TRAINER

Legislation Required: Yes **Recommended BU Code:** 035

Recommended Ordinance Title: CUSTOMER SERVICE REPRES' NTATIVE/TRAINER

Recommended Salary for This Position: $14.02 15.72

Recommended Salary Range: N/A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: UTILITIES CUSTOMER SERVICE TRAINER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

UTILITIES CUSTOMER SERVICE TR ORD115444 1/1/91

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: UTILITIES CUSTOMER SERVICE TRAINER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIF ATION PROJECT DETERM ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 REPORT NO: 4002004 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CREDIT REPRESENTATIVE

Ordinance Title: CREDIT REPRESENTATIVE

Legislation Required: Yes Bargaining Unit: 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Acting Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4002004 **Supplement**

Position Number: 011749 **Department:** WATER DEPARTMENT

Recommended Classification Title: CREDIT REPRESENTATIVE

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: CREDIT REPRESENTATIVE

Recommended Salary for This Position: $13.88 16.14

Recommended Salary Range: N/A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UTILITY CREDIT REPRESEN6ATIVE

Ordinance Title: UTILITY CREDIT REPRESENTATIVE

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UTILITY CREDIT REPRESENTATIVE

Ordinance Title: UTILITY CREDIT REPRESENTATIVE

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115339, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 | **REPORT NO:** 4002005 | **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CREDIT REPRESENTATIVE, SENIOR

Ordinance Title: CREDIT REPRESENTATIVE, SENIOR

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Acting Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 4002005 **Supplement**

Position Number: 011745 **Department:** WATER DEPARTMENT

Recommended Classification Title: CREDIT REPRESENTATIVE, SENIOR

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: CREDIT REPRESENTATIVE, SENIOR

Recommended Salary for This Position: $15.10 17.57

Recommended Salary Range: N/A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UTILITY CREDIT REPRESENTATIVE, SENIOR

Ordinance Title: UTILITY CREDIT REPRESENTATIVE, SENIOR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UTILITY CREDIT REPRESENTATIVE, SENIOR

Ordinance Title: UTILITY CREDIT REPRESENTATIVE, SENIOR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(UTILITY CREDIT REPRESENTA 6/21/95

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 4002005 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CREDIT REPRESENTATIVE, SENIOR

Ordinance Title: CREDIT REPRESENTATIVE, SENIOR

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Acting Personnel Director

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EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95

Report No.: 4002005 **Supplement**

Position Number: 016690 **Department:** WATER DEPARTMENT

Recommended Classification Title: CREDIT REPRESENTATIVE, SENIOR

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: CREDIT REPRESENTATIVE, SENIOR

Recommended Salary for This Position: $15.10 17.57

Recommended Salary Range: N/A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UTILITY CREDIT REPRESENTATIVE, SENIOR

Ordinance Title: UTILITY CREDIT REPRESENTATIVE, SENIOR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UTILITY CREDIT REPRESENTATIVE, SENIOR

Ordinance Title: UTILITY CREDIT REPRESENTATIVE, SENIOR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLASSII ATION PROJECT DETERM ATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 8200503 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: WATERWORKS MAINTENANCE HELPER

Ordinance Title: WATERWORKS MAINTENANCE HELPER

Legislation Required: Yes **Bargaining Unit:** 050

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Acting Personnel Director

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EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 8200503 **Supplement**

Position Number: 011847 **Department:** WATER DEPARTMENT

Recommended Classification Title: WATERWORKS MAINTENANCE HELPER

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: WATERWORKS MAINTENANCE HELPER

Recommended Salary for This Position: $14.28 15.41

Recommended Salary Range: N/A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: WATERWORKS MAINTENANCE SPECIALIST

Ordinance Title: WATERWORKS MAINTENANCE SPECIALIST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: WATERWORKS MAINTENANCE SPECIALIST

Ordinance Title: WATERWORKS MAINTENANCE SPECIALIST

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

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ATTACHMENT B

RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS: Report No. 950071

DEPARTMENT/OFFICE: Administrative Services

CURRENT TITLE: Administrative Specialist II-BU

CURRENT SALARY: $13.00 - $14.55 (Salary Range: 22.0B)

PROPOSED TITLE: Accountant

PROPOSED SALARY: $15.69 - $18.27 (Salary Range: 28.0A)

WHY INEQUITY MAY HAVE OCCURRED: Position was reviewed as a result of a request filed by the department to address the employee's current higher level body of work which evolved as a result of the incumbents transfer from DAS Accounting to DAS Fleet Services Division and the implementation of the automated Equipment Management System (EMS) and Financial Management System (SFMS).

WRITTEN JUSTIFICATION/
COST EFFECTIVE/EFFICIENCY: The position is adequately described by the Accountant classification.

ORGANIZATIONAL EFFECTS: NA

EFFECT ON OTHER POSITIONS: NA

POSSIBLE TASK REDUCTIONS: NA

BETTER REVIEW AT BUDGET? NA

SPECIFIC INDIVIDUAL REWARDS? NA

ADDITIONAL COMMENTS: None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No.** 95-386
DEPARTMENT/OFFICE:	Administrative Services
CURRENT TITLE:	Administrative Specialist III
CURRENT SALARY	$14.26-15.99(Range: 24.5B)
PROPOSED TITLE:	Administrative Staff Assistant
PROPOSED SALARY:	$16.61-19.36(Range: 29.5A)
WHY INEQUITY MAY HAVE OCCURRED:	The position is performing duties at a higher level.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	N/A
ORGANIZATIONAL EFFECTS	Allocating the subject position to the title of Administrative Staff Assistant will make it comparable to other positions performing the same body of work.
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	No.
SPECIFIC INDIVIDUAL REWARDS?	Increase in salary and allocation to the appropriate level.
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS: Report No. 950085

DEPARTMENT/OFFICE: Administrative Services

CURRENT TITLE: Janitor DAS /City Light

CURRENT SALARY: $10.98 - $11.82 (Salary Range: 16.5C)

PROPOSED TITLE: Administrative Support Assistant - BU

PROPOSED SALARY: $11.20 - $12.56 (Salary Range: 18.0B)

WHY INEQUITY MAY HAVE OCCURRED: Position was reviewed as a result of a request filed by the department to address the need for administrative support in the maintenance unit. The position has been underfilled for over three years and prior to that there was no administrative support for the unit.

WRITTEN JUSTIFICATION/
COST EFFECTIVE/EFFICIENCY: The vacant position is well described by the Administrative Support Assistant classification.

ORGANIZATIONAL EFFECTS: NA

EFFECT ON OTHER POSITIONS: NA

POSSIBLE TASK REDUCTIONS: NA

BETTER REVIEW AT BUDGET? NA

SPECIFIC INDIVIDUAL REWARDS? NA

ADDITIONAL COMMENTS: None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS: Report No. 95473

DEPARTMENT/OFFICE: Administrative Services

CURRENT TITLE: Research and Evaluation Assistant I

CURRENT SALARY: $15.41 - $17.92 (Salary Range: 27.5A)

PROPOSED TITLE: Management Systems Analyst

PROPOSED SALARY: $18.98 - $22.12 (Salary Range: 33.0A)

WHY INEQUITY MAY HAVE OCCURRED: Position was reviewed as a result of a request filed by the department to address the employee's current higher level body of work which evolved as a result of the reorganization of the Telecommunications Division and managements need for someone to do more in-depth research and analysis work.

WRITTEN JUSTIFICATION/
COST EFFECTIVE/EFFICIENCY: The position is adequately described by the Management Systems Analyst classification.

ORGANIZATIONAL EFFECTS: NA

EFFECT ON OTHER POSITIONS: NA

POSSIBLE TASK REDUCTIONS: NA

BETTER REVIEW AT BUDGET? NA

SPECIFIC INDIVIDUAL REWARDS? NA

ADDITIONAL COMMENTS: None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS: Report No. 95601

DEPARTMENT/OFFICE: Administrative Services

CURRENT TITLE: Supply & Inventory Technician, Asst.

CURRENT SALARY: $11.20 - $12.56 (Salary Range: 18.0B)

PROPOSED TITLE: Senior Warehouser

PROPOSED SALARY: $14.98 - $16.15 (Salary Range:)

WHY INEQUITY MAY HAVE OCCURRED: Performing higher level body of work as a result of a transfer to the Data Processing Department and the merging of the telephone and data processing network operations.

WRITTEN JUSTIFICATION/
COST EFFECTIVE/EFFICIENCY: Incumbent is currently a lead over two warehouse positions and fully performs under general supervision the primary duties of a Senior Warehouser.

ORGANIZATIONAL EFFECTS: NA

EFFECT ON OTHER POSITIONS: NA

POSSIBLE TASK REDUCTIONS: NA

BETTER REVIEW AT BUDGET? NA

SPECIFIC INDIVIDUAL REWARDS? NA

ADDITIONAL COMMENTS: None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No.** 95-0091
DEPARTMENT/OFFICE:	Seattle City Light
CURRENT TITLE:	Accounting Technician I-BU
CURRENT SALARY:	$12.32 -- 13.74 (Range 20.5B)
PROPOSED TITLE:	Accounting Technician II-BU
PROPOSED SALARY:	$13.00 -- $14.55 (Range 22.0B)
WHY INEQUITY MAY HAVE OCCURRED:	This review was the result of a Step 3 Expedited Grievance submitted by the incumbent claimed that the work being assigned to this position was at a higher level than Accounting Technician I classification. The review resulted in recommending reclassification of the position to Accounting Technician II classification to correspond to the complexity and variety of work being performed.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	N/A
ORGANIZATIONAL EFFECTS:	None
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	No -- Grievance
SPECIFIC INDIVIDUAL REWARDS?	No
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 95--555
DEPARTMENT/OFFICE:	City Light, North Electrical Services
CURRENT TITLE:	Administrative Support Assistant - BU
CURRENT SALARY:	$11.20 - 12.56 (Range 18.0B
PROPOSED TITLE:	Accounting Technician II-BU
PROPOSED SALARY:	$13.00 - 14.55 (Salary Range 22.0B)
WHY INEQUITY MAY HAVE OCCURRED:	N/A -- Work was reorganized. Pocket is Vacant
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	In the past this position performed typing, filing, mail delivery and other work activities. It is necessary to reclassify this position due to decentralization of the payroll function in City Light based on the reorganization and downsizing of the Human Resources Division. Development of new technology (AMPS computer system) allows a single point of input, reducing the need for duplicate processing and input. Existing positions performing this identical body of work have been reviewed within the past five years and reclassified as Accounting Technician II at both North and South Electrical Service Centers.
ORGANIZATIONAL EFFECTS:	See above.
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	See Written Justification/Cost Efficiency Above.
BETTER REVIEW AT BUDGET?	No.
SPECIFIC INDIVIDUAL REWARDS?	None
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 152-94
DEPARTMENT/OFFICE:	City Light
CURRENT TITLE:	Senior Civil Engineer
CURRENT SALARY:	Range $23.68 -$2, 56
PROPOSED TITLE:	Civil Engineer Supervisor
PROPOSED SALARY:	Range 40.0A
WHY INEQUITY MAY HAVE OCCURRED:	Several comparable Sr, CE's have been reclassified through the Classification Project to CE Supervisor.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	To achieve parity with other similar positions in the Engineering Division.
ORGANIZATIONAL EFFECTS	N/A
EFFECT ON OTHER POSITIONS:	N/A
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	No, reviewed by departmental request to resolve pay inequity issue.
SPECIFIC INDIVIDUAL REWARDS?	N/A
ADDITIONAL COMMENTS:	N/A

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No.95-299
DEPARTMENT/OFFICE:	City Light
CURRENT TITLE:	Associate Civil Engineering Specialist ilo Senior Civil Engineering Specialist
CURRENT SALARY:	$19.94-23.23 (Sr CES $23.$23-$26.03)
PROPOSED TITLE:	Civil Engineering Specialist Supervisor
PROPOSED SALARY:	$24.19-$27.07
WHY INEQUITY MAY HAVE OCCURRED:	Supervision represents predominant activity of subject position.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Enables incumbent to devote necessary amount of time to supervise activities of staff.
ORGANIZATIONAL EFFECTS	None.
EFFECT ON OTHER POSITIONS:	None.
POSSIBLE TASK REDUCTIONS:	None.
BETTER REVIEW AT BUDGET?	No, incumbent performing tasks since appointed to position.
SPECIFIC INDIVIDUAL REWARDS?	N/A
ADDITIONAL COMMENTS:	No.

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No.** 95-0274
DEPARTMENT/OFFICE:	Seattle City Light
CURRENT TITLE:	PosNo 016253 -- Data Assistant PosNo 016545 -- MIS Assistant
CURRENT SALARY:	Data Assistant: $13.99 - $15.10 (Range 23.0C) MIS Assistant: $13.99 - $15.10 (Range 23.0C)
PROPOSED TITLE:	Research & Evaluation Assistant
PROPOSED SALARY:	$15.41 -- $17.92 (Range 27.5A)
WHY INEQUITY MAY HAVE OCCURRED:	In the Classification Project thes. 'wo identical positions were inadvertently allocated to entirely different classifications. Therefore, the Appeals Examiner recommended a review of the positions outside of the Project and the Department requested a post-Project review because of the different allocations.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	N/A
ORGANIZATIONAL EFFECTS:	N/A
EFFECT ON OTHER POSITIONS:	N/A
POSSIBLE TASK REDUCTIONS:	N/A
BETTER REVIEW AT BUDGET?	N/A
SPECIFIC INDIVIDUAL REWARDS?	N/A
ADDITIONAL COMMENTS:	N/A

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Rept # 95-0666
DEPARTMENT/OFFICE:	City Light
CURRENT TITLE:	Executive Assistant (9803.1)
CURRENT SALARY:	Range 37.5A
PROPSED TITLE:	Senior Executive Assistant (9803.3)
PROPOSED SALARY:	Range 38.5A
WHY INEQUITY MAY HAVE OCCURRED:	As a result of a major reorganization of the Human Resources Division, most of middle management positions were reallocated. One of the reallocated positions was this Executive Assistant position, which reported directly to the Human Resources Director. The previous incumbent subsequently vacated the position on August 11, 1995, and the duties of the position were eliminated. In May 1995, Ordinance No. 117632 established two new branches, the Finance and Administration Branch and the Customer Services Branch. To support the department-wide reorganization, Executive Assistants and Senior Executive Assistants were reallocated with no net increase in FTEs. The vacant Executive Assistant position in the Human Resources Division was transferred to the Customer Services Branch on August 16, 1995, and was assigned branch and multidivisional responsibilities consistent with the duties being performed by the Senior Executive Assistant positions in the Electrical Services Branch (previously the Retail Branch) and the Wholesale Branch. The Branch consists of 363.4 FTEs (non-represented, and represented by IFPTE Local #17 and IBEW Local #77), with an operating budget of $45.5 million.
WRITTEN JUSTIFICATION/COST EFFECTIVE/EFFICIENCY:	It is clear from other branch organizations at City Light that Deputy Superintendents need Senior Executive Assistants in their offices to help handle and track a wide range of complex, confidential, and/or sensitive issues that affect the branches. From an objective branch-wide perspective, the Senior

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	Executive Assistant is able to effectively and efficiently pursue resolution of issues that the Deputy or the division directors do not have time to handle, or might not handle objectively. If this position is not reclassified to a Senior Executive Assistant, the branch could face the prospect of no one willing to do the work, resulting in important assignments "falling through the cracks," the Deputy and/or division directors being stretched to try and handle and track all the branch-wide issues and assignments, and/or the potential of a long-term out-of-class assignment or a grievance.
ORGANIZATIONAL EFFECTS:	The transferring of this Executive Assistant position is the result of major reorganizations at City Light. The Customer Services Branch was created to increase the department's focus on customer needs and improving the efficiency of internal operations. The Branch has goals to initiate a customer service ethic that: 1) positions the utility for a competitive market environment, 2) instills customer loyalty, and 3) provides top-quality, proactive, customized account services to our customers. City Light worked closely with OMP during the reorganization processes, and the 1995 and 1996 budgets were modified to incorporate the departmental revisions. The resulting staffing is 363.4 FTEs, and the 1996 budget is $45.5 million.
EFFECT ON OTHER POSITIONS:	As mentioned above, there are currently two other branch structures at City Light with Senior Executive Assistants reporting to Deputy Superintendents. Reclassifying this position would provide consistency within the department, and avoid the assignment of duties to division directors within the Customer Services Branch, or to the two existing Senior Executive Assistant positions in the other branches.
POSSIBLE TASK REDUCTIONS:	N/A
BETTER REVIEW AT BUDGET?	No. Department requests expedited review to meet immediate organizational goals.
SPECIFIC INDIVIDUAL REWARDS?	N/A
ADDITIONAL COMMENTS:	None.

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No.** 95-0667
DEPARTMENT/OFFICE:	**City Light**
CURRENT TITLE:	Executive Assistant
CURRENT SALARY:	$22.53 - $26.27; Range 37.5A
PROPOSED TITLE:	Sr. Executive Assistant
PROPOSED SALARY:	$23.44 - $27.25; Range 37.5A
WHY INEQUITY MAY HAVE OCCURRED:	N/A
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	As part of City Light department reorganizations, the Corp Communications Div. Was realigned and became a part of the new Customer Services Branch. Some staff were redeployed and the Executive Assistant position became available for reassignment. The position was assigned to the Wholesale Branch September 5, 1995 where it assumed Senior level duties reporting to the Branch Deputy.
ORGANIZATIONAL EFFECTS:	N/A
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	No
SPECIFIC INDIVIDUAL REWARDS?	None
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 95-0675
DEPARTMENT/OFFICE:	Seattle City Light
CURRENT TITLE:	Graphic Arts Designer
CURRENT SALARY:	$15.69, 16.31, 16.93, 17.57, 18.27
PROPOSED TITLE:	Graphic Arts Supervisor
PROPOSED SALARY:	$17.07, 17.72, 18.43. 19.13, 19.94
WHY INEQUITY MAY HAVE OCCURRED:	N/A
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	As part of the reorganization of the Corporate Communications Division, the Visual Communications Unit was restructured and moved to the Facilities Division, reporting to the Manager of Office Services. The restructure consisted of abrogating the Visual Communications Manager position, and changing the reporting relationship of the video production group.
ORGANIZATIONAL EFFECTS:	The resulting organization consists of the graphics design group reporting to the proposed Graphics Arts Supervisor, who in turn will report to the Office Services Manager. The reclassification of this Graphics Arts Designer position to Graphic Arts Supervisor will provide a necessary level of skilled supervision for the remaining graphics design group.
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	No
SPECIFIC INDIVIDUAL REWARDS?	None
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No.** 95-0097 (VACANT POSITION)
DEPARTMENT/OFFICE:	City Light
CURRENT TITLE:	Grounds Equipment Mechanic, Sr.
CURRENT SALARY:	$16.92 -- $18.27 (Range 28.0C)
PROPOSED TITLE:	Automotive Mechanic
PROPOSED SALARY:	$18.43
WHY INEQUITY MAY HAVE OCCURRED:	N/A

WRITTEN JUSTIFICATION/
COST EFFECTIVE/EFFICIENCY: The duties of the Grounds Equipment Mechanic, Sr. have changed, making the original job description obsolete. It has become more cost effective to replace, rather than repair, small power hand tools due to the economic value of labor versus replacement cost. Also, since the Grounds Equipment Mechanic, Sr. classification limits incumbents to working on equipment with three cylindersor fewer, this position did not meet the needs of the Skagit Project. Most equipment on which repairs are made consists of automotive, heavy construction equipment and the marine fleet, consisting of four or more cylinders. Therefore, this reallocation is made to meet the current needs of the Department at the Skagit Project.

ORGANIZATIONAL EFFECTS:	None
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	N/A
BETTER REVIEW AT BUDGET? to fill as soon as possible.	No -- Skagit Project management needs this position available
SPECIFIC INDIVIDUAL REWARDS?	N/A
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No.** 95-0107
DEPARTMENT/OFFICE:	CITY LIGHT
CURRENT TITLE:	MANAGEMENT SYSTEMS ANALYST
CURRENT SALARY:	$18.98 - $22.12 (Range 33.0A)
PROPOSED TITLE:	SYSTEMS ANALYST
PROPOSED SALARY:	$19.13, 19.94, 20.71, 21.51, 22.34
WHY INEQUITY MAY HAVE OCCURRED:	N/A
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	This reclassification is a result of implementing City Light's Information Technology Strategic Plan. The Utility's information system assets are being reorganized and centralized in the Information Technology Division.
ORGANIZATIONAL EFFECTS:	The Strategic Plan recommends centralization of IT service delivery, simplification of the current diverse technical environment, and the development of a standardized technical infrastructure. Consistent with this vision, Information Technology Division of City Light will centralize the Utility's IT functions, personnel and applications.
EFFECT ON OTHER POSITIONS:	The Help Desk has never had permanent staffing. Limited support was previously provided using contract staff. No other City Light Dept positions have been performing or have been assigned these duties on a regular basis. Help desk duties cannot be assigned to other positions in the Department without having an impact on the classification of those positions. The recent centralization of all IT functions has consolidated all Help Desk functions and, therefore, there are no other department positions outside of ITD that have substantially similar duties and responsibilities.
POSSIBLE TASK REDUCTIONS:	N/A
BETTER REVIEW AT BUDGET?	N/A
SPECIFIC INDIVIDUAL REWARDS?	N/A
ADDITIONAL COMMENTS:	NONE

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 95-0564
DEPARTMENT/OFFICE:	Seattle City Light
CURRENT TITLE:	Meter Electrician
CURRENT SALARY:	$22.90
PROPOSED TITLE:	Associate Electrical Engineer
PROPOSED SALARY:	$ 21.09, 21.91, 22.78, 23.68, 24.60 (Range N/A)
WHY INEQUITY MAY HAVE OCCURRED:	N/A
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	This reclassification request is due to organizational changes in the Department and transfer of the position to an engineering group that has reported an engineering resource deficiency.
ORGANIZATIONAL EFFECTS:	N/A
EFFECT ON OTHER POSITIONS:	N/A
POSSIBLE TASK REDUCTIONS:	No
BETTER REVIEW AT BUDGET?	No
SPECIFIC INDIVIDUAL REWARDS?	None
ADDITIONAL COMMENTS:	None

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No. 95-0274**
DEPARTMENT/OFFICE:	Seattle City Light
CURRENT TITLE:	PosNo 01[illegible]253 -- Data Assistant PosNo 016545 -- MIS Assistant
CURRENT SALARY:	Data Assistant: $13.99 - $15.10 (Range 23.0C) MIS Assistant: $13.99 - $15.10 (Range 23.0C)
PROPOSED TITLE:	Research & Evaluation Assistant
PROPOSED SALARY:	$15.41 -- $17.92 (Range 27.5A)
WHY INEQUITY MAY HAVE OCCURRED:	In the Classification Project these two identical positions were inadvertently allocated to entirely different classifications. Therefore, the Appeals Examiner recommended a review of the positions outside of the Project and the Department requested a post-Project review because of the different allocations.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	N/A
ORGANIZATIONAL EFFECTS:	N/A
EFFECT ON OTHER POSITIONS:	N/A
POSSIBLE TASK REDUCTIONS:	N/A
BETTER REVIEW AT BUDGET?	N/A
SPECIFIC INDIVIDUAL REWARDS?	N/A
ADDITIONAL COMMENTS:	N/A

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 95598
DEPARTMENT/OFFICE:	Construction and Land Use
CURRENT TITLE:	Manager III
CURRENT SALARY:	$22.53-$26.27 (Range 37.5A)
PROPOSED TITLE:	Manager XII
PROPOSED SALARY:	$26 74-$31.02 (Range 42.0A)
WHY INEQUITY MAY HAVE OCCURRED:	Departmental reorganization has assigned technical decision making authority to existing Intake Center and former Production and Process Section is being transferred entirely to expanded section of Construction Permit Center.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Reduction in number of manager positions.
ORGANIZATIONAL EFFECTS	None.
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None.
BETTER REVIEW AT BUDGET?	Mid-year reorganization.
SPECIFIC INDIVIDUAL REWARDS?	N/A
ADDITIONAL COMMENTS:	No.

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 95599
DEPARTMENT/OFFICE:	Construction and Land Use
CURRENT TITLE:	Manager III
CURRENT SALARY:	$22.53-$26.27 (Range 37.5A)
PROPOSED TITLE:	Manager XI
PROPOSED SALARY:	$26.27-$30.47 (Range 41.5A)
WHY INEQUITY MAY HAVE OCCURRED:	Departmental reorganization whereby two former divisions are being combined into one division in an effort to streamline operations and reduce costs.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Reduction in number of manager positions.
ORGANIZATIONAL EFFECTS	None.
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None.
BETTER REVIEW AT BUDGET?	Mid-year reorganization.
SPECIFIC INDIVIDUAL REWARDS?	N/A
ADDITIONAL COMMENTS:	No.

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RESOLUTION 26813 CHARTING

Classification Determination Report No. 94-191/197

Department/Office: Engineering Department

Current Title: Administrative Analyst I (#021679) and Senior Accountant (#019675)
Current Salary: $16.31-$18.98 (Range 29.0A) $18.27-$20.52 (Range 31.0B)

Proposed Title: Finance Analyst (#021679 & #019675)
Proposed Salary: $18.98 - $22.12 (Range 33.0A)

Why Inequity May Have Occurred: A result of a Department-wide reorganization between 1992-1993 which combined two former divisions; Traffic and Transportation Services to create the new Transportation Division.

Written Justification/
Cost Effective/Efficiency: The significant change in both positions' duties whereby emphasis has been placed on their responsibility to provide a high level of policy, financial, and management expertise to Department management.

Organizational Effects: N/A

Effect on Other Positions: None

Possible Task Reductions: N/A

Better Review at Budget? N/A

Specific Individual Rewards? N/A

Additional Comments: That Position No.019675 be allocated to Finance Analyst, effective November 5, 1992; and that Position No. 021679 be allocated to Finance Analyst, effective March 9, 1993.

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RESOLUTIOBN 26813 CHARTING

Classification Determination Report No. 94-198

Department/Office: Engineering Department

Current Title: Civil Engineer, Senior
Current Salary: $23.68, $24.60, $25.54, $26.56, $27.56

Proposed Title: Civil Engineer Supervisor
Proposed Salary: $24.82 - $28.79 (Range 40.0A)

Why Inequity May Have Occurred: The expansion of the Drainage and Wastewater Utility Division which began in 1987 to a full-functioning unit today, with more numerous and more complex projects.

Written Justification/
Cost Effective/Efficiency: As a result of the expansion of DWU, this position's duties have increased in magnitude, complexity and level of responsibility.

Organizational Effects: None

Effect on Other Positions: None

Possible Task Reductions: N/A

Better Review at Budget? N/A

Specific Individual Rewards? N/A

Additional Comments: The effective date of this action (l/1/92) takes into consideration the date that both management and the incumbent claim that the subject position assumed the full range of responsibilities for supervising the Drainage Planning and Program Management Unit.

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RESOLUTION 26813 CHARTIN

Classification Determination Report No. 94-184

Department/Office: Engineering Department

Current Title: Civil Engineering Specialist, Senior
Current Salary: $23.23, $24.16, $25.06, $26.03

Proposed Title: Civil Engineering Specialist, Supervisor
Proposed Salary: $24.19, $25.12, $26.06, $27.07

Why Inequity May Have Occurred: Result of Department-wide reorganization (Nov. '92)

Written Justification/
Cost Effective/Efficiency: Consolidated all permit issuance functions under this position.

Organizational Effects: Consolidated Public Permitting and Information counters into one location.

Effect on Other Positions: None

Possible Task Reductions: N/A

Better Review at Budget? N/A

Specific Individual Rewards? N/A

Additional Comments: This position supervises the inspection of all projects regarding Street Use activities which includes a subordinate staff of Civil Engineering Associate and Civil Engineering Specialist positions.

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RESOLUTION 26813 CHARTING

Classification Determination Report No. 94-054

Department/Office: Engineering Department

Current Title: Manager VIII
Current Salary: $24.82 - $28.79 (Range 40.0A)

Proposed Title: Manager X
Current Salary: $25.76 - $29.87 (Range 41.0A)

Why inequity May Have Occurred: Changes in the position's duties and responsibilities as a result of a Department-wide reorganization which occured during 1993-1994.

Written Justification/
Cost Effective/Efficiency: As a result of gaining the Survey Unit, total employees managed has grown by 33% and there is a 4.3% salary differential between the subject position and its highest level subordinate.

Organizational Effect: None

Effect on Other Positions: None

Possible Task Reductions: N/A

Better Review at Budget: N/A

Specific Individual Rewards: N/A

Additional Comments: None

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:SOLUTION 26813 CHARTING

Classification Determination Report No. 95-391

Department/Office: Engineering Department

Current Title: Planning and Development Specialist, Senior
Current Salary: $22.53 - $26.27 (Range 37.5A)

Proposed Title: Planning and Development Specialist, Supervising
Proposed Salary: $24.34 - $28.29 (Range 39.5A)

Why Inequity May Have Occurred: Reoganization within the Engineering Department which occurred during 1992-1993.

Written Justification/
Cost Effective/Efficiency: This position supervises the Solid Waste Utility's Planning Unit and compares to other Planning and Development Specialist, Supervising positions in the Engineering Department and throughout the City.

Organizational Effects: N/A

Effect on Other Positions: N/A

Possible Task Reductions: N/A

Better Review at Budget? N/A

Specific Individual Rewards? N/A

Additional Comments: N/A

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RESOLUTION 26813 CHARTING

Classification Determination Report No. 94-180

Department/Office: Engineering Department

Current Title: Traffic Sign and Marking Crew Chief I
Current Salary: $18.81, $19.51, $20.33

Proposed Title: Traffic Sign and Marking Crew Chief II
Proposed Salary: $20.73, $21.52, $22.35

Why Inequity May Have Occurred: Due to reorganization with the Division, supervising the other Traffic Sign and Marking Crew Chief position has become a regular part of this position's work.

Written Justification/
Cost Effective/Efficiency: N/A

Organizational Effects: N/A

Effect on Other Positions: N/A

Possible Task Reductions: N/A

Better Review at Budget? N/A

Specific Individual Rewards? N/A

Additional Comments: N/A

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 163-94
DEPARTMENT/OFFICE:	Engineering
CURRENT TITLE:	Assistant Transportation Planner in lieu of Grants & Contracts Specialist
CURRENT SALARY:	$ 17.25 - 18.61 (Range 28.5C)
PROPOSED TITLE:	Associate Transportation Planner
PROPOSED SALARY:	$ 20.91 - 24.34 (Range 35.5A)
WHY INEQUITY MAY HAVE OCCURRED:	Pursuant to classification review.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Pursuant to classification review.
ORGANIZATIONAL EFFECTS:	None identified.
EFFECT ON OTHER POSITIONS:	None identified.
POSSIBLE TASK REDUCTIONS:	No
BETTER REVIEW AT BUDGET?:	No
SPECIFIC INDIVIDUAL REWARDS?:	No
ADDITIONAL COMMENTS:	No

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RESOLUTION 26813 CHARTIN

CLASSIFICATION DETERMINATIONS:	Report No. 950558
DEPARTMENT/OFFICE:	Executive-Office of Economic Development
CURRENT TITLE:	Planning & Development Specialist II
CURRENT SALARY:	(Salary Range: 34.0A)
PROPOSED TITLE:	Administrative Specialist I
PROPOSED SALARY:	(Salary Range: 20.5B)
WHY INEQUITY MAY HAVE OCCURRED:	This request is based on an agreement that a position (P&D Specialist II) from OMP be transferred to OED and reclassified to an Administrative Specialist I to accommodate a joint office space. It was agreed by OMP that the new space occupied by OED and OIR needed a receptionist
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	A Memorandum of Agreement on sharing the position was drafted by OMP.
ORGANIZATIONAL EFFECTS:	The position is being transferred from OMP and will be shared by OED and OIR.
EFFECT ON OTHER POSITIONS:	N/A
POSSIBLE TASK REDUCTIONS:	The duties of the P&D Specialist are being reduced to the appropriate level and reclassified to accommodate the need of a shared Administrative Support/Receptionist position by OED and OIR.
BETTER REVIEW AT BUDGET?	No
SPECIFIC INDIVIDUAL REWARDS?	N/A
ADDITIONAL COMMENTS:	Position currently exists at OMP but will be transferred by the 1996 budget.

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RESOLUTION 26813 CHAPTING

CLASSIFICATION DETERMINATIONS: Report No. 95654

DEPARTMENT/OFFICE: Executive: Office of Management and Planning

CURRENT TITLE: Data Processing Systems Analyst

CURRENT SALARY: $19.13 - $22.34 (Salary Range:)

PROPOSED TITLE: Systems Analyst, Senior

PROPOSED SALARY: $22.53 - $26.27 (Salary Range: 37.5A)

WHY INEQUITY MAY HAVE OCCURRED: This reclass is due to the increased workload and responsibility involved due to the broader scope of work and the requirement of lead duties.

WRITTEN JUSTIFICATION/
COST EFFECTIVE/EFFICIENCY: Increased efficiency is expected because the position requires and employee with significant experience and a wide range of skills. This increased efficiency should prevent the need for additional staff of lower skill levels to perform the increased workload.

ORGANIZATIONAL EFFECTS: NA

EFFECT ON OTHER POSITIONS: NA

POSSIBLE TASK REDUCTIONS: NA

BETTER REVIEW AT BUDGET? NA

SPECIFIC INDIVIDUAL REWARDS? NA

ADDITIONAL COMMENTS: None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 950567
DEPARTMENT/OFFICE:	Finance
CURRENT TITLE:	Accountant
CURRENT SALARY:	Range 28.0A
PROPOSED TITLE:	Accountant, Senior
PROPOSED SALARY:	Range 31.0A
WHY INEQUITY MAY HAVE OCCURRED:	NA
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	This reclass was requested in order to address inequities caused by two Classification Project determinations which increased the classification of tow subordinate positions to the same level held by the subject position.
ORGANIZATIONAL EFFECTS	None.
EFFECT ON OTHER POSITIONS:	None.
POSSIBLE TASK REDUCTIONS:	None.
BETTER REVIEW AT BUDGET?	The results of the employees Project appeals were not anticipated by department management.
SPECIFIC INDIVIDUAL REWARDS?	Increased compensation for incumbent performing the higher level work.
ADDITIONAL COMMENTS:	None.

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 950570
DEPARTMENT/OFFICE:	Finance
CURRENT TITLE:	Accountant
CURRENT SALARY:	Range 28.0A
PROPOSED TITLE:	Accountant, Senior
PROPOSED SALARY:	Range 31.0A
WHY INEQUITY MAY HAVE OCCURRED:	NA
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	These reclassification reviews were requested to address expanded responsibilities demanded of the subject positions who serve in a centralized lead role for City-wide accounting activities.
ORGANIZATIONAL EFFECTS	None.
EFFECT ON OTHER POSITIONS:	None.
POSSIBLE TASK REDUCTIONS:	None.
BETTER REVIEW AT BUDGET?	The demand on the subject positions accreted gradually.
SPECIFIC INDIVIDUAL REWARDS?	Increased compensation for incumbent performing the higher level work.
ADDITIONAL COMMENTS:	None.

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 950566
DEPARTMENT/OFFICE:	Finance
CURRENT TITLE:	Accountant
CURRENT SALARY:	Range 28.0A
PROPOSED TITLE:	Accountant, Senior
PROPOSED SALARY:	Range 31.0A
WHY INEQUITY MAY HAVE OCCURRED:	The subject position was created as part of a series of department mergers that resulted in what is now the Finance Department. The position was created in anticipation of the new organization's internal accounting needs. Once the department got their transition issues sorted out, they discovered that their internal accounting demands were greater than anticipated.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	The position has accreted greater accountability to help ensure tighter fiscal control of Finance's accounts receivable, accounts payable, payroll fixed asset accounting and account reconciliation.
ORGANIZATIONAL EFFECTS	None.
EFFECT ON OTHER POSITIONS:	None.
POSSIBLE TASK REDUCTIONS:	None.
BETTER REVIEW AT BUDGET?	The increased demand for internal accounting controls were not anticipated by the department during its reorganization.
SPECIFIC INDIVIDUAL REWARDS?	Increased compensation for incumbent performing the higher level work.
ADDITIONAL COMMENTS:	None.

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 148-94A
DEPARTMENT/OFFICE:	Finance
CURRENT TITLE:	Manager III
CURRENT SALARY:	$22.53-26.27 (Range 37.5A)
PROPOSED TITLE:	Manager IV
PROPOSED SALARY:	$22.98-26.74 (Range 38.0A)
WHY INEQUITY MAY HAVE OCCURRED:	Addition of a section reporting to subject position.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Pursuant to class report.
ORGANIZATIONAL EFFECTS:	NA
EFFECT ON OTHER POSITIONS:	None identified.
POSSIBLE TASK REDUCTIONS:	No
BETTER REVIEW AT BUDGET?:	No
SPECIFIC INDIVIDUAL REWARDS?:	No
ADDITIONAL COMMENTS:	No

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 950120
DEPARTMENT/OFFICE:	Fire
CURRENT TITLE:	Administrative Specialist I - BU
CURRENT SALARY:	Range 20.5B
PROPOSED TITLE:	Computer Assistance Technician
PROPOSED SALARY:	Range 24.0A
WHY INEQUITY MAY HAVE OCCURRED:	Gradual accretion of duties
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Classification review conducted as a result of a represented grievance, supported by the department; duties warrant reclass to Computer Assistance Technician.
ORGANIZATIONAL EFFECTS	None
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	N/A
BETTER REVIEW AT BUDGET?	No
SPECIFIC INDIVIDUAL REWARDS?	None.
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 129-93
DEPARTMENT/OFFICE:	Housing & Human Services
CURRENT TITLE:	Human Services Analyst
CURRENT SALARY:	$ 18.98-22.12 (Range 33.0A)
PROPOSED TITLE:	Planning and Development Specialist II
PROPOSED SALARY:	$ 19.75-22.98 (Range 34.0A)
WHY INEQUITY MAY HAVE OCCURRED:	Reorganizing Departments of Community Development and Human Services into Department of Housing & Human Services
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Pursuant to classification review.
ORGANIZATIONAL EFFECTS:	Reorganization of two departments into one department.
EFFECT ON OTHER POSITIONS:	None identified.
POSSIBLE TASK REDUCTIONS:	No
BETTER REVIEW AT BUDGET?:	No
SPECIFIC INDIVIDUAL REWARDS?:	No
ADDITIONAL COMMENTS:	No

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 131-93
DEPARTMENT/OFFICE:	Housing & Human Services
CURRENT TITLE:	Human Services Analyst
CURRENT SALARY:	$ 18.98-22.12 (Range 33.0A)
PROPOSED TITLE:	Planning and Development Specialist II
PROPOSED SALARY:	$ 19.75-22.98 (Range 34.0A)
WHY INEQUITY MAY HAVE OCCURRED:	Reorganizing Departments of Community Development and Human Services into Department of Housing & Human Services
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Pursuant to classification review.
ORGANIZATIONAL EFFECTS:	Reorganization of two departments into one department.
EFFECT ON OTHER POSITIONS:	None identified.
POSSIBLE TASK REDUCTIONS:	No
BETTER REVIEW AT BUDGET?:	No
SPECIFIC INDIVIDUAL REWARDS?:	No
ADDITIONAL COMMENTS:	No

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 132-93
DEPARTMENT/OFFICE:	Housing & Human Services
CURRENT TITLE:	Human Services Analyst
CURRENT SALARY:	$ 18.98-22.12 (Range 33.0A)
PROPOSED TITLE:	Planning and Development Specialist II
PROPOSED SALARY:	$ 19.75-22.98 (Range 34.0A)
WHY INEQUITY MAY HAVE OCCURRED:	Reorganizing Departments of Community Development and Human Services into Department of Housing & Human Services
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Pursuant to classification review.
ORGANIZATIONAL EFFECTS:	Reorganization of two departments into one department.
EFFECT ON OTHER POSITIONS:	None identified.
POSSIBLE TASK REDUCTIONS:	No
BETTER REVIEW AT BUDGET?:	No
SPECIFIC INDIVIDUAL REWARDS?:	No
ADDITIONAL COMMENTS:	No

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No.130-93
DEPARTMENT/OFFICE:	Housing & Human Services
CURRENT TITLE:	Senior Human Services Analyst
CURRENT SALARY:	$ 20.52-23.90 (Range 35.0A)
PROPOSED TITLE:	Supervising Planning and Development Specialist
PROPOSED SALARY:	$24.34-28.29 (Range 39.5A)
WHY INEQUITY MAY HAVE OCCURRED:	Pursuant to classification report.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Pursuant to classification review.
ORGANIZATIONAL EFFECTS:	None identified.
EFFECT ON OTHER POSITIONS:	None identified.
POSSIBLE TASK REDUCTIONS:	No
BETTER REVIEW AT BUDGET?:	No
SPECIFIC INDIVIDUAL REWARDS?:	No
ADDITIONAL COMMENTS:	No

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 95318
DEPARTMENT/OFFICE:	Neighborhoods
CURRENT TITLE:	Administrative Specialist II
CURRENT SALARY:	$ 13.00 - 14.55 (Range 22.0B)
PROPOSED TITLE:	Customer Service Representative
PROPOSED SALARY:	$13.27 - 14.83
WHY INEQUITY MAY HAVE OCCURRED:	Classification determination by the Appeals Examiner of two positions assigned the same work in the same division. Examiner recommended review based on possible inequity this action created.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Pursuant to classification review.
ORGANIZATIONAL EFFECTS:	None identified.
EFFECT ON OTHER POSITIONS:	None identified.
POSSIBLE TASK REDUCTIONS:	No
BETTER REVIEW AT BUDGET?:	No
SPECIFIC INDIVIDUAL REWARDS?:	No
ADDITIONAL COMMENTS:	No

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 950130
DEPARTMENT/OFFICE:	Parks and Recreation
CURRENT TITLE:	Laborer
CURRENT SALARY:	$12.43 - 12.89
PROPOSED TITLE:	Utility Laborer
PROPOSED SALARY:	$13.74 (range 20.5E)
WHY INEQUITY MAY HAVE OCCURRED:	Gradual accretion of duties
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Classification review conducted as a result of a represented grievance; duties warrant reclass to Utility Laborer.
ORGANIZATIONAL EFFECTS	None
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	N/A
BETTER REVIEW AT BUDGET?	No
SPECIFIC INDIVIDUAL REWARDS?	None.
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No.950166
DEPARTMENT/OFFICE:	Seattle Center
CURRENT TITLE:	Accounting Technician III
CURRENT SALARY:	$ 14.55-16.31 (Range 25.0B)
PROPOSED TITLE:	Accounting Technician II
PROPOSED SALARY:	$13.90-14.55 (Range 22.0B)
WHY INEQUITY MAY HAVE OCCURRED:	NA--new position.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Pursuant to classification review.
ORGANIZATIONAL EFFECTS:	NA
EFFECT ON OTHER POSITIONS:	None identified.
POSSIBLE TASK REDUCTIONS:	NA--new position.
BETTER REVIEW AT BUDGET?:	No
SPECIFIC INDIVIDUAL REWARDS?:	No
ADDITIONAL COMMENTS:	No

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 161-94A
DEPARTMENT/OFFICE:	Seattle Center
CURRENT TITLE:	Security Programs Specialist
CURRENT SALARY:	$18.27-21.29 (Range 32.0A)
PROPOSED TITLE:	Manager I
PROPOSED SALARY:	$21.67-25.31 (Range 36.5A)
WHY INEQUITY MAY HAVE OCCURRED:	Level of responsibilities increased in the subject position.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Pursuant to class report.
ORGANIZATIONAL EFFECTS:	NA
EFFECT ON OTHER POSITIONS:	None identified.
POSSIBLE TASK REDUCTIONS:	No
BETTER REVIEW AT BUDGET?:	No
SPECIFIC INDIVIDUAL REWARDS?:	No
ADDITIONAL COMMENTS:	No

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	Report No. 950160
DEPARTMENT/OFFICE:	Seattle Center
CURRENT TITLE:	Sound Technician
CURRENT SALARY:	$18.80-19.51
PROPOSED TITLE:	Sound Equipment Technician
PROPOSED SALARY:	$18.80-19.51
WHY INEQUITY MAY HAVE OCCURRED:	NA--new position established to staff Key Arena operation.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	To correct title established by Ordinance 117696.
ORGANIZATIONAL EFFECTS:	NA
EFFECT ON OTHER POSITIONS:	None identified.
POSSIBLE TASK REDUCTIONS:	No
BETTER REVIEW AT BUDGET?:	No
SPECIFIC INDIVIDUAL REWARDS?:	No
ADDITIONAL COMMENTS:	No

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No.** 95-389
DEPARTMENT/OFFICE:	Water Department
CURRENT TITLE:	Construction and Maintenance Equipment Operator
CURRENT SALARY:	$17.84 - 18.56
PROPOSED TITLE:	Construction and Maintenance Equipment Operator, Senior
PROPOSED SALARY:	$19.51
WHY INEQUITY MAY HAVE OCCURRED:	No inequity has occurred
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Positions were required to take on additional duties, including lead duties.
ORGANIZATIONAL EFFECTS	Proper classification permits more efficient use of resources.
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	No.
SPECIFIC INDIVIDUAL REWARDS?	Increase in salary and allocation to the appropriate level.
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No.** 95-100
DEPARTMENT/OFFICE:	Water Department
CURRENT TITLE:	Credit and Collections Supervisor
CURRENT SALARY:	$18.98-22.12 (Range: 33.0A)
PROPOSED TITLE:	Utility Hearing Officer
PROPOSED SALARY:	$22.12-25.76 (Range: 37.0A)
WHY INEQUITY MAY HAVE OCCURRED:	No inequity has occurred.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Department has a greater need at this time for a Utility Hearing Officer.
ORGANIZATIONAL EFFECTS	None
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	No
SPECIFIC INDIVIDUAL REWARDS?	None
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No.** 95-0086
DEPARTMENT/OFFICE:	Water
CURRENT TITLE:	Planning & Development, Specialist Senior
CURRENT SALARY	$24.53-26.27
PROPOSED TITLE:	Manager XII
PROPOSED SALARY:	26.74-31.02
WHY INEQUITY MAY HAVE OCCURRED:	The gradually increasing complexity within the water industry, stronger federal regulations, and more vocal stakeholders.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Proper classification permits more efficient use or resources.
ORGANIZATIONAL EFFECTS	None
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	No.
SPECIFIC INDIVIDUAL REWARDS?	Increase in salary and allocation to the appropriate level.
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No.** 95-0089
DEPARTMENT/OFFICE:	Water
CURRENT TITLE:	Planning & Development, Specialist Supervisor
CURRENT SALARY	$24.34-28.29
PROPOSED TITLE:	Manager XII
PROPOSED SALARY:	26.74-31.02
WHY INEQUITY MAY HAVE OCCURRED:	The gradually increasing complexity of regulations pertaining to conversation.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Proper classification permits more efficient use or resources.
ORGANIZATIONAL EFFECTS	None
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	No.
SPECIFIC INDIVIDUAL REWARDS?	Increase in salary and allocation to the appropriate level.
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No.** 95-0094
DEPARTMENT/OFFICE:	Water
CURRENT TITLE:	Senior Programmer
CURRENT SALARY	$17.40-18.10-18.80-19.51-20.29
PROPOSED TITLE:	Systems Analyst
PROPOSED SALARY:	$19.13-19.94-20.71-21.51-22.34
WHY INEQUITY MAY HAVE OCCURRED:	After reviewing the duties assigned to the subject position, determine that it is performing at a higher level.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Allocating this position will make it compareble to other System Analyst positions in the unit.
ORGANIZATIONAL EFFECTS	None
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	No.
SPECIFIC INDIVIDUAL REWARDS?	Increase in salary and allocation to the appropriate level.
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No.** 95-390
DEPARTMENT/OFFICE:	Water
CURRENT TITLE:	Water Pipe Worker
CURRENT SALARY	$15.16-17.02
PROPOSED TITLE:	Headworks Crew Chief
PROPOSED SALARY:	$18.61 - 21.67
WHY INEQUITY MAY HAVE OCCURRED:	Department restoring the Headworks Crew Chief position in the Transmission Section, by reclassification of this vacant position.
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	Department has a greater need at this time for a permanent Headworks Crew Chief position.
ORGANIZATIONAL EFFECTS	None
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	No.
SPECIFIC INDIVIDUAL REWARDS?	Increase in salary and allocation to the appropriate level.
ADDITIONAL COMMENTS:	None

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RESOLUTION 26813 CHARTING

CLASSIFICATION DETERMINATIONS:	**Report No.** 95-0092
DEPARTMENT/OFFICE:	Water
CURRENT TITLE:	Workload Planner and Scheduler, Assistant
CURRENT SALARY	$ $17.38-18.80
PROPOSED TITLE:	Management Systems Analyst
PROPOSED SALARY:	$18.98-22.12 (Range: 33.0A)
WHY INEQUITY MAY HAVE OCCURRED:	No equity has occurred
WRITTEN JUSTIFICATION/ COST EFFECTIVE/EFFICIENCY:	The Water Department has a greater need at this time for a Management Systems Analyst
ORGANIZATIONAL EFFECTS	None
EFFECT ON OTHER POSITIONS:	None
POSSIBLE TASK REDUCTIONS:	None
BETTER REVIEW AT BUDGET?	No.
SPECIFIC INDIVIDUAL REWARDS?	Increase in salary and allocation to the appropriate level.
ADDITIONAL COMMENTS:	None

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ATTACHMENT C

*Represents 4th Quarter '95 Ordinance Costs Only

Department: Administrative Services

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
950071	Accountant	Administrative Specialist II-BU	1	5/1/95	$6,036	---	---	$9,316
95-386	Administrative Staff Assistant	Administrative Specialist III-BU	1	5/15/95	$5,468	---	---	$8,440
950085	Administrative Support Assistant-BU	Janitor DAS/City Light	1	11/21/95	$300	---	---	$1,853
95473	Management Systems Analyst	Research & Evaluation Assistant I	1	1/1/95	$10,222	---	---	$10,518
95601	Warehouser, Senior-BU	Supply & Inventory Technician, Assistant	1	10/9/95	$2,184	---	---	$8,991
				Department Totals:	$24,210	$43,224	$67,434	$39,118

Department: City Light

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
95-0091	Accounting Technician II-BU	Accounting Technician I-BU	1	5/2/95	$1,971	---	---	$2,029
95-555	Accounting Technician II-BU	Administrative Support Assistant-BU	1	Approx 3/1/96	$0	---	---	$4,984
152-94	Civil Engineer Supervisor	Civil Engineer, Senior	1	4/13/94	$5,166	---	---	$3,398
95-299	Civil Engineering Specialist Supervisor	Civil Engineering Specialist, Senior	1	1/2/91	$7,350	---	---	$2,605
95-0274	Research & Evaluation Assistant	MIS Assistant	1	1/2/91	$32,150	---	---	$7,062
95-0666	Executive Assistant, Senior	Executive Assistant	1	9/11/95	$795	---	---	$2,454

95-0667	Executive Assistant, Senior	Executive Assistant	1	9/5/95	$795	---	---	$2,454
95-0675	Graphic Arts Supervisor	Graphic Arts Designer	1	11/21/95	$677	---	---	$4,182
95-0274	Research & Evaluation Assistant	Data Assistant	1	1/2/91	$32,150	---	---	$7,062
95-0097	Automotive Mechanic	Grounds Equipment Mechanic, Senior	1	6/9/95	$227	---	---	$401
95-0107	Systems Analyst	Management Systems Analyst	1	6/20/95	$312	---	---	$459
95-0564	Electrical Engineer, Associate	Meter Electrician	1	Approx 3/1/96	$0	---	---	$4,257
				Department Totals:	$81,593	$158,420	$240,013	$41,347

Department: Construction & Land Use

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
95598	Manager XII	Manager III	1	10/4/95	$1,927	---	---	$11,896
95599	Manager XI	Manager III	1	10/4/95	$1,704	---	---	$10,518
				Department Totals:	$3,631	$21,247	$24,878	$22,414

Department: Engineering

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
94-197	Finance Analyst	Accountant, Senior	1	11/5/92	$11,881	---	---	$4,007
94-191	Finance Analyst	Administrative Analyst I	1	3/9/93	$21,020	---	---	$7,864
94-198	Civil Engineer, Supervisor	Civil Engineer, Senior	1	1/1/92	$11,463	---	---	$3,080

94-184	Civil Engineering Specialist, Senior	Civil Engineering Specialist, Supervisor	1	11/23/92	$7,735	---	---	$2,605
94-054	Manager VIII	Manager X	1	9/30/94	$5,160	---	---	$2,705
95-391	Planning & Development Specialist, Supervising	Planning & Development Specialist, Senior	1	7/14/93	$11,974	---	---	$5,059
94-180	Traffic Sign & Marking Crew Chief II	Traffic Sign & Marking Crew Chief I	1	10/1/93	$10,824	---	---	$5,059
163-94	Transportation Planner, Associate	Transportation Planner, Assistant	1	8/2/94	$19,563	---	---	$14,350
				Department Totals:	$99,620	$196,673	$296,293	$44,729

Department: Executive--Economic Development

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
950558	Administrative Specialist I	Planning & Development Specialist II	1	9/11/95	$0	---	---	$0
				Department Totals:	$0	$10,246	$10,246	$0

Department: Executive--Management & Planning

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
95054	Systems Analyst, Senior	Data Processing Systems Analyst	1	Approx 3/1/96	$0	---	---	$9,842
				Department Totals:	$0	$83,705	$83,705	$9,842

Fourth Quarter - Costing - (Attachment C)

*Represents 4th Quarter '95 Ordinance Costs Only

Department: Executive--Mayor's Office

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
---	---	---	---	---	---	---	---	---
			Department Totals:		$0	$18,456	$18,456	---

Department: Executive--Neighborhood Planning Office

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
---	---	---	---	---	---	---	---	---
			Department Totals:		$0	$0	$0	---

Department: Executive--Women's Rights

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
---	---	---	---	---	---	---	---	---
			Department Totals:		$0	$3,464	$3,464	---

Fourth Quarter - Costing - (Attachment C)

*Represents 4th Quarter '95 Ordinance Costs Only

Department: Finance

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
950567	Accountant, Senior	Accountant	1	9/11/95	$1,825	---	---	$5,635
95-0566	Accountant, Senior	Accountant	1	9/11/95	$1,825	---	---	$5,635
950570	Accountant, Senior	Accountant	3	9/11/95	$5,476	---	---	$16,904
148-94A	Manager IV	Manager III	1	7/29/94	$1,704	---	---	$1,177
				Department Totals:	$10,830	$37,816	$48,646	$29,351

Department: Fire

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
950120	Computer Assistance Technician	Administrative Specialist I-BU	1	3/22/95	$3,955	---	-	$4,883
				Department Totals:	$3,955	$16,343	[illegible]98	$4,883

*Represents 4th Quarter '95 Ordinance Costs Only

Department: Housing & Human Services

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
129-93	Planning & Development Specialist II	Human Services Analyst	3	9/14/93	$14,311	---	---	$6,461
131-93	Planning & Development Specialist II	Human Services Analyst	1	6/7/93	$5,263	---	---	$2,154
132-93	Planning & Development Specialist II	Human Services Analyst	1	6/7/93	$5,263	---	---	$2,154
130-93	Planning & Development Specialist, Supervising	Human Services Analyst, Senior	1	12/21/93	$21,843	---	---	$10,994
			Department Totals:		$46,680	$55,805	$102,485	$21,763

Department: Law

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
---	---	---	---	---	---	---	---	---
			Department Totals:		$0	$3,813	$3,813	---

Fourth Quarter - Costing - (Attachment C)

*Represents 4th Quarter '95 Ordinance Costs Only

Department: Legislative

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
---	---	---	---	---	---	---	---	---
			Department Totals:		$0	$4,697	$4,697	---

Department: Municipal Court

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
---	---	---	---	---	---	---	---	---
			Department Totals:		$0	$93,065	$93,065	---

Department: Neighborhoods, Department of

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
95318	Customer Service Representative	Administrative Specialist II-BU	8	7/17/95	$2,726	---	---	$5,610
			Department Totals:		$2,726	$0	$2,726	$5,610

*Represents 4th Quarter '95 Ordinance Costs Only

Department: Parks & Recreation

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
950130	Utility Laborer	Laborer	1	8/23/94	$2,910	---	---	$2,129
				Department Totals:	$2,910	$247,380	$250,290	$2,129

Department: Personnel

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
---	---	---	---	---	---	---	---	---
				Department Totals:	$0	$44,080	$44,080	---

Department: Planning Commission

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
---	---	---	---	---	---	---	---	---
				Department Totals:	$0	$986	$986	---

*Represents 4th Quarter '95 Ordinance Costs Only

Department: Police								
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
---	---	---	---	---	---	---	---	---
			Department Totals:		$0	$32,771	$32,771	---

Department: Seattle Center								
Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
950166	Accounting Technician II-BU	Accounting Technician III-BU	1	8/13/95	$0	---	---	$0
161-94A	Manager I	Security Programs Specialist	1	9/30/94	$12,831	---	---	$10,068
950160	Sound Equipment Technician	Sound Technician	1	8/13/95	$0	---	---	$0
			Department Totals:		$12,831	$54,903	$67,734	$10,068

Fourth Quarter - Costing - (Attachment C)

*Represents 4th Quarter '95 Ordinance Costs Only

Department: Water

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
95-389	Construction & Maintenance Equipment Operator, Senior	Construction & Maintenance Equipment Operator	2	7/13/95	$2,312	---	---	$4,758
95-100	Utility Hearing Officer	Credit & Collections Supervisor	1	8/15/94	$12,428	---	---	$9,116
95-0086	Manager XII	Planning & Development Specialist, Senior	1	12/10/94	$12,491	---	---	$11,896
95-0089	Manager XII	Planning & Development Specialist Supervisor	1	11/28/94	$7,715	---	---	$7,939
950094	Systems Analyst	Programmer, Senior	1	12/7/94	$5,391	---	---	$5,134
95-390	Headworks Crew Chief	Water Pipe Worker	1	7/31/95	$5,659	---	---	$5,823
95-0092	Management Systems Analyst	Workload Planner & Scheduler, Assistant	1	3/21/95	$6,733	---	---	$8,314
				Department Totals:	$52,729	$108,366	$161,095	$52,980

Department: All Departments (Grand Total)

Report No.	New Title	Old Title	Number of Positions	Effective Date	Estimated Cost (Through 12/31/95)	Cost of Previous 1995 Actions	Total Cost of 1995 Actions	1996 Cost (12 Months With 2.9% COLA)*
---	---	---	---	---	---	---	---	---
				Grand Totals:	$341,715	$1,235,460	$1,577,175	$274,392

FINANCE

1 position (#023651) of Administrative Specialist III retitled to Administrative Specialist II (Report #4050005).

1 position (#015683) of Data Processing Systems Analyst retitled to Systems Analyst (Report #2100504).

1 position (#010716) of Manager I retitled to Accountant, Principal (Report #2000508).

2 positions (#011222, #015704) of Programmer, Senior retitled to Systems Programmer (Report #2100003).

MUNICIPAL COURT

1 position (#020801) of EDP Equipment Operator, Senior-MC retitled to Administrative Specialist I-MC (Report #4050004).

PARKS & RECREATION

1 position (#021891) of Capital Projects Coordinator II retitled to Capital Projects Coordinator (Report #7204504).

POLICE

1 position (#005048) of Administrative Specialist II-BU retitled to Administrative Specialist III-BU (Report #4050008).

1 position (#005004) of Finance Analyst retitled to Management Systems Analyst (Report #2350004).

PUBLIC SAFETY CIVIL SERVICE COMMISSION

1 position (#017454) of Personnel Analyst, Senior retitled to Special Exams Analyst (Report #2203504).

SEATTLE CENTER

1 position (#021409) of Arts Program Specialist retitled to Public/Cultural Programs Specialist, Senior (Report #2253005).

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1 position (#016470) of Capital Projects Coordinator III retitled to Capital Projects Coordinator, Senior (Report #7204505).

3 positions (#008930, #008931, #008932) of Gardener II retitled to Gardener (Report #9100004).

1 position (#022110) of Maintenance Laborer retitled to Utility Laborer (Report #9150004).

WATER

1 position (#019242) of Accounting Support Assistant-BU retitled to Administrative Support Assistant-BU (Report #4050003).

4 positions (#015992, #018179, #020784, #021616) of Data Processing Systems Analyst retitled to Systems Analyst (Report #2100504).

1 position (#011375) of Office Assistant-BU retitled to Mail Courier (Report #4156504).

1 position (#011713) of Utilities Customer Service Trainer retitled to Customer Service Representative/Trainer (Report #2052514).

1 position (#011749) of Utility Credit Representative retitled to Credit Representative (Report #4002004).

2 positions (#011745, #016690) of Utility Credit Representative, Senior retitled to Credit Representative, Senior (Report #4002005).

1 position (#011847) of Waterworks Maintenance Specialist retitled to Waterworks Maintenance Helper (Report #8200503).

SECTION 7. TITLE CORRECTION. The following is submitted to correct a title as it was shown on Ordinance #117748.

Department	Title/Position No. As Shown	Retitle To
City Light	Warehouser, Senior Position #013384	Warehouser, Senior-BU

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

SECTION 8. EXEMPT POSITIONS. As recommended by the Personnel Director in response to requests from customer departments to render certain positions of employment exempt from the classified service, S.M.C.. 4.13.010 (known as the Exemption Ordinance), Section M is hereby amended as follows:

M. Human Rights	Administrative Staff Assistant
	Enforcement Manager--Human Rights
	Staff Assistant--Human Rights Commission/Department

SECTION 9. The heads of the respective departments affected by this ordinance are hereby authorized to use unexpended and unencumbered funds accumulating in their respective 1995 Budgets to pay the compensation authorized herein.

SECTION 10. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

SECTION 11. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

PASSED by a two-thirds (2/3's) vote of the members of the City Council the 12 day of February, 1996, and signed by me in open session in authentication of its passage this 12 day of February, 1996.

Jan Drago
President Pro Tem of the City Council

Approved by me this 20 day of February, 1996.

Norman B. Rice
Mayor.

Filed by me this 21 day of February, 1996.

Judith E. Pippin
City Clerk

(SEAL)

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ATTACHMENT A

SECTION 1

City of Seattle Personnel Department

Norman B. Rice, Mayor Sarah Welch, Personnel Director

December 22, 1995

TO: Councilmember Tom Weeks, Chair
Finance, Budget, Management and Personnel Committee
Legislative

Via: Mayor Norman B. Rice

Attn: Tom Tierney, Director
Office of Management and Planning

FROM: Sarah Welch, Personnel Director

SUBJECT: Proposed Legislation - Fourth Quarter 1995 Ordinance

The attached ordinance will implement proposed position, title, classification, and salary changes recommended by the Personnel Director during the Fourth Quarter of 1995.

Section 1 includes positions recommended for reclassification and retitling during the Fourth Quarter of 1995. *Section 2* creates a new title and salary. *Section 3* recommends title changes for the Classification Project. *Section 4* creates new titles and salariess for the Classification Project. *Section 5* includes positions recommended for classification as part of the Classification Project. *Section 6* includes positions recommended for classification in prior phases of the Classification Project. *Section 7* corrects a title as shown in Ordinance #117748. *Section 8* renders certain positions exempt from the classified service.

Attachment A contains referenced classification/compensation report recommendations and other documentation as indicated in the ordinance.

Attachment B sets forth information required by Council Resolution #26813.

Attachment C displays the type of classification request acted upon and the estimated increased cost of each change from the effective date through the end of 1995, as well as departmental and City-wide total cost estimates. Consistent with past practice, Classification Project actions are not included in the costing calculations.

Costing estimates in this report are for general use in estimating the approximate budgetary impact of the actions that are on the accompanying ordinance. These estimates do not necessarily reflect formal budgetary appropriations or the amount due to any given employee(s). These estimates are based on the following premises:

- The beginning date is the first day of the month of the effective date in the report, and the cost is estimated through the end of the current year.

An equal employment opportunity, affirmative action employer
12th Floor Dexter Horton Building, Telephone Device for the Deaf and
710 Second Avenue, the Hearing Impaired (TDD)
Seattle WA 98104-1790 684-7888
Fax 684-4157

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- Calculations are based on the difference between the top steps of the current and recommended salary ranges; for retroactive actions extending back to previous year(s), the rates for the respective previous years are used.

- Calculations are based on the premises that the positions are full-time, and that they are filled at the budgeted level. (The payroll units of affected departments will conduct actual payroll calculations, which will consider additional information such as underfills, out-of-class, periods of vacancy, positions working more or less than their budgeted full-time-equivalency, and other information that is available at the department level.)

- Our cost estimates are obtained by adding the employer's matching FICA and retirement benefits to the salary shown in the Salary Schedule. Currently, the employer's contribution for retirement is 8.91 percent and the employer's 1995 matching contribution rate for FICA is 6.2 percent.

If you have any questions or need additional information regarding this ordinance, please contact Tim Croll, Personnel Services Administrator, at 684-7934, or Lidia Santiesteban, Classification/Compensation Director, at 386-9081. Your approval of this ordinance is respectfully requested.

SW:elc

Attachments

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City of Seattle Personnel Department

Norman B. Rice, Mayor Sarah Welch, Personnel Director

January 23, 1996

TO: Councilmember Tom Weeks, Chair
Labor and Personnel Committee
Legislative

FROM: Lidia Santiesteban
Classification/Compensation Director

SUBJECT: Represented Positions on the Fourth Quarter 1995 Classification Ordinance.

We are submitting our Fourth Quarter Classification Ordinance for the Committee Agenda on February 7, 1996.

The following is a breakdown of those positions from the Fourth Quarter Ordinance that would be represented or continue to be represented following legislation. These positions are listed by Bargaining Unit, position title proposed by the Ordinance, and number of affected positions.

Bargaining Unit	Proposed Title	Number of Positions
004 - Local 17 - Professional & Technical Engineers, Technical Unit	Bridge Operations General Supervisor	1
	Cartographer	1
	Civil Engineering Specialist, Assistant	5
	Computer Assistance Technician	1 (from 035)
	Credit Representative	1
	Credit Representative, Senior	5
	Data Entry Operator, Senior	1
	Mail Courier	1 (from 035)
	Mail Courier, Lead	1 (from 035)
	Photographer, Senior	1
	Title Records Technician	1
	Title Records Technician	1 (from 035)
	Title Records Technician, Senior	1
007 - Local 117 - Teamsters	Warehouser-BU	1 (from 004)
009 - Local 289 - Machinists	Automotive Mechanic	1 (from 019)
	Automotive Mechanic Apprentice	3
011 - Local 302 - Operating Engineers	Construction & Maintenance Equipment Operator, Senior	2

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Bargaining Unit	Proposed Title	Number of Positions
013 - Local 46 - IBEW	Sign Inspector, Senior	1
	Sound Equipment Technician	1
017 - Carpenters District Council	Bridge Carpentry & Maintenance Lead	2
019 - Local 1239 - Public Service & Industrial Employees	Gardener	14
	Gardener, Assistant	7
	Laborer	1
	Pump Station Maintenance Leadworker	4
	Pump Station Maintenance Worker	3
	Traffic Sign and Marking Crew Chief II	1
	Tree Maintenance Specialist	1
	Utility Laborer	4
	Wastewater Collection Worker	1
032 - Local 17 - Professional & Technical Engineers, Senior Professional Unit	Civil Engineer Supervisor	2
	Civil Engineering Specialist Supervisor	1 (from 004)
	Civil Engineering Specialist Supervisor	1
034 - Local 17 - Professional & Technical Engineers, Professional Unit	Capital Projects Coordinator	1
	Capital Projects Coordinator, Senior	1
	Economist, Senior	1 (from 030)
	Electrical Engineer, Associate	1 (from 077)
	Graphic Arts Supervisor	1 (from 004)
	Systems Analyst	2 (from 030)
	Systems Analyst	1 (from 004)
	Systems Analyst	12
	Systems Programmer	3 (from 004)
035 - Local 17 - Professional & Technical Engineers, Administrative Support Unit	Accounting Technician II-BU	5
	Accounting Technician II-BU	1 (from 030)
	Administrative Specialist I-BU	2
035 - Local 17 - Professional & Technical Engineers, Administrative Support Unit	Administrative Specialist I-BU	1 (from 044)
	Administrative Specialist III-BU	1
	Administrative Support Assistant	1
	Administrative Support Assistant-BU	1 (from 036)
	Customer Service Representative	8
	Customer Service Representative/Trainer	1 (from 030)
	Office Equipment Operator	2
036 - WSC of County & City Employees - Medical & Janitorial Unit	Janitor, Lead	5

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Bargaining Unit	Proposed Title	Number of Positions
040 - Local 763, Teamsters, Municipal Court Service Employees	Administrative Specialist I-MC	1
047 - Local 32, Plumbers Crew Chief Unit	Headworks Crew Chief	1 (from 008)

The following is a breakdown of those positions that would no longer be represented following legislation of the Fourth Quarter 1995 Classification Ordinance. These positions are listed by Bargaining Unit, both current and proposed position titles, and number of positions affected.

Former Bargaining Unit	Proposed Title	Number of Positions
004 - Local 17 - Professional & Technical Engineers - Technical Unit	Programmer Analyst	2
019 - Local 1239, Public Service & Industrial Employees	Management Systems Analyst	1
034 - Local 17. Professional & Technical Engineers, Professional Unit	Architect, Associate Systems Analyst, Senior	1 1
035 - Local 17, Professional & Technical Engineers, Administrative Support Unit	Accountant Administrative Staff Assistant	1 1
077 - Local 77, IBEW	Management Systems Analyst	1

If you have any questions, please call me at 386-9081.

LS:elc

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CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: December 7, 1995 Report No.:**950071**

POSITION IDENTIFICATION

Department: Administrative Services

Classification Title: Administrative Specialist II
Ordinance Title: Administrative Specialist II-BU

Position Number: 023817

Bargaining Unit: 035 Current Salary: $13.00 - $14.55 (Range 22.0B)

RECOMMENDED ACTION

Classification Title: Accountant

Ordinance Title: Accountant

Legislation Required: Yes Recommended Salary: $15.69 - $18.27 (Range 28.0A)

Recommended Bargaining Unit: 030

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Specialist II - BU

Recommended Standing: Accountant

In recommended standing, incumbent status is:

( ) Regular; **(X)** Probationary; ( ) Temporary (Exam Required)

Authority: Personnel Rule -

( ) 2.2.200 (A); **(X)** 2.2.200 (B); ( ) 2.2.200 (C);

Remarks:

APPROVED:

Carla H. Coward Sr. Classification Analyst

Steve Aspiras Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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PERTINENT ALLOCATIC :ACTORS - Report No.:**950071**

SOURCE OF REQUEST/POSITION IDENTIFICATION

Position #023817 was reviewed as a result of a request filed by the Administrative Services department on May 1, 1995 to address a change in job duties and responsibilities due to the incumbents transfer from DAS Accounting to DAS Fleet Services Division and the implementation of the automated Equipment Management System (EMS) and Financial Management System (SFMS).

The purpose of the Fleet Administration section is to manage the City's vehicle fleet including replacement and disposal of vehicles and equipment, developing lease rates to generate sufficient revenue to pay for depreciation, maintenance, overhead and contributions to reserves for future replacements.

POSITION HISTORY

See individual position record cards included in the file for detailed historical data concerning each position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaires (PDQs) submitted for the purposes of this review;
- Class Specification # 200504, 2350003,2351504, 4000004, 4000005, 4050005 ;
- Interviews with incumbent and supervisor;
- Position Record Cards;
- Organizational Chart;
- and other records available internally.

STATEMENT OF DUTIES

The essential purpose of this position is to monitor and adjust all capital asset records including depreciation schedules for the 3400 unit vehicle fleet and handle the revenue/billing process for the Fleet Services Division. As well as conduct research and analysis for Fleet and other departments on related lease or cost issues.

NOTE: *For a more complete listing of each subject position's responsibilities, see the Position Description Questionnaires (PDQs), dated May 1, 1995 submitted for the purposes of this review.*

ANALYSIS

The duties of Position #023817 were compared to Accountant, Management Systems Analyst (entry), Fleet Management Analyst, Accounting Technician II and III and Administrative Specialist II class specifications.

The Management Systems Analyst (entry) duties entail the research and analysis of a variety of administrative and operational problems or issues. The work requires a working knowledge of the functions, processes and principles of management practices, theories, techniques and of organizational structure. The focus is research orientated rather than financial or accounting related.

There are pieces of the Fleet Management Analyst that match such as managing inventory and salvage records, but the primary focus of this position is to provide analytical not accounting or financial support in the areas of vehicle and equipment management and control, the drafting of technical and performanced-based specifications for the purchase of new vehicles and specialized equipment.

There are pieces of the Accounting Technician II position that match such as a substantial amount of specialized numerical record keeping such as would be appropriate to expect at a high assignment level within the Accounting Support Assistant class. However, this position is also relied upon to carry out financial reporting and other tasks which appear to require an understanding of accounting procedures and systems. The knowledge utilized in selecting the appropriate funds for reimbursements, the manipulation of the SFMS and EMS databases and the consolidation of appropriate data for financial summary reports, appears to more closely resemble knowledge associated with professional accounting than with clerical accounting support.

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The Accounting Technician III position serves as lead worker over Accounting Technician II and other subordinate positions. This position has lead responsibilities only on an intermittent basis and it is not a primary responsibility.

The Administrative Specialist II is the senior level in the Administrative Support class series. Duties entail clerical tasks such as preparing and reviewing standard and special reports; preparing documents, forms and spreadsheets; training and advising employees on office procedures.

The Accountant is the best match. The position needs to have the knowledge and skills to use the EMS and SFMS automated systems, but these are just a tool to complete the essential duties of performing auditing, monitoring, researching and recommending revisions to accounting procedures and practices.

RECOMMENDATION

The subject position is adequately described by the Accountant classification and we recommend that position #023817 be classified as Accountant, effective May 1, 1995.

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CITY OF SEATTLE **PERSONNEL DEPARTMENT**

Classification Determination

Date: October 25, 1995 Report No. 95-386

Position Identification

Department:	Administrative Services
Classification Title:	Administrative Specialist III
Ordinance Title:	Administrative Specialist III -BU
Position Number:	010627
Bargaining Unit:	035 Current Salary: $14.26-15.99 (Range: 24.5B)

RECOMMENDED ACTION

Classification Title:	Administrative Staff Assistant
Ordinance Title:	Administrative Staff Assistant
Legislation Required:	Yes
Bargaining Unit:	030 Recommended Salary: $16.61-19.36 (Range: 29.5A)
Remarks:	See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:	
Current Standing:	Administrative Specialist III
Recommended Standing:	Administrative Staff Assistant

In recommended standing, incumbent status is:

[X] Regular [ ] Probationary [ ] Temporary (Exam Required)

Authority: Personnel Rule -

[ ] 2.2.200(A) [ ] 2.2.200(B) [ ] 2.2.200 (C)

Remarks: Per Article 9.6 Section b(2) of Local 17 Bargaining Agreement

Recommended by:	Gail Thompson	Classification/Compensation Analyst
Approved by:	Steve Aspiras	Classification/Compensation Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

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SOURCE OF REQUEST

This position is being reviewed as a result of a departmental request. The position is located within the Contracting Services Division of the Department of Administrative Services.

BACKGROUND

According to departmental management, the Contracting Services Division has seen a continuous expansion in the division and its responsibilities. Five newly consolidated sections have been comprised into the Contracting Services Division. As a result, there is a critical need to have one person responsible for coordinating all administrative and personnel related functions, including researching and overseeing division-wide projects, and managing the division's budget.

POSITION HISTORY

See individual position record card included in the file for detailed historical data concerning the position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire (PDQ) completed July 11, 1995
- Comparative reviews of class specification and position files within the class series of Administrative Support and Executive Staff Support
- Charts showing the affected organizational structure
- Position data from Personnel Records.

ANALYSIS

According to the PDQ completed July 11, 1995, this position serves as assistant to the Contracting Services Director. Duties include, coordinating and conducting research and analysis on special projects; assisting in the preparation of the biannual budget; monitoring expenditures for the division; and overseeing a variety of personnel issues.

In reviewing class specification within the above-mentioned class series, I found that the work is characterized in this manner:

Administrative Support - Office support work. Duties include typing, data entry, receptionist, posting information, proofing documents, completing calculations, compiling reports, filing and retrieving documents and operating a variety of office equipment. This series consists of six levels and they are distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required, and the type and nature of contacts.

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Executive Staff - A mixture of administrative duties, usually performed by other administrative fields, in which no one speciality field constitutes a majority of the duties. Duties include: providing administrative assistance to departmental management in areas such as budget, finance, personnel, contract work, research and coordination of departmental projects and programs. This class consists of four levels and they are distinguished from one another by the size and diversity of the program and upon their respective degrees of difficulty and responsibility required.

The duties and responsibilities of the subject position were reviewed with the specific objective of identifying the appropriate classification. It is clear from this analysis that the Executive Staff Support series is the most comparable. Having determined the appropriate class series, what remains to be determined is which level best represent the work of the subject position.

COMPARISON

Administrative Staff Assistant - conduct research and data collection for special assignments; coordinate, prepare and monitor the unit's budget and coordinate special programs or projects; coordinate a variety of general office functions; and oversee the work of subordinate staff. Positions at this level *serve as staff assistant to a small section, unit or department*, and are expected to use judgement to make decisions about day-to-day office, budgetary, and personnel problems and\or activities and to interpret and apply policies and procedures to day-to-day situations.

Administrate Staff Analyst - coordinate budget preparation and specific program goals; research and analyze a variety of operational or administrative issues and/or problems; assist in personnel matters; and serve as liaison with other sections and divisions; and monitor contracts. Employees allocated to this level provide general administrative and analytical support to a small department or to a large unit of a department.

Executive Assistant - perform the more complicated and difficult administrative problems, issues and tasks in budget and personnel, for a small department or a division of a large department. Positions allocated to this level are expected to work independently at the division level of a large department.

Senior Executive Assistant - perform a wide range of complex, confidential and sensitive executive level administrative duties for the head of a department or for a deputy superintendent.

CONCLUSION

Based on the above analysis, I find that the subject position is relied upon to assist a small section with a variety of administrative and operational matters, in which no one speciality consitutes a majority of the duties. These are duties and responsibilities that are described within the class specification of Administrative Staff Assistant, and allocated to positions assigned to this title throughout the City.

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RECOMMENDATION

Therefore, it is my recommendation that the subject position be allocated to the title of Administrative Staff Assistant, effective May 15, 1995, which is the date departmental management certifies the above duties became effective.

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CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: November 21, 1995 Report No.:**950085**

POSITION IDENTIFICATION

Department: Administrative Services

Classification Title: Janitor DAS/City Light
Ordinance Title: Janitor DAS/City Light

Position Number: 019497

Bargaining Unit: 036 Current Salary: $10.98 - $11.82 (Range 16.5C)

RECOMMENDED ACTION

Classification Title: Administrative Support Assistant

Ordinance Title: Administrative Support Assistant- BU

Legislation Required: Yes Recommended Salary: $11.20 - $12.56 (Range 18.0B)

Recommended Bargaining Unit: 035:

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent:

Current Standing: Janitor DAS/City Light

Recommended Standing: Administrative Support Assistant - BU

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:

APPROVED:

Carla H. Coward Sr.Classification Analyst

Steve Aspiras Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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PERTINENT ALLOCATION FACTORS - Report No.:**950085**

SOURCE OF REQUEST/POSITION IDENTIFICATION

Position #019497 was reviewed as a result of a request filed by the Administrative Services department on May 30, 1995 to address the need for administrative support in the maintenance unit. The position has been underfilled for over three years and prior to that there was no administrative support for the unit.
Position #019497 is located in the DAS Facilities Maintenance section. The purpose of the section is to perform maintenance on city owned buildings. In addition the section performs tenant requested modifications and renovations and oversees the work done by outside contractors and vendors.

POSITION HISTORY

See individual position record cards included in the file for detailed historical data concerning each position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaires (PDQs) submitted for the purposes of this review;
- Class Specification # 4050001, 4050003, 9051904;
- Position Record Cards;
- Organizational Chart;
- and other records available internally.

STATEMENT OF DUTIES

The essential purpose of this position is to provide clerical support for the maintenance staff and receive all emergency maintenance calls for the section.

NOTE: *For a more complete listing of each subject position's responsibilities, see the Position Description Questionnaires (PDQs), dated May 30, 1995 submitted for the purposes of this review.*

ANALYSIS

The duties of Position #019497 were compared to class specification Office Assistant whose primary duties are to perform one or a few routine/repetitive office support functions such as filing, sorting, photocopying, opening and sorting mail.

A second comparison was made to class specification Administrative Support Assistant whose primary duties are to perform a variety of routine office support functions such as typing, data entry, receptionist, posting information, proofing documents, completing simple calculations, compiling reports, filing and retrieving documents and operating a variety of office equipment.

Positions in the Janitor classification perform routine building custodial work in assigned areas.

RECOMMENDATION

The subject position is well described by the Administrative Support Assistant classification and we recommend that position #019497 be classified as Administrative Support Assistant, effective November 21, 1995.

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CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: November 22, 1995 Report No.:**95473**

POSITION IDENTIFICATION

Department: Administrative Services

Classification Title: Research and Evaluation Assistant I
Ordinance Title: Research and Evaluation Assistant I

Position Number: 024489

Bargaining Unit: 030 Current Salary: $15.41 - $17.92 (Range 27.5A)

RECOMMENDED ACTION

Classification Title: Management Systems Analyst

Ordinance Title: Management Systems Analyst

Legislation Required: Yes Recommended Salary: $18.98 - $22.12 (Range 33.0A)

Recommended Bargaining Unit: 030

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent:

Current Standing: Research and Evaluation Assistant I

Recommended Standing: Management Systems Analyst

In recommended standing, incumbent status is:

( ) Regular; (X) Probationary; ( ) Temporary (Exam Required)

Authority: Personnel Rule -

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

Remarks:

APPROVED: Carla H. Coward Sr. Classification Analyst

Steve Aspiras Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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PERTINENT ALLOCATION FACTORS - Report No.:95473

SOURCE OF REQUEST/POSITION IDENTIFICATION

Position #024489 was reviewed as a result of a request filed by the Administrative Services department on August 5, 1995 to address the employee's current higher level body of work which evolved as a result of the reorganization of the Telecommunications Division and managements need for someone to do more in-depth research and analysis work. The purpose of the DP Information Services Division is to provide telecommunications goods and services (voice, data and video) to all City of Seattle departments and agencies.

POSITION HISTORY

See individual position record cards included in the file for detailed historical data concerning each position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaires (PDQs) submitted for the purposes of this review;
- Class Specification # 2003303, 2350003, 2350004, 2350005;
- Interviews with incumbent and supervisor;
- Position Record Cards;
- Organizational Chart;
- and other records available internally.

STATEMENT OF DUTIES

The essential purpose of this position is to perform a variety of professional, analytical and research tasks in support of the DP Information Systems Division. Responsibilities encompass the utilization of effective methods, analysis, evaluation, and creation/revision of current DAS/City standards and policies as they relate to telecommunications; communication and presentation of new standards, policies, and budgets; analyze, develop and implement needed training for the division; participate in various ad hoc studies and prepare recommendations to implement systems, procedures or organization changes. Supervise one employee.

NOTE: *For a more complete listing of each subject position's responsibilities, see the Position Description Questionnaires (PDQs), dated August 5, 1995 submitted for the purposes of this review.*

ANALYSIS

The duties of Position #024489 were compared to Management Systems Analyst entry, journey and senior class specifications.

The journey level is the best match. The duties entail providing advice and service to management on specific operational and administrative processing and reporting systems by analyzing data gathered, developing information and considering all available solutions and alternatives; and by preparing recommendations to implement new systems, procedures or organization changes.

Even though this position currently supervises one employee, supervision is not the predominant work activity and should not be a factor in determining the appropriate classification.

The Research and Evaluation Assistant classification is very limited in scope of duties. Incumbents in this classification perform at a para-professional level, moderately difficult research and statistical or program evaluation analysis. They do not make recommendations for resolving issues or methods of implementation.

Incumbents in the Management Analysis Senior classification serve as a project manager over system design, development and implementation projects involving considerable scope, complexity and long term commitments.

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RECOMMENDATION

The subject position is adequately described by the Management Systems Analyst classification and we recommend that position #024489 be classified as Management Systems Analyst, effective January 1, 1995.

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CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: November 1, 1995 Report No.:95601

POSITION IDENTIFICATION

Department: Administrative Services

Classification Title: Supply & Inventory Technician, Asst.
Ordinance Title: Supply & Inventory Technician, Asst.

Position Number: 018534

Bargaining Unit: 004 Current Salary: $11.20 - 12.56 (Range 18.0B)

RECOMMENDED ACTION

Classification Title: Senior Warehouser

Ordinance Title: Senior Warehouser - BU

Legislation Required: Yes Recommended Salary: $14.98 - 16.15

Recommended Bargaining Unit:007

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent:

Current Standing: Supply and Inventory Technician, Assistant

Recommended Standing: Senior Warehouser - BU

In recommended standing, incumbent status is:

( ) Regular; (X) Probationary; ( ) Temporary (Exam Required)

Authority: Personnel Rule -

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

Remarks:

APPROVED:

Carla H. Coward Sr.Classification Analyst

Steve Aspiras Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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PERTINENT ALLOCATION FACTORS - Report No.:95601

SOURCE OF REQUEST/POSITION IDENTIFICATION

Position #018534 was reviewed as a result of a request filed by the Administrative Services department on October 9, 1995 to address the employee's current higher level body of work which evolved as a result of his transfer to the Data Processing Department in March 1993 and the merging of the telephone and data processing network operations in June 1994. He has been peforming the full scope of this higher level work since March 1, 1995 when the data and telephone warehouse operations were physically combined into a single location. Position #018534 is located in the DP Information Services Division. The purpose of the Telecommunications Warehouse is to maintain an inventory of capital equipment and resale materials to support the daily operations of the section.

POSITION HISTORY

See individual position record cards included in the file for detailed historical data concerning each position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaires (PDQs) submitted for the purposes of this review;
- Class Specification # 4051003 & 9156505;
- Position Record Cards;
- Organizational Chart;
- and other records available internally.

STATEMENT OF DUTIES

The essential purpose of this position is to serve as lead warehouser, responsible for the overall warehouse operation, accuracy of inventory, warehouse staff scheduling, accounting for procurement and receiving goods and the production of inventory and financial reports for section managements use.

NOTE: *For a more complete listing of each subject position's responsibilities, see the Position Description Questionnaires (PDQs), dated October 10, 1995 submitted for the purposes of this review.*

ANALYSIS

The duties of Position #018534 were compared to class specification Assistant Supplies and Inventory Technician whose primary duties are to assist in ordering, receiving, distributing and inventoring supplies and materials, under continuing supervision.

A second comparison was made to class specification Senior Warehouser whose primary duties are to order, receive. inspect and issue a wide variety of equipment, materials, and supplies; act as lead over subordinate warehousers; and maintain a computerized inventory control system, under general supervision.

The incumbent in Position #018534 is currently a lead over two warehouse positons and fully performs under general supervision the primary duties of a Senior Warehouser. The Assistant Supplies Technician is an entry level position.

RECOMMENDATION

The subject position is well described by the Senior Warehouser classification and we recommend that position #018534 be classified as Senior Warehouser, effectve October 9, 1995.

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CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: September 26, 1995 — Report No. 95-0091

POSITION IDENTIFICATION

Department: Seattle City Light

Classification Title: Accounting Technician I

Ordinance Title: Accounting Technician I-BU

Position Number: 012467

Bargaining Unit: 035 — **Current Salary:** $12.32 -- $13.74 (Salary Range 20.5B)

Remarks: See Position History Card (Personnel Dept Records Unit) for a complete record of information related to the creation, classification and reclassification of this position.

RECOMMENDED ACTION

Classification Title: Accounting Technician II

Ordinance Title: Accounting Technician II-BU

Legislation Required: Yes — **Recommended Salary:** $13.00 -- $14.55 (Salary Range 22.0B)

Rec. Bargaining Unit: 035

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Accounting Technician I

Recommended Standing: Accounting Technician II

In recommended standing, incumbent status is:

Regular;	Probationary;	Temporary.
[X] 2.2.200 (A);	[ ] 2.2.200 (B);	[ ] 2.2.200 (C)

Remarks:

Recommended:	Sharon Lee Nicholson	Classification Analyst
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

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Source of Request and Position Identification
This position is being reviewed in response to a Step 3 grievance submitted by the incumbent, Rithy Lim, in accordance with Sections 6.2 and 6.6 of the labor agreement between the City of Seattle and IFPTE, Local 17. This review is being conducted according to the expedited grievance process. Position No. 012467 is located in the Finance Division of Seattle City Light and is supervised by Fernando Estudillo, General Accounting Manager.

Scope of Review
The review consisted of the Position Description Questionnaire provided with the grievance, the Classification Project file for this position and the Classification Specifications (Schematic #4000013, #4000004 and #4000005) for Accounting Technician I, II and III.

Summary of Work
According to information submitted by the position's supervisor, this position is expected to "...maintain subsidiary accounts receivable detail accounts, act as liaison with customers and other city departments to resolve discrepancies, and work on projects/tasks as assigned." The incumbent describes his work as follows:

> Perform accounting technician work in support of the Sundry Sales function and general ledger function . . . This includes: preparation of various complex spreadsheets in support of subsidiary Accounts Receivable ledgers; assisting in maintaining and monitoring...subsidiary ledger accounts; reconciling subsidiary ledgers to general ledger accounts; performing bank reconciliations; . .

Analysis
According to the Classification Specification, Accounting Technician I (journey) level positions are responsible for performing one or more steps in maintaining a set of accounting records (e.g. payroll, accounts payable, accounts receivable). Typical tasks include posting, recording or otherwise updating accounting records. In comparison, Accounting Technician II (senior) level positions in this series are expected to perform a full range of records maintenance functions. Typical tasks at the II level include posting accounts receivable or accounts payable, reconciling ledger transactions and discrepancies. Differences between the work at the I and II level focus primarily on differences in task complexity and the requirement at the Accounting Technician II level to have an understanding of basic bookkeeping.

The work of this position, as described by the incumbent and his supervisor, are more complex than those contemplated by the Accounting Technician I classification. In particular, the incumbent reconciles subsidiary ledgers to general ledger accounts, researches accounts receivable detail for errors and for the purpose of submitting adjustment requests. Finally, the incumbent also reconciles bank accounts for five Revolving Funds.

These duties are sufficiently complex to extend beyond the Accounting Technician I level; however, they do not justify the Accounting Technician III level as requested by the Grievant. According to the Classification Specifications, positions at the Accounting Technician III level are responsible for leading the work of other accounting technicians. The information submitted with this grievance does not indicate that the incumbent has lead responsibility in the work he performs. Based on the complexity of the work performed by the Grievant and the level of judgment required to perform the work, we believe the appropriate classification is Accounting Technician II.

Recommendation
After a review of the information submitted with this grievance, we recommend that the subject position be reallocated to the Accounting Technician II level and that it be given the ordinance title of "Accounting Technician II-BU". The effective date of this action should be May 2, 1995 or fifteen days prior to the date the grievance was filed.

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CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: October 10, 1995 Report No. 95-555

POSITION IDENTIFICATION

Department: Seattle City Light

Classification Title: Administrative Support Assistant

Ordinance Title: Administrative Support Assistant-BU

Position Number: 019771

Bargaining Unit: 035 **Current Salary:** $11.20 - 12.56 **(Salary Range 18.0B)**

Remarks: See Position History Card in Personnel Records Unit for details of position creation, history and classification.

RECOMMENDED ACTION

Classification Title: Accounting Technician II

Ordinance Title: Accounting Technician II-BU

Legislation Required: Yes **Recommended Salary:** $13.00 -- 14.55 **(Salary Range 22.0B)**

Rec. Bargaining Unit: 035

Remarks: See following pages for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

Regular;	**Probationary;**	**Temporary.**
[ ] 2.2.200 (A);	[ ] 2.2.200 (B);	[ ] 2.2.200 (C)

Remarks:

Recommended:	Sharon Lee Nicholson	Classification Analyst
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

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ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE

(This form is to be used for vacant positions and/or requests resulting from reorganizations)

DEPARTMENT/DIVISION:	City Light Dept, North Electrical Services
POSITION NUMBER:	019771 (Vacant)
DATE REQUESTED:	August 11, 1995
CLASSIFICATION REQUESTED:	Accounting Technician II
POSITION PURPOSE:	This position is responsible for assisting with accountability reporting of labor hours for tracking and payroll purposes. Collate and input daily timekeeping and payroll transactions using on-line entry into the SFMS and PPS systems. Will be responsible for about 110 employees.

POSITION SUMMARY: Use the following space to summarize the essential duties and responsibilities assigned to the position. Briefly describe the work using action words.

Duties and Responsibilities Statements	% of Time
1. Audit, process and enter daily and biweekly time reports for 110 employees; verify overtime rates designated by union contracts and verify out-of-class payroll titles	60%
2. Compile detailed monthly, quarterly and annual reports using Division's work order/service order and labor hour tracking systems. Generate reports, provide information for planning, scheduling and controlling equipment, labor and material resources.	15%
3. Use the automated Work Order/Job Order Tracking System to generate statistical work measurement data to assist with workload planning efforts.	10%
4. On a biweekly basis, create, distribute and audit daily time sheets	10%
5. Research and respond to payroll-related inquiries from employees, supervisors and other divisions (particularly the Cost Accounting and Payroll Sections).	5%

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POSITION ALLOCATION CRITERIA

Duty No. 1 -- a [X] Primary [ ] Secondary duty is described in the class specification as:
Performs full range of accounting records maintenance activities of an assigned accounting area. Perform multiple complex and responsible accounting support tasks. Prepares payroll/personnel documents and updates files.

Duty No. 2 — a [X] Primary [ ] Secondary duty is described in the class specification as:
Solves special problems, make reliable decisions; research and analyze facts and present findings. Prepare and review reports, forms; compile information and data required for the preparation of reports.

Duty No. 3 — a [x] Primary [ ] Secondary duty is described in the class specification as:
Handle complicated tasks where the cost of correcting errors would be substantial in time or money. Reconcile, review, verify and correct entries, codes or documents.

Duty No. 4 — a [ ] Primary [x] Secondary duty is described in the class specification as:
Perform all operations and established methods according to departmental procedures. Audit timesheets to ensure accuracy of entries.

Duty No. 5 — a [ ] Primary [x] Secondary duty is described in the class specification as:
Contact with employees, supervisors, other departments, units. Ensure proper and accurate employee salary and benefits information.

Duty No. 6 -- a [ ] Primary [ ] Secondary duty is described in the class specification as:

Duty No. 7 -- a [ ] Primary [ ] Secondary duty is described in the class specification as:

REASON FOR THE REQUESTED CHANGE:

This position is identical to two existing positions currently classified as Accounting Technician II's. This position will prepare the daily and biweekly timekeeping activities (for about 110 employees) including inputting the data into the AMPS system. In the past, this particular position was used to perform typing, filing, mail delivery and other administrative work activities. It is necessary to have this position reclassified due to the decentralization of this function with City Light Department based on the reorganization and downsizing of the Human Resources Division. The requested reclassification is the result of a redistribution of workload within the Department. The Data Entry section was decentralized, reducing or eliminating much of the data entry support for the Payroll Unit of the Department. Development of new technology (AMPS computer system) allows a single point of input, reducing the need for duplicate processing and input. Existing positions performing this identical body of work have been reviewed within the past five years and reclassified as Accounting Technician II at both North Electrical Services and South Electrical Services.

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Note: This work was described in a full PDQ signed & dated by Ashok Nayudu, Electrical Workload Planning Mgr on 8/11/95.

Supervisor or Requester Signature Date

Patsy S. Taylor for A.Z.

Department Head Signature Date

(For Personnel Use Only)

Position Number: 019771 (Vacant)

Title: Administrative Specialist II

Approved as Requested: [X] Yes [ ] No

Other Recommended Action:

None

S L Nicholson Oct 10/ 1995

Personnel Analyst Date

John Pearson 28 November 1995

Personnel Analyst Supervisor Date

Lidia Santiesteban Nov 28, 1995

Classification and Compensation Director Date

Personnel Director Date

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CITY OF SEATTLE

CLASSIFICATION DETERMINATION

PERSONNEL DEPARTMENT

Date: June 13, 1995

Report No. 152-94

POSITION IDENTIFICATION

Department: City Light

Classification Title: Civil Engineer, Senior

Ordinance Title: Civil Engineer, Senior

Position Number: 012870

1995 Budget Log No: N/A

Bargaining Unit: 032

Current Salary: $23.68 - $27.56

RECOMMENDED ACTION

Classification Title: Civil Engineer Supervisor

Ordinance Title: Civil Engineer Supervisor

Legislation Required: Yes

Recommended Salary: $24.82 - $28.79 (Range 40.0A)

Recomended Bargaining Unit: 032

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Regular

Recommended Standing: Regular

In recommended standing, incumbent status is:Regular

___ Regular; ___ Probationary; ___ Temporary (Exam Required)

Authority: Personnel Rule -

_X__ 2.2.200 (A); 2.2.200 (B); ___ 2.2.200 (C)

Remarks:

Recommended By: Ofelia M. Maniquis OM Classification Analyst

Approved: John Pearson JP Classification Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sarah Welch SW Personnel Director

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CIVIL ENGINEER SUPERVISOR Rpt. No. 152-94

PERTINENT ALLOCATION FACTORS

This position was reviewed in response to a request from City Light's management to conduct a classification and salary review of position # 012870, dated April 13, 1994. The position is located in the Construction Engineering Unit of the Engineering Division at City Light which is responsible for providing the Engineering Division with survey, contract administration, specification preparation, construction cost estimation and inspection services.

This position was created as Senior Civil Engineer by Ordinance 100473, effective 1/1/72. There are no subsequent actions taken on this position.

Review of the position included analysis of Position Description Questionnaire (PDQ) submitted for reclassification review, class specification #7004507 for Civil engineering Supervisor, Classification Project Determination Report #7004507 as well as other positions identified as potentially comparable.

The purpose of this position is to supervise, plan, coordinate and check Purchase Orders, specification preparation and estimates for public works contracts for City Light projects and all Department of Administration Public Works specifications and other contract documents for City Light.

Specific duties include:

- Coordinate with Project Engineer, other City Departments, outside agencies or companies the planing, preparation and writing of specifications.
- Schedule, organize and assign the work of subordinates to ensure specifications for City Light projects are clear and instructions compliment the design of the drawings of CIP and Maintenance Projects.
- Prepare Addendum for the Specifications for additional information or clarification to prospective bidders prior to bid opening; respond to questions from contractors pertaining to specifications prior to bid opening.
- Circulate new specifications to other city departments for their comments and approval by DA.
- Supervise the preparation of a variety of reports, correspondence and official documents.
- Prepare memorandums to clarify design standards for City Light Department materials and construction.
- Evaluate performance of subordinate staff.

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CIVIL ENGINEER, SUPERVISOR Rpt. No 152-94

PERTINENT ALLOCATIONS - PAGE TWO

The City Light management has requested a review of this position to achieve parity with similar positions which have been reclassified to Supervising Civil Engineers and Supervising Civil Engineering Specialists in the Classification Project. In an early phase of the Classification Project in 1991, the subject position was allocated to Senior Civil Engineer. At that time the proposed creation of the new title of Supervising Civil Engineer was undecided; therefore based on the proposed structure of the engineering class at that time , no appeal was filed for this position.

The establishment of the Supervising Civil Engineer title and the allocations of some comparable positions in the Construction Engineering Unit to this new title brought up the issues of parity and appropriate allocation for the subject position. The incumbent of the position supervises two associate civil engineers and reports directly to the Director of the Construction Engineering Unit. The incumbent of this position is fulfilling the full range of supervisory responsibilities as defined in the class specification for the supervising level of this class series..

Having reviewed the duties and responsibilities of this position, we recommend the Civil Engineer Supervisor allocation with an ordinance title of Civil Engineer Supervisor with a salary range of 40.0A. The effective date of this action should be April 13, 1994, the date the PDQ was submitted.

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CITY OF SEATTLE PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: October 19, 1995 **Report No. 95-299**

POSITION IDENTIFICATION

Department:	City Light
Classification Title:	Senior Civil Engineering Specialist
Ordinance Title:	Associate Civil Engineering Specialist ilo Senior Civil Engineering Specialist
Position Number:	014047
1995 Budget Log No.:	N/A
Bargaining Unit:	004 Current Salary: $19.94-$23.23 (Sr CES) $23.23-$26.03

RECOMMENDED ACTION

Classification Title:	Civil Engineering Specialist Supervisor
Ordinance Title:	Civil Engineering Specialist Supervisor
Legislation Required:	Yes
Bargaining Unit:	032 Recommended Salary: $24.19-$27.07
Remarks:	See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Associate Civil Engineering Specialist

Recommended Standing: Civil Engineering Specialist Supervisor

In recommended standing, incumbent status is:

X Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule -

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

Remarks: Per Article 9.6 (a) of collective bargaining agreement between Local 17 and the City. Position incumbent has been recommended to be appointed as Senior Civil Engineering Specialist retroactive to 1/2/91.

Recommended By: James Woo (J.W.) Classification/Compensation Analyst

Approved: John Pearson JP Classification/Compensation Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sarah Welch SW per ltr Personnel Director

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This position was reviewed as a result of a request from City Light management. The position is currently classified as a Senior Civil Engineering Specialist and is being underfilled as an Associate Civil Engineering Specialist. The City Light Department is seeking to have the position reclassified to a Civil Engineering Specialist Supervisor.

Please refer to the position history card for the history of the position and to the PDQ on file for a detailed listing of duties and responsibilities.

The subject position is responsible for serving as the supervisor and technical lead for the Technical Resources Group in the Civil Engineering Division. In this capacity, the position supervises a group of Assistant Civil Engineering Specialists in the preparation of complex, design drawings of structural steel, reinforced concrete and wood structures for the construction, improvement and maintenance of substations, transmission lines and large structures at City Light facilities. The supervised group is responsible for performing technical-related tasks, minor design work and calculations whereby the subject position provides leadership and ensures the technical adequacy and clarity of the work products.

The Civil Engineering Specialist Supervisor classification supervises subordinates responsible for performing technical civil engineering and construction related activities including drafting; performing well-defined design work; approving, monitoring and inspecting construction projects and materials; reviewing plans, specifications and development proposals; developing project and contract specifications and cost estimates; administering construction contracts; enforcing ordinances controlling public property and facilities; maintaining records on City facilities and projects; surveying; and sampling and testing materials. Supervision over primarily technical engineering subordinates is the predominant activity and focal point of this classification.

The Senior Civil Engineering Specialist classification is differentiated from the Supervisor classification in that it enables an individual allocated to that class to either supervise or serve as a technical expert in a civil engineering specialty area. Supervision would not be the predominant activity or focus for the classification as required of the Supervisor classification.

The nature of engineering work within the City requires two levels of classifications to describe the exercise of supervisory authority over subordinate staff. Variable factors including project work, scope and complexity, body of work supervised, as well as staff size and composition (i.e., technical, professional and non-engineering disciplines) requires the flexibility of having two supervisory classifications to address the myriad of variables associated with supervising engineering work.

Based upon information provided via desk audit, it has been ascertained that the subject position clearly is performing supervisory functions over a subordinate staff consisting of four permanent Assistant Engineering Specialists and student engineers as assigned. The amount of time devoted to supervisory tasks, i.e., performance evaluations, vacation/sick leave approvals, timesheet approvals, workload scheduling, workload review and training, consists of approximately 75% of the subject position's time. Although the classifications of the subordinate staff are at the "entry-level" of the technical engineering series, often the subordinates perform in an out-of-class capacity at the journey level. Although out-of-class pay would not be a basis for reclassification, the subject position is still responsible for work

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products produced by subordinate staff when they are working in an out-of-class capacity. In essence, the subject position supervises a higher body of work than is indicated on the organizational chart for the Technical Resources Unit.

A parallel position exists in the Water Department's Engineering Division- Drafting CAD group. This unit is responsible for creating contract construction drawings for CIPs and assembly/material lists for Water Department maintenance and construction projects and is also supervised by a Civil Engineering Specialist Supervisor. The subordinate staff consists of four Assistant Engineering Specialists and an aide or student engineer.

Based upon the subject position's predominance of activities devoted to supervision and a direct comparison to the Water Department's Drafting/CAD group supervisor, an allocation to Civil Engineering Specialist Supervisor is recommended for this position. This action is effective 1/2/91 to coincide with the position's assumption of supervisory functions for the Technical Resources Unit.

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CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: September 28, 1995 **Report No.** 95-0274

POSITION IDENTIFICATION

Department: City Light

Classification Title: See Exhibit A Attached

Ordinance Title: See Exhibit A Attached

Position Number: See Exhibit A Attached

Bargaining Unit: See Exhibit A Attached **Current Salary: (Range)**

RECOMMENDED ACTION

Classification Title: Research & Evaluation Assistant

Ordinance Title: Research & Evaluation Assistant

Legislation Required: Yes **Recommended Salary:** $15.41 - $17.92 (Range 27.5A)

Rec. Bargaining Unit: 030

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: See Exhibit A Attached

Current Standing: See Exhibit A Attached

Recommended Standing: See Exhibit A Attached

In recommended standing, incumbent status is: See Exhibit A Attached

Regular;	**Probationary;**	**Temporary.**
[ ] 2.2.200 (A);	[ ] 2.2.200 (B);	[ ] 2.2.200 (C)

Remarks:

Recommended:	Sharon Lee Nicholson	Classification Analyst
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

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Position Identification and Source of Request
Please see the Position History Cards (Exhibit B, attached) which identify these positions, their classification status and their creation date. Position No. 016253 (Data Assistant) occupied by Cynthia Kopperstad and No. 016545 (MIS Assistant) occupied by Aurora Ordonia are identical positions reporting to the same supervisor and located in the Budget Office of the Finance Division, Seattle City Light.

The purpose of this review is to respond to (1) the department's request for a post-Class Project review of the positions and (2) the Appeals Examiner recommendation for a routine review outside the Project, resulting from different allocations of identical positions in the Project. The body of work performed by the incumbents is identical and well-documented in the files. Details related to the positions' allocations are in the Appeals Examiner's Recommendation submitted to the Personnel Director in June 30, 1994.

Scope of Review
This review included documents in the position files, Class Project files [including recommendations of the Appeals Examiner], appeal documents and draft classification specifications for a requested (but nonexistent) title: "Finance Analyst, Assistant." Also included was the *MIS Assistant* Classification Specification (Schematic #4000304) and the recently adopted class specification for "*Research & Evaluation Assistant*" (Schematic #2003303). Finally, we reviewed the most recent Position Description Questionnaires (PDQs) prepared by the incumbents (December 6, 1994) for work they perform in the Budget Office at City Light.

Summary of Work
The positions are among a staff of eight including Sr. Finance Analysts, an Engineering Economist and a Supervising Finance Analyst. These positions are responsible for performing research, analysis and report presentation for the Budget Office where they work with and provide analytic and research support to the Budget Office Manager as well as Sr. Finance Analysts. More than 50% of their time consists of research, analysis and evaluation of budget related requests (e.g. budget transfer requests). Examples of work they produce include narrative reports, statistical tables and oral reports. The incumbents also perform problem resolution and data file maintenance which represent a very small portion of the positions' time.

Analysis
The incumbents and their supervisor argue that the nonexistent "Finance Analyst, Assistant" is the only appropriate classification for the work performed in these two positions. Their strongest argument is that work at the level of these positions represents research and analysis related specifically to the Finance Analyst series. Secondarily, they state that the title "Finance Analyst, Assistant" provides a "bridge" position to the professional "Finance Analyst" series or, as stated by the positions' supervisor, "...a natural career path for the Department...". While their argument is persuasive, the requested classification does not currently exist. And, it is the policy of the Personnel Department to move toward fewer, broader classifications rather than to more, increasingly narrow classes.

The dilemma of classifying positions such as these is well stated by the positions' supervisor in the 1994 PDQ, Block 26:

> ...The primary function of this position is analytical and, as with many jobs, includes clerical activity. The clerical aspects are not the major focus but merely support for the analytical activities provided for co-workers and clients which this position serves."

In that context, we have reviewed this work and compared it to two relevant classifications: MIS Assistant (the current classification of Position No. 016545) and the recently adopted *Research & Evaluation Assistant*. The two classes differ in the type and complexity of work they cover as demonstrated in the significantly different minimum qualifications. The MIS Assistant class requires a

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year of accounting or statistical experience while the Research & Evaluation Assistant class requires two years of data gathering and analysis, statistical analysis and technical research in an applicable field.

The key differences between the two relate to the differences between "accounting or statistical experience" [*MIS Assistant*] as compared to "data gathering and analysis, statistical analysis and technical research..." [*Research & Evaluation Assistant*]. Accounting and statistical activities at the MIS Assistant level include *replicating* data in a different format. On the other hand, in the Research and Evaluation Assistant class, research and analysis represent *data collection, synthesis and presentation* (e.g. narrative or statistical reports). Although the work of both the MIS Assistant and the Research & Evaluation Assistant require the application of clerical skills, the latter activities require additional higher level skills such as research, reasoning, and presentation.

The supervisor (in the most current Position Description Questionnaire) argues that the work of these positions can be properly classified only with a new "Finance Analyst, Assistant" class. However, the broader class of Research & Evaluation Assistant is appropriate for this work as demonstrated by the following examples.

According to the PDQ, these positions "Research and analyze data... Determine appropriate method of communicating findings and conclusions to staff requesting the information and analysis. . ." To compare, the work of the Research & Evaluation Assistant is summarized as: "Performs moderately difficult research and statistical analysis work, analyzing and evaluating data, and preparing analytical and narrative reports or reports in a spreadsheet format that provide information on program status."

The specification clearly differentiates this work from lower-level support work by stating: "This class is distinguished from administrative support positions by its responsibility for performing research and data collection activities and evaluating the information for specific program areas and/or advisory units; . . " We should also note that the Research and Evaluation Assistant classification is (a) at the para-professional level; (b) appropriate for positions working closely with professional-level positions; and © not limited to a particular program area. Therefore, the classification is sufficiently broadly defined that it covers statistical and technical research and analytic work across disciplines (e.g. engineering, accounting).

Recommendation

Based on a review of the department request, the Position Description Questionnaires and other appropriate documentation, we recommend that the request for creation of a new classification, "Finance Analyst, Assistant" be denied. We further recommend the allocation of these positions to the classification, *Research and Evaluation Assistant* (Schematic #2003303) and that they be compensated at the ordinance title, *Research & Evaluation Assistant* . To resolve two Project-related administrative errors [(1) different allocation of identical positions and (2) the oversight of the group appeal in the Project], we further recommend that the effective date of this action be January 2, 1991, the effective date of the Classification Project.

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CITY OF SEATTLE
PERSONNEL DEPARTMENT

EXHIBIT A
CLASSIFICATION DETERMINATION REPORT NO. 95-0274

RECOMMENDED CLASSIFICATION TITLE:
Research & Evaluation Assistant

RECOMMENDED SALARY: $15.41 -- $17.92
(Salary Range 27.5A)

Incumbent:	**Department:** City Light
Position No: 016253	**Current Salary:** 23.0C ($13.99--$15.10)
Current Classification Title:	Data Assistant
Current Ordinance Title:	Data Assistant
Current Status: Regular	**Recommended Status:** Regular
Current BU: 030	**Recommended BU:** 030
Remarks:	

Incumbent:	**Department:** City Light
Position No: 016545	**Current Salary:** 23.0C ($13.99--$15.10)
Current Classification Title:	MIS Assistant
Current Ordinance Title:	MIS Assistant
Current Status: Regular	**Recommended Status:** Regular
Current BU: 030	**Recommended BU:** 030
Remarks: -	

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CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: December 4, 1995 Report No. 95-0666

POSITION IDENTIFICATION

Department: City Light

Classification Title: Executive Assistant

Ordinance Title: Executive Assistant

Position Number: 021715

Bargaining Unit: 030 **Current Salary:** $22.53 - $26.27 (Range 37.5A)

Remarks: The Position History Card is available in Personnel Dept, Records Unit for information on the creation, classification and reclassification of this position.

RECOMMENDED ACTION

Classification Title: Senior Executive Assistant

Ordinance Title: Executive Assistant, Sr.

Legislation Required: Yes **Recommended Salary:** $23.44 -- $27.25 (Range 38.5A)

Rec. Bargaining Unit: 030

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Executive Assistant

Recommended Standing: Senior Executive Assistant

In recommended standing, incumbent status is: Regular

Regular;	Probationary;	Temporary.
[ ] 2.2.200 (A);	[ ] 2.2.200 (B);	[ ] 2.2.200 (C)

Remarks:

Recommended: Sharon Lee Nicholson — Classification Analyst

Approved: John Pearson — Classification Supervisor

Lidia Santiesteban — Classification/Compensation Director

Sarah Welch — Personnel Director

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ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE
(This form is to be used for vacant positions and/or requests resulting from reorganizations)

DEPARTMENT/DIVISION:	City Light - Customer Services Branch
POSITION NUMBER:	021715
DATE REQUESTED:	October 20, 1995
EFFECTIVE DATE:	September 11, 1995
CLASSIFICATION REQUESTED:	Senior Executive Assistant
POSITION PURPOSE:	To provide primary professional staff support to the Deputy Superintendent, Customer Service Branch; serve as representative of the Branch; coordinate and administer all administrative functions, such as budget, personnel-related issues, policy development, etc.; provide research and problem resolution for Branch-related issues; prepare correspondence for Deputy's and Superintendent's signature; serve as liaison between Deputy and other Deputies, division directors, other city departments, consultants, utilities, and agencies.

POSITION SUMMARY: Use the following space to summarize the essential duties and responsibilities assigned to the position. Briefly describe the work using action words.

Duties and Responsibilities Statements	% of Time
1. Coordinate and administer administrative responsibilities for the Customer Services Branch, including personnel (hiring and selection, performance reviews, discipline, classification, etc. for 363.4 FTEs), policy review and development, Branch Accountability Agreements, and issue resolution in these areas. Identify issues, conduct research, develop options/solutions, and provide advice/recommendations to the Deputy and/or Executive Team on a diverse variety of management and administrative matters/concerns affecting the Branch and/or Department.	35 %
2. Coordinate, implement, and/or monitor a variety of projects within the Customer Services Branch to improve the efficiency and effectiveness of operations. These include recurring projects as well as one-time projects of varying scopes, complexities and duration.	25 %

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3.	Coordinate and review the Branch budget (1996: $45.5 million); prepare and monitor the Deputy Superintendent's unit budget (1996: $245,000); monitor adopted Branch budgets and provide financial analyses, as requested.	10 %
4.	Serve as liaison between the Deputy Superintendent and the directors, managers, and supervisors of the Customer Services Branch, as well as between the Branch and other branches and the Superintendent's Office. Represent the Deputy at meetings, both within and outside the department. Serve on various committees and task forces.	15 %
5.	Prepare a variety of letters, memoranda, and reports for the Deputy Superintendent's or own signature. Review and edit correspondence prepared by others for the Deputy Superintendent's and Superintendent's signature. Review all incoming correspondence for the Deputy, distribute to appropriate division for action, and tracks/follows up on division action assignments.	15 %

POSITION ALLOCATION CRITERIA

Duty No. 1 — a [X] Primary [ ] Secondary duty is described in the class specification as:

"Serves as primary professional staff support for a department head or to a deputy superintendent; 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."

"...negotiates and resolves administrative policies and issues; and interprets and explains City or departmental policies, procedures and actions."

"May participate in or monitor personnel activities such as interviewing, selection, training programs and performance evaluation."

Duty No. 2 — a [X] Primary [ ] Secondary duty is described in the class specification as:

"Serves as liaison between the executive 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."

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Duty No. 3 — a [X] Primary [ ] Secondary duty is described in the class specification as:

"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."

Duty No. 4 — a [X] Primary [ ] Secondary duty is described in the class specification as:

"Serves as liaison between the executive 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."

"Acts as departmental representative to other departments, federal, state and local agencies, and with the public, the Mayor's Office and with the City Council's staff; negotiates and resolves administrative policies and issues; attends meetings and makes presentations as necessary;...and interprets and explains City or departmental policies, procedures and actions."

Duty No. 5 — a [] Primary [X] Secondary duty is described in the class specification as:

"Reviews all correspondence and requests for information directed to the executive; distributes correspondence to appropriate division for response; tracks and follows up on correspondence and reports as necessary."

"...provides direction on and monitors assignments given to division directors."

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REASON FOR THE REQUESTED CHANGE:

As a result of a major reorganization of the Human Resources Division, most of middle management positions were reallocated. One of the reallocated positions was this Executive Assistant position, which reported directly to the Human Resources Director. The previous incumbent subsequently vacated the position on August 11, 1995, and the duties of the position were eliminated.

In May 1995, Ordinance No. 117632 established two new branches, the Finance and Administration Branch and the Customer Services Branch. To support the department-wide reorganization, Executive Assistants and Senior Executive Assistants were reallocated with no net increase in FTEs. The vacant Executive Assistant position in the Human Resources Division was transferred to the Customer Services Branch on August 16, 1995, and was assigned branch and multidivisional responsibilities consistent with the duties being performed by the Senior Executive Assistant positions in the Electrical Services Branch (previously the Retail Branch) and the Wholesale Branch.

The Customer Services Branch will lead the utility in initiating a customer service ethic that positions the utility for the competitive market environment, instills customer loyalty, and provides top-quality, proactive, customized account services to our customers. The Branch includes the Energy Management Services Division, the Accounts Services Division, the Utility Hearing Officer, and the new Customer Relations Division. The Customer Relations Division consists of the Business Planning Unit, the Customer Information Unit, and the Account Executive Unit. In many ways this Branch is on the leading edge of customized customer service, and will have a high degree of visibility in the "city family" as well as to the public. It is essential that this Senior Executive Assistant position be actively engaged in the design, development, implementation, and enhancement of the mission, goals and objectives of this new organization.

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Supervisor or Requester Signature — Date

Department Head Signature — Date

(For Personnel Use Only)

Position Number: 021715

Title: Exec. Assistant - Requested: Sr. Exec. Assistant

Approved as Requested: [X] Yes [ ] No

Other Recommended Action:

S L Nicholson — Dec 4 1995
Personnel Analyst — Date

[signature] — Dec 4, 1995
Personnel Analyst Supervisor — Date

[signature] — 12/6/95
Classification and Compensation Director — Date

[signature] per sv — 12/5/95
Personnel Director — Date

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CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: December 4, 1995 Report No. 95-0667

POSITION IDENTIFICATION

Department: City Light

Classification Title: Executive Assistant

Ordinance Title: Executive Assistant

Position Number: 013635

Bargaining Unit: 030 **Current Salary:** $22.53 - $26.27 (Range 37.5A)

Remarks: The Position History Card for this position is located in the Personnel Dept. Records Unit and can be consulted for position creation, classification and reclassification information.

RECOMMENDED ACTION

Classification Title: Senior Executive Assistant

Ordinance Title: Executive Assistant, Sr.

Legislation Required: Yes **Recommended Salary:** $23.44 -- $27.25 (Range 38.5A)

Rec. Bargaining Unit: 030

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Executive Assistant

Recommended Standing: Senior Executive Assistant

In recommended standing, incumbent status is: Regular

Regular;	Probationary;	Temporary.
[ ] 2.2.200 (A);	[ ] 2.2.200 (B);	[ ] 2.2.200 (C)

Remarks:

Recommended: Sharon Lee Nicholson — Classification Analyst

Approved: John Pearson — Classification Supervisor

Lidia Santiesteban — Classification/Compensation Director

Sarah Welch — Personnel Director

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ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE

(This form is to be used for vacant positions and/or requests resulting from reorganizations)

DEPARTMENT/DIVISION: City Light - Wholesale Branch

POSITION NUMBER: 013635

DATE REQUESTED: October 20, 1995

EFFECTIVE DATE: September 5, 1995

CLASSIFICATION REQUESTED: Senior Executive Assistant

POSITION PURPOSE: To provide a wide range of executive level staff assistance to the Deputy Superintendent, Wholesale Branch; serve as Branch representative; coordinate and administer all administrative functions, such as budget, personnel-related issues, policy development, etc.; provide research and problem resolution for Branch-related issues; prepare correspondence for Deputy's and Superintendent's signature; serve as liaison between Deputy and other deputies, division directors, other City departments, consultants, and regional utilities and agencies.

POSITION SUMMARY: Use the following space to summarize the essential duties and responsibilities assigned to the position. Briefly describe the work using action words.

Duties and Responsibilities Statements	% of Time
1. Coordinate administrative responsibilities and provide professional staff support for the Wholesale Branch, in areas including personnel (hiring and selection, performance reviews, discipline, classification, etc. for 456 FTEs), policy review and development. Branch Accountability Agreements, and issue resolution in these areas. Identify issues, conduct research, develop options/solutions, and provide advice/recommendations to the Deputy, branch directors and/or Executive Team on a diverse variety of management and administrative matters/concerns affecting the Branch and/or Department.	30%
2. Coordinate, implement, and/or monitor a variety of projects within the Wholesale Branch to improve the efficiency and effectiveness of operations. These include recurring projects as well as one-time projects of	25%

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outside the scope of work described by the Accountant classification, the subject positions' coordination of accounting work being performed City-wide would warrant allocation at the Senior level.

Recommendation

In consideration of the above, we recommend that Positions #015338, #010672, and #010674 be reclassified to Senior Accountant, effective September 11, 1995, the date the positions' review requests were submitted by Finance Department management.

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CITY OF SEATTLE PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: November 27, 1995 Report No. 950566

POSITION IDENTIFICATION

Department: Finance

Classification Title: Accountant

Ordinance Title: Accountant

Position Numbers: 024656

1991 Budget Log No.: N/A

Bargaining Unit: 030 Current Salary: Range 28.0A

RECOMMENDED ACTION

Classification Title: Accountant, Senior

Ordinance Title: Accountant, Senior

Legislation Required: yes Recommended Salary: Range 31.0B

Bargaining Unit: 030

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbents: -

Current Standing: Regular

Recommended Standing: Regular

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: Laurie D. Depew Classification/Compensation Analyst

Approved: Steve Aspiras Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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Source of Request / Position Identification

Position #024658 was reviewed as a result of a request by Finance's management submitted on September 14, 1995. This position is located in the Policy and Administration Division of the Finance Department. The purpose of the Policy and Administration Division is to provide administrative, accounting, personnel, training, debt management, risk management and strategic financial policy/planning leadership for the Finance Department. The Policy and Administration Division directs and monitors the activities of the Department of Finance.

Position History

See individual position record card included in the file for detailed historical data concerning the position.

Scope of Review

Review of this position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for the purposes of this review;
- management response to Council Resolution 26813 and related memoranda;
- Class Specification #2000504, Accountant;
- Class Specification #2000505, Senior Accountant;
- Position Record Card;
- organizational chart;
- interview with incumbent and incumbent's supervisor;
- and other records available internally.

Statement of Duties

The essential purpose of this position is to oversee and perform the department's general accounting functions including accounts payable, payroll, accounts receivable, fixed asset accounting and account reconciliation. The position also assists in the preparation, analysis and monitoring of the department's budget.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated August 30, 1995, submitted for the purposes of this review.*

Analysis

Emphasizing a position's role as the one who performs the highest level accounting function for the department can be misleading in a department like Finance. The Finance Department handles the central accounting function for the entire City. Nearly every employee in the department bears some responsibility for fiscal controls and is familiar with the common terms and activities associated with professional accounting practices. In the Department of Finance, even the Director is knowledgeable and pays attention to accounting issues. Many positions in the department participate in setting accounting standards for use City-wide. Thus, identifying a single position accountable for recommending, adjusting, and implementing procedures by which specifically Finance Department related finances are monitored, is difficult at best.

The subject position was created as part of a series of department mergers that resulted in what is now the Finance Department. The position was created in anticipation of the new organization's internal accounting needs. Since the position's inception (by all accounts a hectic period), several significant problems in the audit and accounting procedure areas have been revealed and ameliorated. However, since other higher level positions

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both internally and outside the agency, have participated in addressing these major system changes, it appears that little of this responsibility has yet fallen with consequence on the subject position. Interviews with the incumbent and her supervisor reveals that although the position description questionnaire describes solid base class accountant work, the subject position has entered a transition state, accreting greater accountability for ensuring tighter fiscal control of Finance's accounts receivable, accounts payable, payroll, fixed asset accounting and account reconciliation as her supervisor has delegated these responsibilities and other management positions have moved on to different activities. While it is a transition that the Finance Department has found difficult to articulate, it has been a natural process that resulted from management having acquired trust for their internal cross check and review systems and an expanding role for this position that is being encouraged and facilitated by her supervisor. The position's supervisor holds that Position #024656 has begun serving, and will continue to serve as the highest level non-management employee in the Finance Department responsible for developing departmental procedures for addressing internal fiscal controls and internal financial record-keeping requirements and will continue to do so in the future.

Recommendation

In consideration of the above, we recommend that Position #024656 be reallocated to Senior Accountant, effective September 11, 1995, the date the position's review request was submitted by Finance Department management. The effective date of the accreted responsibilities is difficult to pin-point. It is a transition still in process. Therefore, please note that this action is based on new duties intended for assigment as demanded sometime around effective date, causing our recommendation for the position's status resulting from this recommendation to be "Temporary-Exam Required" per Personnel Rule #2.2.200 C.

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CITY OF SEATTLE 'ERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: November 27, 1995 Report No. 148-94A

POSITION IDENTIFICATION

Department: Finance

Classification Title: Unclassified

Ordinance Title: Manager III

Position Number: 024235

Bargaining Unit: 030 **Current Salary:**$22.53-26.27 (Salary Range 37.5A)

RECOMMENDED ACTION

Classification Title: Manager

Ordinance Title: Manager IV

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:**$22.98-26.74 (Range 38.0A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Manager

Recommended Standing: Manager

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: SEE ADDENDUM SECTION AT END OF REPORT

Recommended By: Glenda Parrish ____ Classification/Compensation Analyst

Approved: John Pearson ____ Classification/Compensation Supervisor

Lidia Santiesteban ____ Classification/Compensation Director

Sarah Welch ____ Personnel Director

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Source of Request/Position Identification

Position #024235 is being reviewed at the request of the Finance Department. The Department is requesting the position be reclassified to Manager VI. This request is the result of adding a section reporting to the subject position. This added section handles the assessment districts billing and collection efforts for Business Improvement Areas/Local Improvement Districts (BIA/LID) areas.

Position History

This position was created as a Manager III effective January 1, 1993 by Ordinance 116440 (Budget Ordinance).

Scope of Review

Review of the position included analysis of the Position Description Questionnaire (PDQ) submitted with this request and the PDQ submitted for the 1993 Budget; class specification #1000/Manager; position record card; review of potentially comparable Manager positions; information derived from on-site interviews with the incumbent and supervisor of the position; review of submitted PDQ by a team of Classification/Compensation Analysts; organizational charts and other records available in the Personnel Department.

Analysis

The primary duties of the position as outlined in the PDQ submitted for this review include:

- Manages operations for all cashiering, BIA/LID functions, Warrant Issuance, and miscellaneous accounts receivable collection sections of the Treasury Operations Division. Participates in development of Division work plan and budget proposal, $2.6 million, with Director; serves on real estate projects/oversight committees representing the Finance Department; and resolves customer service inquiries and complaints.

- Supervises staff by overseeing work plan assignments, writing performance evaluations, participating in hiring and disciplinary actions for 13 employees in the section; evaluates training needs and coordinates training activities for this section and division administration section.

- Participates in and implements new policy development with the division Director in the City's commute trip reduction program; unclaimed property reporting to the state; VISA/MasterCard agreements within all City department, real estate property selling transactions as they relate to the Finance Department; training for all City departments regarding cash handling and collection procedures; and petty cash policy and procedures City-wide through the City Auditor.

The Manager class specification is a generic specification broadly defining work elements characteristic of managerial positions. The Manager title covers a broad range of positions that share some or all of the following characteristics: management of a program, administrative function, major operations activity or major support service of an operating department or executive office, organization of activities and direction of subordinates; administration of resources and program categories assigned; development of, or assistance in development of program plans and objectives; representation of the department to other

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City departments and outside agencies; and reporting of operational activities, problems and goal attainments to administrative superiors within the scope of accountability delegated. These are factors that we find marginally reflected in the duties of the subject position and more strongly reflected in the other positions classified as Managers that have been identified by the supervisor as comparable.

In order to ensure consistency, the customary method for determining the proper salary level for positions allocated with the Manager class is a technical formula based in part upon the salary of the highest paid subordinate position. In the case of the subject position, the PDQ submitted in the 1993 Budget noted the two highest subordinates as a Manager I (36.5A) and Principal Treasury Assistant (34.0A). The PDQ submitted for the current review lists the two highest subordinates as a Treasury Cashier (30.5A) and Accounting Technician Supervisor (27.0B). Other work factors included in the formula are: number of subordinate supervisors; diversity of programs managed; atypical reporting relationships; and involvement in issues of special sensitivity and uniquely demanding working conditions.

Finance Department management assert that the additional management responsibility of administering compliance and collections of BIA/LIDs for proper procedures regarding ordinances and contracts necessitates a reclassification to Manger VI. This function added three positions to the subject position's section, the highest level position is an Administrative Specialist III (27.0B). The team of analysts reviewing the PDQ, including the analyst who conducted the on-site job audit, find that the supervision, coordination, level of negotiations, political sensitivity necessary, and overall management of this new duty is within the scope of responsibility of a Manager III.

In the job audit, the supervisor of the subject position stated this position is comparable to three other Manager positions in the Finance Department. These positions are Manager VIII, head of Animal Control, Manager VIII, head of Central Accounting and Reporting, and Manager VI, head of Audit, Customer Service and License Enforcement. Our review finds the most comparable position to be the Manager VI. This Manager supervises three distinct areas, auditors, licenses and standards inspectors, and the customer service group. While directly supervising nine subordinates, the section includes a total of 32 employees. The diversity and complexity of operations supervised, level of highest subordinate and number of staff in the section significantly exceed that of the subject position providing sufficient support for the current Manager-level differential between the two managers.

Our review, taking the section's increased complexity as described by department management into account, utilizing application of the manager's formula, finds inadequate justification to support allocation for the position above a Manager III level.

Recommendation

Based on this review, we recommend no change in the allocation of this Manager III position (#024235).

ADDENDUM

On September 8, 1995 the Personnel Director received an appeal of the above classification review. The Finance Department provided information in a memorandum and a new Position Description Questionnaire on their appeal. On October 18, 1995 a Reconsideration Panel including Lidia Santiesteban, Class/Comp Director, and Steve Aspiras and John Pearson, Supervising Class/Comp Analysts met with Theresa Bunger, the subject position's incumbent, Anthony Francisco, Treasury Director and the incumbent's immediate supervisor, and Susie Hansen, Human Resources Unit Representative from the Finance Department. At this meeting, the Finance Department staff presented information regarding the subject

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position and why they did not believe the classification recommendation adequately reflected the responsibilities and duties of this position. The Panel asked questions regarding the position. At the end of the meeting, Ms. Santiesteban indicated the panel would make a decision within one month.

The panel researched other financial manager positions in the City with which to compare the subject position. Based on the information received at the panel meeting and information reviewed on these comparable positions, the panel recommends an upgrade to the Manager IV ordinance title. Any higher Manager title would be out of alignment with the rest of financial managers in the City.

Reconsideration Panel Recommendation

Having reconsidered the classification recommendation of report number 148-94, this Manager III position, number 024235, is recommended to be allocated to the Manager class, with an ordinance title of Manager IV. This recommendation should be effective July 29, 1994, the date the Personnel Department received the request to review this position.

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CITY OF SEATTLE

PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: September 19, 1995 Report No. 950120

POSITION IDENTIFICATION

Department: Fire

Classification Title: Administrative Specialist I

Ordinance Title: Administrative Specialist I - BU

Position Number: 020111

1995 Budget Log No.: N/A

Bargaining Unit: 035 Current Salary: Range 20.5B

RECOMMENDED ACTION

Classification Title: Computer Assistance Technician

Ordinance Title: Computer Assistance Technician

Legislation Required: Yes Recommended Salary: Range 24.0A

Bargaining Unit: 004

Remarks:

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Specialist I

Recommended Standing: Computer Assistance Technician

In recommended standing, incumbent status is:

X Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule -

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

Remarks: Regular status per Article 9.6 (b) of Local 17 Administrative Support Unit contract

Recommended By: Curt Funk CF Classification/Compensation Analyst

Approved: Steve Aspiras SA Classification/Compensation Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sandra Welch Personnel Director

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Source of Request/Position Identification

This position was reviewed pursuant to a grievance filed by Local 17 under the "expedited" grievance process. The grievance claims that the subject position, an Administrative Specialist I, is working out of class as a Computer Assistance Technician; the remedy sought is reclassification to Computer Assistance Technician.

The subject position is in the Fire Prevention Division (also known as the Fire Marshal's Office). The purpose of the subject position, according to the supervisor's statement in question 25 of the PDQ, is to "maintain computer equipment in working condition. Provide direct administrative support, computer software and hardware training and technical support, word processing support and services for the Fire Prevention Division. Provide technical software and hardware support to other Fire Department personnel in general."

Position History

According to information in central Personnel Records, this position was created 1/1/83 as an Administrative Specialist I. It was allocated to Administrative Specialist I effective 1/2/91 as part of the Citywide Classification Project; that allocation was not appealed.

The position was reviewed in 1994, as a departmental request; the Fire Department requested a review and reclassification to Computer Assistance Technician. That review resulted in a "no change" outcome (report 110-94, dated 12/10/94). The current review was initiated by the employee after report #110-94 was completed, and is an expedited grievance filed by Local 17 on behalf of the employee.

Scope of Review

This review included a review of the Position Description Questionnaire (PDQ) submitted with the grievance; review of the material related to the previous classification report #110-94; comparison with potentially relevant class specifications; review by a team of Analysts; and an interview with the incumbent and her supervisor. (Such interviews, or job audits, are permissible but not required under the expedited grievance process. In this case, an interview was advisable in order to clarify and verify certain information on the PDQ.)

Analysis

As mentioned above, in response to a departmental request, a review was completed on this position within the past year, with a "no change" determination. That review also included a job audit and consideration of other information, as cited in classification report #110-94, and was based on a PDQ signed in July of 1993.

For the current review, the employee submitted a PDQ which has some important differences from the 7/93 PDQ. The current PDQ was signed in May of 1995 by the employee, her

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immediate supervisor (the civilian Fire Prevention Technician), and the second-line supervisor (the acting Assistant Fire Marshal). The key difference in the PDQs is that the 7/93 PDQ listed the position's major duties as 45% word processing and 45% computer-assistance duties related to word processing, while the 5/95 PDQ lists four broad computer-assistance duties as comprising 70% of the position's time. Also, the supervisor's statement on the purpose of the employee's position (Q.25) refers more to administrative support in the 7/93 PDQ and more to computer technical support in the 5/95 PDQ. (Refer to the position file for the complete text of both PDQs, especially Questions 13, 14, 25, and 32b.)

In the interview with the incumbent and her supervisor, the incumbent clarified the four duties listed as comprising 70% of her time, and the supervisor verified that in fact these duties occupy 70% of the incumbent's time (equivalent to 28 hours per week). According to information stated by the incumbent and the supervisor, the incumbent has become the first-line computer troubleshooter for the entire Fire Prevention Division, which comprises 52 staff, and is also frequently called upon by staff from other divisions which share the same building with the Fire Prevention Division -- the Fire Chief's Office and Battalion 1. The incumbent may be called to troubleshoot and resolve problems related to error messages, "frozen" computers, malfunctioning printers, software problems, and specific operating questions. The incumbent is supplied with a small computer toolkit, and has replaced memory chips, internal drives, and mother boards.

The Fire Department has a Data Processing Division, and the incumbent refers problems to them that are beyond the scope of what she can solve. However, for many first-line, day-to-day questions and problems, it has become more efficient and timely for the problem to be first referred to the incumbent, who is often able to provide immediate on-site service. According to the incumbent and her supervisor, because the DP Division services the entire Fire Department in all of its stations and other locations, the DP Division is often not able to provide immediate service to the Fire Prevention Division.

It is clear that this position's duties have evolved since 1984, when its main duties were typing/word processing for the Fire Marshal's Office. The position still performs some administrative support work (25%, based on all the PDQ duty statements), but the preponderance of duties are related to providing the computer assistance and troubleshooting described above; and the amount of time (75%) spent on those duties is attested to on the signed PDQ and verified by the supervisor.

The grievance seeks reclassification to the title of Computer Assistance Technician. That title is an existing ordinance title, and there is an existing class spec of that title (#4223.4) which although not in Classification Project format, is still an active class spec recognized by Local 17. There is one duty statement on the Computer Assistance Technician spec that the subject position does not perform (serving as security administrator and controlling passwords); otherwise, the subject position performs all the duties listed on the spec, and meets all the criteria listed in the "Class Level Description." (Refer to the position file for the complete text of this spec.) Because the subject position's duties match those of the class spec for Computer Assistance Technician,

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and because of the verification by management that these constitute the preponderance of the position's duties as stated above, we conclude that allocation of this position to Computer Assistance Technician is appropriate.

Conclusion

Based on the above, we recommend that the position be allocated to Computer Assistance Technician. The effective date should be March 22, 1995, which is 15 working days prior to the date of the Union's letter filing the grievance at Step 3. Because of the clear documentation of gradual accretion of duties, we recommend that the incumbent be granted regular status in the Computer Assistance Technician class, under the provisions of Article 9.6 (b) of the Local 17 Administrative Support Unit contract.

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CITY OF SEATTLE — PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: December 1, 1995 — **Report No.** 129-93

POSITION IDENTIFICATION

Department: Housing and Human Services

Classification Title: See Exhibit A

Ordinance Title: See Exhibit A

Position Number: See Exhibit A

Bargaining Unit: See Exhibit A — **Current Salary:** See Exhibit A

RECOMMENDED ACTION

Classification Title: See Exhibit A

Ordinance Title: See Exhibit A

Legislation Required: See Exhibit A

Bargaining Unit: See Exhibit A — **Recommended Salary:** See Exhibit A

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: See Exhibit A

Current Standing: See Exhibit A

Recommended Standing: See Exhibit 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: Glenda Parrish GP — Classification/Compensation Analyst

Approved: John Pearson — Classification/Compensation Supervisor

Lidia Santiesteban LAS — Classification/Compensation Director

Sarah Welch per — Personnel Director

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POCKET CHECK:

CLASSIFICATION DETERMINATION

EXHIBIT A

REPORT NO.: 129-93

RECOMMENDED SALARY: $19.75-22.98 (Range 34.0A)

RECOMMENDED CLASSIFICATION TITLE: Planning and Development Specialist II

RECOMMENDED ORDINANCE TITLE: Planning and Development Specialist II

INCUMBENT:
POSITION NO: 015585
CURRENT CLASSIFICATION TITLE: Human Services Analyst
CURRENT ORDINANCE TITLE: Human Services Analyst
CURRENT STATUS: Regular
BARGAINING UNIT: 030

DEPARTMENT: Housing & Human Services
CURRENT SALARY: $18.98-22.12 (range 33.0A)
RECOMMENDED STATUS: Regular

INCUMBENT:
POSITION NO: 019478
CURRENT CLASSIFICATION TITLE: Human Services Analyst
CURRENT ORDINANCE TITLE: Human Services Analyst
CURRENT STATUS: Regular
BARGAINING UNIT: 030

DEPARTMENT: Housing & Human Services
CURRENT SALARY: $18.98-22.12 (range 33.0A)
RECOMMENDED STATUS: Regular

INCUMBENT:
POSITION NO: 020567
CURRENT CLASSIFICATION TITLE: Human Services Analyst
CURRENT ORDINANCE TITLE: Human Services Analyst
CURRENT STATUS: Regular
BARGAINING UNIT: 030

DEPARTMENT: Housing & Human Services
CURRENT SALARY: $18.98-22.12 (range 33.0A)
RECOMMENDED STATUS: Regular

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Source of Request

These positions were reviewed as a result of a request of the Department of Housing & Human Services to perform an equity review of the Department's planning positions. The subject positions are currently titled and classified Human Services Analyst and the Department has requested they be reclassified to Planning & Development Specialist II. The positions are assigned to the Planning and Resource Development Unit in the Division on Aging.

Scope of Review

This review included analysis of: the Position Description Questionnaires (PDQ) submitted with the request for review; current Position Description Questionnaires on file; comparison to class specification #2202504/Human Services Analyst and #2203004/Planning and Development Specialist II; examination of the division's organizational structure; and positions' information from Personnel Records.

Analysis

The PDQs submitted for these three positions are nearly identical. The primary duties shared by the three positions include: determines the need for and develops the plans, policies, service system designs, programs, system development strategies, and resource allocations the Division on Aging will use to accomplish its mission; represents the Division in coordination activities with other governmental organizations, community groups and organizations, service systems, funders, and professional organizations; and provides technical assistance to other jurisdictions, agencies, community groups regarding federal, state and local programs, policies, plans, trends, issues and program development opportunities relating to the interests of older people.

Duties specific to position #015585 include coordinating the allocation of the department's discretionary funding for aging services ($4.2 million) and serving on regional and statewide committees to rate service proposals, review and develop new service standards, and address other policy related issues.

At the time the PDQ was prepared for position #019478, the position was vacant and no duties specific to this position were listed.

Duties specific to position #020567 include leading the Division's long range planning process in the development of the Area Plan on Aging and participates in the development of City and county housing documents such as the Comprehensive Housing Affordability Strategy (CHAS).

The Human Services Analyst class researches, analyzes, plans and develops policies and programs relating to human services; provides policy, program, and technical support to community groups, advisory committees and task forces; coordinates planning activities with other departments, agencies, etc.; prepares a variety of planning documents, reports and other written materials; coordinates and participates in assessment and evaluation of departmental programs and services; and coordinates departmental legislative activities.

The Planning & Development Specialist II class is similar to the Human Services Analyst class, however, the former class generally has a greater focus on physical development planning. The distinguishing characteristics section of the class specification states, ". . . performs the full range of

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planning and development duties related to land use, environmental, conservation, parks and recreation, human services, or other programs/issues." The classes have many similarities with the Human Services Analyst class specific to the work performed in the human services arena and the Planning & Development Specialist II class a more broadly defined class with work performed in a number of City departments.

The Housing & Human Services Department has raised that, with the consolidation of the Department of Human Services and the Department of Community Development, an inequity exists between the work performed by Planning & Development Specialist II incumbents assigned to the housing and community development area and the Human Service Analyst incumbents assigned to the human services area. The titles are one salary range apart with the Specialist II at 34.0A and the Analyst at 33.0A.

To create more consistency and flexibility in the planning functions throughout the department, Housing and Human Services has sought, since 1992, to reclassify planning-related positions to the Planning & Development Specialist class series. The Department points out that positions working side-by-side or assigned similar work on the same projects should be in the same class title and salary level. Inasmuch as the Department has raised this concern as an internal equity issue for similar level and complexity of work performed by incumbents of these two titles and that the two classes are so closely related, we recommend the subject positions be allocated to Planning & Development Specialist II.

The supervisor of these positions, in a separate report (see class report #130-93) was allocated to Supervising Planning & Development Specialist.

Recommendation

Based on our review, we recommend these three positions (#015585, #019478, #020567) be reclassified to the Planning & Development Specialist II class, with the same ordinance title. This recommendation should be effective September 14, 1993, the date the review request was received by the Personnel Department.

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CITY OF SEATTLE

PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: December 4, 1995

Report No. 131-93

POSITION IDENTIFICATION

Department: Housing and Human Services

Classification Title: Human Services Analyst

Ordinance Title: Human Services Analyst

Position Number: 021976

Bargaining Unit: 030

Current Salary: $18.98-22.12 (Salary Range 33.0A)

RECOMMENDED ACTION

Classification Title: Planning and Development Specialist II

Ordinance Title: Planning and Development Specialist II

Legislation Required: Yes

Bargaining Unit: 030

Recommended Salary: $19.75-22.98 (Salary Range 34.0A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Human Services Analyst

Recommended Standing: Planning and Development Specialist II

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: Glenda Parrish GP Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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Source of Request

This position was reviewed as a result of a request of the Department of Housing & Human Services to perform an equity review of the Department's planning positions. The subject position is currently titled and classified Human Services Analyst and the Department has requested it be reclassified to the Planning & Development Specialist class series. The subject position is assigned to the Division of Family and Youth Services.

Scope of Review

This review included analysis of: the Position Description Questionnaires (PDQ) submitted with the request for review; current Position Description Questionnaires on file; comparison to class specification #2202504/Human Services Analyst and #2203004/Planning and Development Specialist II; examination of the division's organizational structure; and position information from Personnel Records.

Analysis

The primary duties listed on the PDQ for the subject position include:

- Plans, designs and develops new or revised human service policies and programs; develops goals, objectives and implementation strategies for strategic and other action plans; plans and conducts research and other activities in support of division needs assessments; researches and analyzes demographics, statistics and other data in support of needs assessment.

- Develops program concept, organizational structure, staffing patterns, budget, research and evaluation model, and other program components for proposed grant-funded programs.

- Evaluates strategies for addressing needs of children, youth and families and analyzes legislative proposals and policies as they relate to these issues.

- Serves as the department's ADA Coordinator ensuring compliance with the Americans with Disabilities Act, investigates grievances, designs workshops to review issues related to ADA, establishes procedures for monitoring subgrantees' compliance with Section 504 of the Rehabilitation Act of 1973 and the ADA, responds to federal compliance reviews and negotiates Voluntary Compliance Agreements and other options to comply with legislation and regulations related to serving persons with disabilities.

The summary of work statement on the PDQ closely approximates the class summary of the Human Services Analyst class. This class researches, analyzes, plans and develops policies and programs relating to human services; provides policy, program, and technical support to community groups, advisory committees and task forces; coordinates planning activities with other departments, agencies, etc.; prepares a variety of planning documents, reports and other written materials; coordinates and participates in assessment and evaluation of departmental programs and services; and coordinates departmental legislative activities.

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The Planning & Development Specialist II class is similar to the Human Services Analyst class, however, the former class generally has a greater focus on physical development planning. The distinguishing characteristics section of the class specification states, ". . . performs the full range of planning and development duties related to land use, environmental, conservation, parks and recreation, human services, or other programs/issues." The Human Services Analyst class ". . . develops policies and programs relating to human services, human rights, economic equity, community economic development and affirmative action; . . . .".

The Department has raised that, with the consolidation of the Department of Human Services and the Department of Community Development, an inequity exists between the work performed by Planning & Development Specialist II incumbents assigned to the housing and community development areas, and the Human Service Analyst incumbents assigned to the human services area. The titles are one salary range apart with the Specialist II at 34.0A and the Analyst at 33.0A.

To create more consistency and flexibility in the planning functions throughout the department, Housing and Human Services has sought, since 1992, to reclassify planning-related positions to the Planning and Development Specialist class series. The Department points out that positions working side-by-side or assigned similar work on the same projects should be in the same class title and salary level. Inasmuch as the Department has raised this concern as an internal equity issue for similar level and complexity of work performed by incumbents of these two titles and that the two classes are so closely related, we recommend the subject position be allocated to Planning and Development Specialist II.

Recommendation

Based on our review, we recommend that this Human Services Analyst position (#021976) be reclassified to the Planning and Development Specialist II class. This recommendation should be effective June 7, 1993, which is the date the Personnel Department received the review request.

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CITY OF SEATTLE

PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: December 5, 1995

Report No. 132-93

POSITION IDENTIFICATION

Department: Housing and Human Services

Classification Title: Human Services Analyst

Ordinance Title: Human Services Analyst

Position Number: 024024

Bargaining Unit: 030

Current Salary: $18.98-22.12 (Salary Range 33.0A)

RECOMMENDED ACTION

Classification Title: Planning and Development Specialist II

Ordinance Title: Planning and Development Specialist II

Legislation Required: Yes

Bargaining Unit: 030

Recommended Salary: $19.75-22.98 (Salary Range 34.0A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Human Services Analyst

Recommended Standing: Planning and Development Specialist II

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 ©

Remarks:

Recommended By: Glenda Parrish GP Classification/Compensation Analyst

Approved: John Pearson JP Classification/Compensation Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sarah Welch SW Personnel Director

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Source of Request

This position was reviewed as a result of a request of the Department of Housing & Human Services to perform an equity review of the Department's planning positions. The subject position is currently titled and classified Human Services Analyst and the Department has requested it be reclassified to the Planning & Development Specialist class series. The subject position is assigned to the Division of Family and Youth Services.

Scope of Review

This review included analysis of: the Position Description Questionnaires (PDQ) submitted with the request for review; current Position Description Questionnaires on file; comparison to class specification #2202504/Human Services Analyst and #2203004/Planning and Development Specialist II; examination of the division's organizational structure; and position information from Personnel Records.

Analysis

The primary duties listed on the PDQ for the subject position include:

- Develops program concept, organizational structure, staffing patterns, budget, research and evaluation model, and other program components for proposed grant-funded programs; and writes grant proposals.

- Plans, designs and develops new or revised human service policies and programs and associated action plans; plans and conducts research and other activities done in support of division needs assessments especially regarding under served and high-risk populations; researches and analyze demographics, statistics and other data in support of needs assessments.

- Evaluates strategies for addressing needs of children, youth and families and analyzes legislative proposals and policies as they relate to these issues.

- Analyzes Federal, State and County legislative proposals and policies as they relate to children, youth and family issues; develops the Division's legislative agenda related to children, youth and family issues; coordinates lobbying and legislative efforts for the Department relative to children, youth and family issues.

The summary of work statement on the PDQ closely approximates the class summary of the Human Services Analyst class. This class researches, analyzes, plans and develops policies and programs relating to human services; provides policy, program, and technical support to community groups, advisory committees and task forces; coordinates planning activities with other departments, agencies, etc.; prepares a variety of planning documents, reports and other written materials; coordinates and participates in assessment and evaluation of departmental programs and services; and coordinates departmental legislative activities.

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The Planning & Development Specialist II class is similar to the Human Services Analyst class, however, the former class generally has a greater focus on physical development planning. The distinguishing characteristics section of the class specification states, ". . . performs the full range of planning and development duties related to land use, environmental, conservation, parks and recreation, human services, or other programs/issues." The Human Services Analyst class ". . . develops policies and programs relating to human services, human rights, economic equity, community economic development and affirmative action; . . . ."

The Department has raised that, with the consolidation of the Department of Human Services and the Department of Community Development, an inequity exists between the work performed by Planning & Development Specialist II incumbents assigned to the housing and community development areas, and the Human Service Analyst incumbents assigned to the human services area. The titles are one salary range apart with the Specialist II at 34.0A and the Analyst at 33.0A.

To create more consistency and flexibility in the planning functions throughout the department, Housing and Human Services has sought, since 1992, to reclassify planning-related positions to the Planning and Development Specialist class series. The Department points out that positions working side-by-side or assigned similar work on the same projects should be in the same class title and salary level. Inasmuch as the Department has raised this concern as an internal equity issue for similar level and complexity of work performed by incumbents of these two titles and that the two classes are so closely related, we recommend the subject position be allocated to Planning and Development Specialist II.

Recommendation

Based on our review, we recommend that this Human Services Analyst position (#024024) be reclassified to the Planning and Development Specialist II class. This recommendation should be effective June 7, 1993, which is the date the Personnel Department received the review request.

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CITY OF SEATTLE 'ERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: October 30, 1995 Report No. 130-93

POSITION IDENTIFICATION

Department: Housing & Human Services

Classification Title: Senior Human Services Analyst

Ordinance Title: Senior Human Services Analyst

Position Number: 023956

Bargaining Unit: 030 **Current Salary:**$20.52-23.90 (Salary Range 35.0A)

RECOMMENDED ACTION

Classification Title: Supervising Planning and Development Specialist

Ordinance Title: Supervising Planning and Development Specialist

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:**$24.34 - 28.29 (Salary Range 39.5A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Senior Human Services Analyst

Recommended Standing: Supervising Planning and Development Specialist

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: Glenda Parrish GP Classification/Compensation Analyst

Approved: John Pearson JP Classification/Compensation Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sarah Welch SP Personnel Director

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Source of Request/Position Identification

Position #023956 is being reviewed at the request of the Department of Housing & Human Services. The department is requesting the position be reclassified to Supervising Planning and Development Specialist. The department maintains this position, located in the Planning and Resource Development Unit/Division on Aging, is comparable to a position allocated to Supervising Planning and Development Specialist in the Housing and Community Services Division.

Position History

This position was retitled and reclassified to the Supervising Planning and Development Specialist title in the 1995 Budget. See the attached copy of record card for the subject position.

Scope of Review

Review of the position included analysis of the Position Description Questionnaire (PDQ) submitted with this request; review of class specification #2203007/Supervising Planning and Development Specialist; review of the organizational structure; position data from Personnel Records; and internal documents available in the Personnel Department.

Analysis

The primary duties included the following: supervises the Division's Planning and Resource Development Unit which includes three professional-level positions; oversees the formulation, development, and analysis of data related to providing services to older people; develops (directly and through supervising subordinate staff) the plans, policies, service system designs, programs, the resource allocations the Division will use to accomplish its mission (allocation of resources pertains only to funds directly administered by the division and program development strategies extend beyond programs directly funded by the Division); represents the Division in coordination activities with other governmental organizations, community groups and organizations, service systems, etc. for the purpose of identifying shared areas of concern, developing joint strategies, leveraging resources, negotiating conflicts and ensuring cooperation.

This position supervises a unit of professional staff who are responsible for short and long range planning for the provision of social and health services to older people throughout King County. The Division administers approximately $18 million dollars annually for providing services through community based programs. In this assignment, the incumbent coordinates work activities with a wide range of government jurisdictions, citizen advocacy groups, statewide coalitions or professional interest groups.

The class summary of the Supervising Planning and Development Specialist class specifications states positions in this class supervise a staff performing planning and development work on long range or comprehensive plans, programs/services, or in policy development. Positions assigned this title handle planning processes that involve inter-department and inter-agency participation in City-wide or regional planning efforts and coordinate the review of planning activities and products by department management, elected officials, citizen groups and other agencies. The subject position does perform these duties.

In classification report 129-93 three Human Services Analyst positions supervised by the subject position are recommended to be reclassified to Planning and Development Specialist II. Also, the subject position

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was retitled and reclassified to Supervising Planning and Development Specialist in the 1993 Budget. The PDQ submitted for the budget review was the same as the one submitted for this review, except for the addition of supervising a Public Relations Specialist position.

For the above three reasons, the subject position should be reclassified to the Supervising Planning and Development Specialist class.

Recommendation

Based on this review, the appropriate allocation of this position (#023956) is to the Supervising Planning and Development Specialist class, with the same ordinance title. This reclassification should be effective December 21, 1993, the date the Department requested the position review.

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CITY OF SEATTLE 'ERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: September 26, 1995 **Report No.** 95318

POSITION IDENTIFICATION

Department: Department of Neighborhoods

Classification Title: See Exhibit A

Ordinance Title: See Exhibit A

Position Number: See Exhibit A

Bargaining Unit: See Exhibit A **Current Salary:** See Exhibit A

RECOMMENDED ACTION

Classification Title: See Exhibit A

Ordinance Title: See Exhibit A

Legislation Required: See Exhibit A

Bargaining Unit: See Exhibit A **Recommended Salary:** See Exhibit A

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: See Exhibit A

Current Standing: See Exhibit A

Recommended Standing: See Exhibit 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

Remarks:

Recommended By: Glenda Parrish GP Classification/Compensation Analyst

Approved: John Pearson JP Classification/Compensation Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sarah Welch SW Personnel Director

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CLASSIFICATION DETERMINATION

EXHIBIT A

REPORT NO.: 95318

RECOMMENDED SALARY: $13.27 - 14.83

RECOMMENDED CLASSIFICATION TITLE: Customer Service Representative

RECOMMENDED ORDINANCE TITLE: Customer Service Representative

BARGAINING UNIT: 035

INCUMBENT:

DEPARTMENT: Department of Neighborhoods

POSITION NO: 018307

CURRENT SALARY: $13.00 - 14.55

CURRENT CLASSIFICATION TITLE: Administrative Specialist II

CURRENT ORDINANCE TITLE: Administrative Specialist II-BU

BARGAINING UNIT: 035

CURRENT STATUS: Regular

RECOMMENDED STATUS: Regular:

INCUMBENT:

DEPARTMENT: Department of Neighborhoods

POSITION NO: 018634

CURRENT SALARY: $13.00 - 14.55

CURRENT CLASSIFICATION TITLE: Administrative Specialist II

CURRENT ORDINANCE TITLE: Administrative Specialist II-BU

BARGAINING UNIT: 035

CURRENT STATUS: Regular

RECOMMENDED STATUS: Regular

INCUMBENT:

DEPARTMENT: Department of Neighborhoods

POSITION: 019376

CURRENT SALARY: $13.00 - 14.55

CURRENT CLASSIFICATION TITLE: Administrative Specialist II

CURRENT ORDINANCE TITLE: Administrative Specialist II-BU

BARGAINING UNIT: 035

CURRENT STATUS: Regular

RECOMMENDED STATUS: Regular

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POCKET CHECK:

CLASSIFICATION DETERMINATION

EXHIBIT A

REPORT NO.: 95318

RECOMMENDED SALARY: $13.27 - 14.83

RECOMMENDED CLASSIFICATION TITLE: Customer Service Representative

RECOMMENDED ORDINANCE TITLE: Customer Service Representative

BARGAINING UNIT: 035

INCUMBENT:

DEPARTMENT: Department of Neighborhoods

POSITION NO: 019726

CURRENT SALARY: $13.00 - 14.55

CURRENT CLASSIFICATION TITLE: Administrative Specialist II

CURRENT ORDINANCE TITLE: Administrative Specialist II-BU

BARGAINING UNIT: 035

CURRENT STATUS: Regular

RECOMMENDED STATUS: Regular

INCUMBENT:

DEPARTMENT: Department of Neighborhoods

POSITION NO: 019891

CURRENT SALARY: $13.00 - 14.55

CURRENT CLASSIFICATION TITLE: Administrative Specialist II

CURRENT ORDINANCE TITLE: Administrative Specialist II-BU

BARGAINING UNIT: 035

CURRENT STATUS: Regular

RECOMMENDED STATUS: Regular

INCUMBENT:

DEPARTMENT: Department of Neighborhoods

POSITION: 020161

CURRENT SALARY: $13.00 - 14.55

CURRENT CLASSIFICATION TITLE: Administrative Specialist II

CURRENT ORDINANCE TITLE: Administrative Specialist II-BU

BARGAINING UNIT: 035

CURRENT STATUS: Regular

RECOMMENDED STATUS: Regular

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POCKET CHECK:

CLASSIFICATION DETERMINATION

EXHIBIT A

REPORT NO.: 95318 **RECOMMENDED SALARY:** $13.27 - 14.83

RECOMMENDED CLASSIFICATION TITLE: Customer Service Representative

RECOMMENDED ORDINANCE TITLE: Customer Service Representative

BARGAINING UNIT: 035

INCUMBENT: **DEPARTMENT:** Department of Neighborhoods

POSITION NO: 020433 **CURRENT SALARY:** $13.00 - 14.55

CURRENT CLASSIFICATION TITLE: Administrative Specialist II

CURRENT ORDINANCE TITLE: Administrative Specialist II-BU

BARGAINING UNIT: 035

CURRENT STATUS: Regular **RECOMMENDED STATUS:** Regular

INCUMBENT: **DEPARTMENT:** Department of Neighborhoods

POSITION NO: 020566 **CURRENT SALARY:** $13.00 - 14.55

CURRENT CLASSIFICATION TITLE: Administrative Specialist II

CURRENT ORDINANCE TITLE: Administrative Specialist II-BU

BARGAINING UNIT: 035

CURRENT STATUS: **RECOMMENDED STATUS:**

INCUMBENT: **DEPARTMENT:**

POSITION: **CURRENT SALARY:**

CURRENT CLASSIFICATION TITLE:

CURRENT ORDINANCE TITLE:

CURRENT STATUS: **RECOMMENDED STATUS:**

BARGAINING UNIT:

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Source of Request

These eight Administrative Specialist II positions, assigned to the Neighborhood Service Centers Division, were requested by the department to be reviewed based on notification that two positions of the same title with the same assigned work as the subject positions, were reclassified to Customer Service Representative, based on the recommendation of the Appeals Examiner. The Department of Neighborhoods is requesting the subject positions be reclassified to Customer Service Representative. The Department further requests the effective date of such reclassification be January 2, 1991, stating that the incumbents appealed the allocation of their positions in the Phase IIIC of the Classification Project.

It should be noted that the Classification Project Appeals Examiner, Miriam Israel Moses, in her determination reports on the two appealed allocations, states at the end of her reports, "It is further recommended that the Labor Relations Division and the Classification/Compensation Division be directed to review this case in terms of a possible inequity raised by the recommended reclassification of the appealed positions in this case." (Quoted from Appeals Examiner Case No. 062094B, Position No. 020937).

Position History

See copies of the position record cards from the Personnel Records Unit attached.

Scope of Review

Review of class specifications for 4050005/Administrative Specialist II and 2052504/Customer Service Representative; review of potentially comparable positions; review of Classification Project documents; review of position records; and review of other documents available in the Personnel Department.

Analysis

These positions are assigned to a Neighborhood Service Center with a collection operation. A major duty of these positions is to accept payments and respond to requests, complaints and inquiries from both City Light and Combined Utilities customers.

The primary duties of these positions are: serves a high volume of customers by processing payments for City Light and Combined utilities, collecting for parking tickets, selling trash tags and pet licenses, and responding to customer inquiries or complaints relating to City services; operates a CRT to access and input data regarding City Light customer's account file; and resolves or refers customer questions and concerns by explaining and assisting with services offered by the Utilities and other agencies and makes limited credit arrangements and explains City policies and procedures.

As the Appeals Examiner noted in her report, the duties of these positions are clearly more oriented toward customer service than administrative support. Eighty-five percent of the duties statements reflect customer service activities. The general summary of the Position Description Questionnaire submitted for these positions closely resembles the class summary of the Customer Service Representative class specifications.

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Based on the recommendation of the Appeals Examiner, the Department of Neighborhoods request that the subject positions be reclassified to Customer Service Representative and our review, these positions are recommended to be reclassified to Customer Service Representative.

The Department of Neighborhoods has requested, in the memorandum requesting the reclassification of the subject positions, an effective date of January 2. 1991 based on an assertion that the incumbents of these positions appealed the allocation in Classification Project Phase IIIC. We researched this assertion and found no appeals in the subject positions' files and found notations of no appeal on the Classification Project Log for Phase IIIC. In a memorandum dated June 26, 1994 from John Okamoto (Personnel Director) to Miriam Moses and Tim Croll, subject Group Appeals, direction is given as follows:

> 3) Positions that, while arguably similar, are not formally signed on as part of a group appeal. These positions will **not** be treated formally as a group, though to the degree that the duties are similar, similar classifications should result. We should not hold up group appeals that are ready for submission to me, to wait for other positions that are not self-identified as part of a formal group, or that are already resolved or legislated.

Given that the Personnel Department has no evidence of Classification Project appeals submitted by the incumbents of the subject positions and that the Personnel Director direction clearly does not allow for inclusion of positions not part of a formal appeal, there are no procedural arguments for backdating this allocation to January 2, 1991.

Recommendation

Based on our review, the eight Administrative Specialist II positions (#018307, 018634, 019376, 019726, 019891, 020161, 020433, 020566) should be appropriately allocated to the Customer Service Representative class with the same ordinance title. This allocation should be effective July 17, 1995, which is the date the Personnel Department received the request to review these positions.

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CITY OF SEATTLE **PERSONNEL DEPARTMENT**

CLASSIFICATION DETERMINATION

Date: October 19, 1995 Report No. 950130

POSITION IDENTIFICATION

Department: Parks and Recreation

Classification Title: Laborer

Ordinance Title: Laborer

Position Number: 016055

1995 Budget Log No.: N/A

Bargaining Unit: 019 Current Salary: $12.43 - 12.89

RECOMMENDED ACTION

Classification Title: Utility Laborer

Ordinance Title: Utility Laborer

Legislation Required: Yes Recommended Salary: $13.74 (range 20.5E)

Bargaining Unit: 019

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Laborer

Recommended Standing: Utility Laborer

In recommended standing, incumbent status is:

X Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule - N/A

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

Remarks: Trial service period per Article X of Joint Crafts Council contract.

Recommended By:	Curt Funk CF	Classification/Compensation Analyst
Approved:	Steve Aspiras SA	Classification/Compensation Supervisor
	Lidia Santiesteban for LS	Classification/Compensation Director
	Sarah Welch per phone	Personnel Director

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Source of Request/Position Identification

This Laborer position was reviewed pursuant to a Step 3 grievance filed by Local 1239. The grievance was filed under the expedited grievance process of the parties' Letter of Agreement effective February 26, 1992. However, the Position Description Questionnaire (PDQ) submitted with the grievance provided only very brief duty statements, and it was not possible for the Classification/Compensation Unit to make a reasoned classification determination on the position based on the PDQ and the relatively limited review associated with the expedited process. Accordingly, the City (Class/Comp and Labor Relations) removed the review from the expedited process. The remedy sought in the work-out-of-class grievance is reclassification to Maintenance Laborer. The position located in the Horticulture Unit of the Citywide Division of the Parks Department.

Position History

This position, #016055, was created 1/1/77 as a Laborer, with no subsequent changes in the position title.

Scope of Review

This review included an interview with the incumbent; an interview with the Park Horticulturist (who is the manager of the Citywide Horticulture Unit and the incumbent's second-level supervisor); a review of the written materials submitted with the grievance; review of potentially applicable class specifications (especially Laborer, Utility Laborer, and Maintenance Laborer); and internal discussions with Classification/Compensation Analysts to ensure Citywide consistency.

Analysis

The interviews with the Park Horticulturist and with the incumbent yielded very useful information to supplement the brief duty statements on the PDQ. Listed below are the four duty statements from the PDQ, followed by more detailed information that was gleaned from the two interviews. The percentages of time shown below are the Park Horticulturist's current estimate; these percentages differ from those on the PDQ, but these differences had no effect on the outcome of this report.

Turf Crew (50%): The regular turf crew consists of two Maintenance Laborers, who report to the same supervisor (a Construction and Repair Crew Chief) as the subject position. The turf crew performs a variety of maintenance work on turf that needs special care, such as athletic field surfaces. Different playing surfaces have different maintenance needs (such as different grass and watering procedures). The turf crew performs site preparation; purchases materials; adds soil; operates hydroseeding machines; fertilizes and aerifies the fields; drags the fields by pulling a drag with a pickup truck; and operates a variety of riding and push-type mowers. The two Maintenance Laborers on the Turf Crew may occasionally work together on large projects, but usually they work separately from each other, on different assignments. Some of the subject

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position's assignments on the Turf Crew are performed alone, but when the subject position is assigned to the Turf Crew, it is usually to accompany one of the Maintenance Laborers on assignments that require two people.

Landscape Crew (30%): The regular crew consists of a Senior Gardener and two to three Gardeners.[1] When assigned to the landscape crew, the subject position performs site preparation, planting, and pruning duties; and fertilizes, mows, and maintains lawn areas.

Truck Driver (as much as 30% in the past year, but probably 15% from now on, due to the recent addition of budgeted Truck Driver positions to the unit): Both the incumbent and the Park Horticulturist confirmed that this is an out-of-class assignment; the incumbent has a CDL (Commercial Driver's License). Since assignment to Truck Driver is compensated for on an out-of-class basis, and since it is less than the majority of the position's time, these Truck Driver duties do not influence the outcome of the current review.

Tree Crew (5%): These duties include felling and trimming trees and brush removal. These are incidental and infrequent duties, and are not major determining factors in the current review.

Most of this position's duties are either on the turf crew or the landscape crew. In fact, both the incumbent and the Park Horticulturist state that members of these crews often work together, and that many of the incumbent's duties are the same on both crews. The Park Horticulturist gave some historical perspective on this role as "floater" between the two crews: The landscape crew used to have seven or eight Assistant Gardeners, and this Laborer position originally was assigned to perform the sub-journey-level work on the landscape crew, with rotation to the turf crew as needed. Those Assistant Gardener positions are no longer in the unit, and there is also more of a need on the turf crew than before. According to the Park Horticulturist, this situation has resulted in the incumbent performing a greater variety of duties, and higher-level duties, than those associated with the Laborer classification. Originally the position performed a lot of the "go-fer" work on the landscape crew, such as pickup and delivery of materials and segments of tasks such as digging and plant removal; the position has evolved in that it now performs a variety of semi-skilled work on both the landscape and the turf crews.

Our review concurs that this position is now functioning above the Laborer level. At issue is whether it should be a Utility Laborer or a Maintenance Laborer. (We ruled out the Gardener series because gardening duties do not constitute the preponderance of the position's time, and because the position does not perform the plant-and-disease identification duties that are Distinguishing Characteristics of the Gardener classification.) The class of Utility Laborer is distinguished from the class of Laborer in that The Utility Laborer class may lead the work of

[1]For the Gardener series, this report uses the current adopted classification project titles of Assistant Gardener, Gardener, and Senior Gardener. These levels correspond respectively to the pre-project titles of Gardener I, II, and III, which are used in the PDQ and, often, in conversation by members of the Horticulture Unit.

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others; performs duties in a separate location from their lead worker, and performs duties more independently than at the Laborer level. The Maintenance Laborer class is characterized by more emphasis on lead work and/or performing work independently; and/or certain specific responsibilities such as being in custodial charge of medium to large parks or community centers. The Maintenance Laborer class has some physical activities in common with the Utility Laborer class, but the emphasis in the Maintenance Laborer class is on a higher level of responsibility than what is inherent in this position. The role of this position is never in a lead capacity; on the contrary, if there is any leading to do on the turf or landscape crews, this position is the one that would be "led." When on the turf crew, this position may occasionally work alone; however, that level of independence is consistent with the Utility Laborer classification. This position is not charged with a level of responsibility as great as that of Maintenance Laborers who are in charge of the maintenance of larger parks or community centers. However, the independence, variety, and complexity of the position's duties are greater than those typically at the Laborer level. Accordingly, we are recommending that the position be reclassified to Utility Laborer.

(It is important to note here that classification determinations are based on positions, not people; and when this report refers to a lower level of independence or responsibility we are talking about the duties and responsibilities of the position, and are not commenting on the performance of the employee in the position. A very responsible employee may in fact be in a position that does not have the highest level of responsibilities.)

Conclusion

Based on the above, we recommend that the subject position be reclassified to Utility Laborer. Pursuant to Section 20.5 of the collective bargaining agreement, the effective date should be August 23, 1994, which is 30 calendar days prior to the initial filing of the grievance.

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CITY OF SEATTLE PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: October 30, 1995 Report No. 950166

POSITION IDENTIFICATION

Department: Seattle Center

Classification Title: Not classified

Ordinance Title: Accounting Technician III-BU

Position Number: 025178

Bargaining Unit: 035 **Current Salary:**$14.55-16.31 (Salary Range 25.0B)

RECOMMENDED ACTION

Classification Title: Accounting Technician II

Ordinance Title: Accounting Technician II-BU

Legislation Required: Yes

Bargaining Unit: 035 **Recommended Salary:**$13.00-14.55 (Range 22.0B)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: NA

Recommended Standing: NA

In recommended standing, incumbent status is: NA

Regular; Probationary; Temporary(Exam Required)

Authority: Personnel Rule -

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

Remarks:

Recommended By: Glenda Parrish Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Acting Personnel Director

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Source of Request/Position Identification

Position #025178 is being reviewed at the request of Seattle Center. This new, part time (.50 FTE) Accounting Technician III-BU was established effective August 13, 1995, by Ordinance 117696. The position was established to support the operation of the Key Arena.

Position History

See above.

Scope of Review

Review of the position included analysis of the Position Description Questionnaire (PDQ) submitted; class specification #4000005/Accounting Technician III and # 4000004/Accounting Technician II; review of submitted PDQ by a team of Classification/Compensation Analysts; and other records available in the Personnel Department.

Analysis

This position provides accounting support to the Key Arena management team to facilitate and enable cost accounting controls which are important to the profitable operation of the facility. The primary duties of this position, as outlined in the PDQ submitted for this review include:

- Designs and prepares standardized expenditures, revenues, and reimbursements reports for monthly financial statements related to the Key Arena and maintains report on Arena sub-fund which informs management of cash position.

- Establishes billing agreements in SFMS (Seattle Financial Management System) and prepares monthly reconciliation of billing accounts.

- Responsible for all accounting system transactions. Provides technical assistance in preparation of the annual budget submittal for the Key Arena. Calculates and reports year-end fund reconciliation for all balance sheets accounts, resolving problems as they occur. Prepares journal entries necessary to load the annual budget in SFMS.

Positions in the Accounting Technician II class perform the full range of accounting records maintenance activities of an assigned accounting area or set of records. The subject position is fully responsible for establishing, maintaining, and producing financial reports for the Key Arena. The Accounting Technician III class includes the duty of serving as a lead worker. The subject position does supervise or lead other positions.

Providing the full range of accounting support for a set of financial records is performing at the Accounting Technician II level. We believe the responsibilities and duties of this new position fit the Accounting Technician II class.

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Recommendation

Based on this review, we recommend position #025178 be allocated to the Accounting Technician II class, with the ordinance title Accounting Technician II-BU. This recommendation should be effective August 13, 1995, the date this new position was established.

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CITY OF SEATTLE RSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: December 8, 1995 **Report No.** 161-94A

POSITION IDENTIFICATION

Department: Seattle Center

Classification Title: Security Programs Specialist

Ordinance Title: Security Programs Specialist

Position Number: 009040

Bargaining Unit 030 **Current Salary:** $18.27-21.29 (Range 32.0A)

RECOMMENDED ACTION

Classification Title: Manager

Ordinance Title: Manager I

Legislation Required: Yes

Bargaining Unit: 030 **Recommended Salary:** $21.67-25.31 (Range 36.5A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Security Programs Specialist

Recommended Standing:

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: SEE ADDENDUM SECTION AT END OF REPORT

Recommended By: Glenda Parrish Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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Source of Request

The Seattle Center requested this position be reviewed as a result of the redevelopment of the Coliseum and the growing nature of security work. The Department has requested this position be reclassified to Security Programs Specialist, Supervising, a new title to the City's classification system.

Position History

This position was created as a Security Sergeant effective 1-1-66 by Ordinance 94446. The title changed to Security and Parking Supervisor by Ordinance 99550 effective 1-1-71. In 1-76 the position was classified Officer, Security assigned Security & Parking Supervisor. The classification changed to Security and Parking Supervisor in 12-81. Class report #8-86 reclassifies the position to Security Supervisor effective 1-1-86. Ordinance 113200 retitles the position from Security and Parking Supervisor to Security Supervisor effective 1-1-87. The Classification Project allocated this position to Security Programs Specialist effective 1-2-91.

Scope of Review

This current review included an analysis of the Position Description Questionnaire (PDQ) submitted with the review request and the previous PDQ completed for the position; review of the class specifications for Security Programs Specialist (#5054204), and Utility Security Administrator (#5054304); review of potentially comparable positions in the City; information on the position from the Records Unit and internal documents available in the Personnel Department.

Analysis

The Position Description Questionnaire (PDQ) submitted with this request lists the primary duties as develops and implements department-wide security policies and procedures; develops and manages the budget for the Security Unit; coordinates with Federal, State, and local law enforcement directors and command personnel to ensure patron safety; and develops all emergency preparedness plans and policies integrating them with the City's overall response program. Of these primary duties listed, only responsibility over the unit's budget is not a duty listed on the PDQ completed in June, 1989 on this position.

Since Seattle Center has requested a new title and salary range for this position, we looked at a few factors considered when doing a salary review on a position. One factor is retention. The current incumbent was appointed to the position on December 15, 1993. The previous incumbent was in the subject position from November 19, 1987 to February 13, 1993. There does not appear to be high turnover in this position.

Another factor reviewed in salary reviews is recruitment. Recruitment does not appear to be a problem in filling this position. Information received from Personnel's Employment Unit indicates eligible candidates for filling the subject position were drawn from a Security Officer applicant pool.

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Retention and recruitment do not indicate a need to upgrade this position. However, two other factors should be addressed. One is that the department states in the PDQ that Seattle Center was party in a multi-million dollar liability suit. Although the City won the lawsuit, the department states, "upgrading of this position to the title requested both recognizes the appropriate value of the incumbent we have retained to provide that level of expertise and assures the department of a continuing ability to attract this level of experience." In our opinion, the department assertion is not substantiated.

The second factor that should be addressed is the addition of unit budget development and monitoring responsibility. This duty is not included in the Examples of Work section of the Security Programs Specialist class specifications. We believe this added duty is comparable to the level/type of work assigned to this title.

Based on the above analysis, we believe the duties and responsibilities of the subject position remain appropriately reflected in the Security Programs Specialist classification and title.

Recommendation

Based on a review of the duties and responsibilities of the subject position, salary review factors, and comparison with relevant class specifications, the subject position should remain classified as Security Programs Specialist with the same ordinance title. This is a no change recommendation.

ADDENDUM

On October 19, 1995 the Classification/Compensation Director received an appeal of the above classification review. The Seattle Center provided information in a memorandum, a new Position Description Questionnaire was not submitted with the appeal. On November 7, 1995 a Reconsideration Panel including Lidia Santiesteban, Class/Comp Director, and Steve Aspiras and John Pearson, Supervising Class/Comp Analysts met with Terry McLaughlin, Deputy Director, Seattle Center and John Cunningham, Human Resources Representative, Seattle Center. At this meeting, the Seattle Center presented information regarding the subject position and why they did not believe the classification recommendation adequately reflected the responsibilities and duties of this position. The Panel asked questions regarding the position. At the end of the meeting, Ms. Santiesteban indicated the panel would make a decision within one month.

Management from Seattle Center made the following points in the reconsideration meeting: the Key Arena has necessitated a new, higher level of security management including a new electronic security system which the incumbent manages; the security unit is adding the responsibility of providing first response in emergency situations; and the Deputy Director questioned the validity of the class report's assessment of the turnover issue saying the Center anticipates having a turnover problem if the position is not upgraded.

Based on the information received at the reconsideration meeting, the panel recommends an upgrade of the subject position to Manager I.

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Reconsideration Panel Recommendation

Having reconsidered the classification recommendation of report number 161-94, this Security Programs Specialist position, number 009040, is recommended to be allocated to the Manager class, with an ordinance title of Manager I. This recommendation should be effective September 27, 1994, the date the Personnel Department received the request to review this position.

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CITY OF SEATTLE — PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: November 20, 1995 — **Report No.** 950160

POSITION IDENTIFICATION

Department: Seattle Center

Classification Title: Not classified

Ordinance Title: Sound Technician*

Position Number: 025159

Bargaining Unit: 013 — **Current Salary:**$18.80-19.51

Remarks: *An incorrect title created by Ordinance 117696, this report will correct title.

RECOMMENDED ACTION

Classification Title: Sound Equipment Technician

Ordinance Title: Sound Equipment Technician

Legislation Required: Yes

Bargaining Unit: 013 — **Recommended Salary:**$18-80-19.51

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: NA

Recommended Standing: NA

In recommended standing, incumbent status is: NA

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

Remarks:

Recommended By: Glenda Parrish GP — Classification/Compensation Analyst

Approved: John Pearson JP — Classification/Compensation Supervisor

Lidia Santiesteban LS — Classification/Compensation Director

Sarah Welch SW — Personnel Director

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Source of Request/Position Identification

Position #025159 is being reviewed at the request of Seattle Center. This new Sound Technician position was established effective August 13, 1995, by Ordinance 117696. The title was incorrectly listed in the ordinance and this report corrects the title to Sound Equipment Technician.

Position History

See above.

Scope of Review

Review of the position included analysis of the Position Description Questionnaire (PDQ) submitted; class specification #7150504/Sound Equipment Technician; review of submitted PDQ by a team of Classification/Compensation Analysts; and other records available in the Personnel Department.

Analysis

This position designs, builds, operates, maintains and modifies all sound systems, auxiliary systems and all sound related equipment at the Seattle Center including programming and maintaining the International Fountain computerized sound system. Also, this position fabricates patch panels, speaker panels, etc., using a variety of hand and power tools. Primary specific duties include:

- Maintains and repairs all sound systems, auxiliary systems, and related equipment. Work is performed at the circuit board level of micro-circuitry with state-of-the-art equipment and uses computerized drafting equipment to design and layout effective sound reinforcement plans for specific facilities.

- Designs, fabricates, installs and tests new equipment and systems in the various facilities at the Seattle Center. Modifies existing systems and equipment to implement new technology and concepts in the sound reinforcement field.

- Sets up and operates sound systems for a variety of shows and meetings, such as opera, ballet, symphony concerts, Broadway-type shows, sporting events, large and small meetings, conventions, dances, and banquets. Consults with lessee, conductors, stage managers, etc., to determine sound requirements for each event; selects the proper equipment; supplies audio feeds for recording, TV, and press and accepts audio feeds from tape recorders, turntables, radio, TV and phone lines for play back through systems; and makes any last minute changes or any emergency repairs needed to ensure success of the event.

Positions in the Sound Equipment Technician class design, build, repair and maintain sound reinforcement systems, video equipment, and ancillary electronic systems and set-up and operate sound reinforcing equipment for a variety of events and performances. The duties listed above closely match "Examples of Work" listed in the Technician specification.

We believe the responsibilities and duties of this new position fit the Sound Equipment Technician class.

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Recommendation

Based on this review, we recommend position #025159 be allocated to the Sound Equipment Technician class, with the same ordinance. Legislation of this recommendation will correct the ordinance title from Sound Technician to Sound Equipment Technician. This action should be effective August 13, 1995, the date this new position was established.

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CITY OF SEATTLE PERSONNEL DEPARTMENT

Classification Determination

Date: November 15, 1995 Report No. 95-389

Position Identification

Department:	Water
Classification Title:	Construction and Maintenance Equipment Operator
Ordinance Title:	Construction and Maintenance Equipment Operator
Position Numbers:	011972 and 011974
Bargaining Unit:	011 Current Salary: $17.84 - 18.56

RECOMMENDED ACTION

Classification Title:	Construction and Maintenance Equipment Operator, Senior
Ordinance Title:	Construction and Maintenance Equipment Operator, Senior
Legislation Required:	Yes
Bargaining Unit:	011 Recommended Salary: $19.51
Remarks:	See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:	
Current Standing:	Construction and Maintenance Equipment Operator
Recommended Standing:	Construction and Maintenance Equipment Operator, Senior

In recommended standing, incumbent status is:
[X]Regular [ ] Probationary [ ] Temporary (Exam Required)

Authority: Personnel Rule -
[ ] 2.2.200(A) [ ] 2.2.200(B) [ ] 2.2.200 (C)

Remarks:

Recommended by:	Gail Thompson	Classification/Compensation Analyst
Approved by:	Steve Aspiras	Classification/Compensation Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

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SOURCE OF REQUEST

These positions are being reviewed at the request of the Department. The subject positions are located within the Maintenance and Operation Unit of the Water System Services Division within the Water Department.

BACKGROUND

Departmental management is requesting that the subject positions be reclassified from Construction and Maintenance Equipment Operator to the title of Construction and Maintenance Equipment Operator, Senior. Management maintains that the Toit Watershed Analysis project and the acquisition of additional miles of forest roads have increased the size, complexity and diversity of the types of equipment operated by the subject positions. The subject positons are also responsible for overseeing the work of crews.

POSITION HISTORY

See individual position record cards included in the file for detailed historical data concerning these positions.

SCOPE OF REVIEW

Review of these positions included analysis of the following:

- Position Description Questionnaires (PDQ) completed July 31, 1987 and July 13, 1995
- Comparative reviews of class specification Construction and Maintenance Equipment Operator, and Construction and Maintenance Equipment Operator, Senior
- Charts showing the affected organizational structure
- Position data from Personnel Records.

ANALYSIS

The subject positions were created in 1958 and allocated to the title of Constuction Equipment Operator. The subject positions were last reviewed in the Classification Project, and at that time, they were responsible for maintaining roads, keeping ditches cleared around the dams, and operating a variety of construction equipment. Both positions were allocated to the title of Construction and Maintenance Equipment Operator.

At the filing of this request, the subject positions were responsible for operating a variety of *heavy* equipment on remote job sites and in difficult terrain; performing road and facility maintenance and construction work; and for *overseeing* the work of crews.

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COMPARISON

In reviewing and comparing the Construction and Maintenance Equipment Operator and senior class specifications, I found that the work is described in this manner:

Construction and Maintenance Equipment Operator: Positions allocated to this level excavate, install, maintain and repair City facilities and roadways while operating specific types of motorized construction and maintenance equipment and allied attachments. Whereas, positions allocated to the **senior** level operate a wide range of *heavy* construction and maintenance equipment, such as large bulldozers, compactors, earth scrapers, and other equipment equivalent to, or larger than that operated by construction and maintenance equipment operators; and *overseeing* the work of subordiante employees..

The journey and senior levels in this class series are distinguished from one another by the size of the equipment operated and/or lead responsibilities.

CONCLUSION

It is clear based on the above analysis that the subject positions are expected to operate a variety of *heavy* equipment, and to *coordinate* the work of crews. These tasks are typically assigned to positions at the senior level.

RECOMMENDATION

Therefore, it is my recommendation that the positions be allocated to the senior level within Construction and Maintenance Equipment Operators class series. This action should become effective, July 13, 1995, which is the date divisional management certified that the new duties became effective.

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CITY OF SEATTLE **PERSONNEL DEPARTMENT**

Classification Determination

Date: October 23, 1995 Report No. 95-100

Position Identification

Department:	Water
Classification Title:	Credit and Collections Supervisor
Ordinance Title:	Credit and Collections Supervisor
Position Number:	012119
Bargaining Unit:	030 Current Salary: $18.98-22.12 (Range: 33.0A)

RECOMMENDED ACTION

Classification Title:	Utility Hearing Officer
Ordinance Title:	Utility Hearing Officer
Legislation Required:	Yes
Bargaining Unit:	030 Recommended Salary: $22.12-25.76 (Range: 37.0A)
Remarks:	See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:	
Current Standing:	Credit and Collections Supervisor
Recommended Standing:	Utility Hearing Officer

In recommended standing, incumbent status is:

[ ] Regular [ ] Probationary [X] Temporary (Exam Required)

Authority: Personnel Rule -

[ ] 2.2.200(A) [ ] 2.2.200(B) [X] 2.2.200 (C)

Remarks:

Recommended by:	Gail Thompson	Classification/Compensation Analyst
Approved by:	Steve Aspiras	Classification/Compensation Supervisor
	Lidia Santiesteban for LS	Classification/Compensation Director
	Sarah Welch	Personnel Director

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SOURCE OF REQUEST

This position is being review as a result of a departmental request. The subject position is located in the Customer Assistant Section of the Accounts Services Division within the Water Department.

BACKGROUND

Divisional management has asked that this position be reviewed for appropriate classification. The subject position was assigned this new set of duties as a result of Departmental priorities and organizational needs.

POSITION HISTORY

See individual position record card included in the file for detailed historical data concerning the position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire (PDQ) completed August 14, 1994
- Comparative reviews of class specification Credit and Collections Supervisor and Utility Hearing Officer
- Charts showing the affected organizational structure
- Position data from Personnel Records.

ANALYSIS

The subject position has been reviewed with the specific objective of identifying the position's appropriate classification. At the time of filing, the PDQ submitted for review indicated that the duties and responsibilities assigned to the subject position have changed as a result of changing priorities, and organizational needs. The subject position is currently responsible for administering and supervising the customer appeal and correspondence process for the Water Department; and serves as lead for the billing and collection process related to legislation and legal activities.

Primary duties include:

- Investigate, conduct, mediate and respond to formal appeals regarding billing and collection disputes from utility customers; assign incoming appeals and monitor and coordinate their progress; coordinate responses on multi-utility disputes.

- Act as lead for the development and implementation of selected programs, initiatives, billing and collection related legislation and legal activities.

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❖ Direct the work of and evaluate the performance of subordinate staff.

COMPARISON

In reviewing and comparing class specifications within the Credit and Collections Supervisor and Utility Hearing Officer class series, I found that the work of the series is characterized in this manner:

Credit and Collections Supervisor: Supervises a credit and collection function for a utility, including planning, scheduling and directing the work of subordinates engaged in office and field collection activities, and ensures compliance with applicable laws, ordinances, policies and procedure.

Utility Hearing Officer: Administers the Utility's hearing and appeal process involving utility billing disputes and service altercations or disconnections; researches case materials, conducts hearings and issues written rulings.

CONCLUSION

It is clear based on the above analysis that the duties and responsibilities assigned to the subject position (administering and supervising the customer appeal process, and researching case materials, conducting hearings and issuing written rulings) are vastly dissimilar from those described within its current classification of Credit and Collections Supervisor (planning, scheduling and directing the work of subordinates engaged in office and field collection activities). The scope and range of duties described within the PDQ clearly indicates that the subject position no longer performs Credit and Collections Supervisory work, but rather highly complex, sensitive and technically difficult work involving administering the hearing and appeal processes for the utility, thereby confirming its relevance to the title of Utility Hearing Officer.

RECOMMENDATION

It is therefore, my recommendation that Position #012119 be allocated to the title of Utility Hearing Officer. This action should become effective August 15, 1994, the date divisional management certified that the duties of this position became effective.

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CITY OF SEATTLE **PERSONNEL DEPARTMENT**

Classification Determination

Date: September 12, 1995 Report No. 95-0086

Position Identification

Department: Water
Classification Title: Planning & Development Specialist, Senior
Ordinance Title: Planning & Development Specialist, Senior
Position Number: 023882
Bargaining Unit: 030 Current Salary: $22.53 - 26.27 (Range: 37.5A)

RECOMMENDED ACTION

Classification Title: Manager
Ordinance Title: Manager XII
Legislation Required: Yes
Bargaining Unit: 030 Recommended Salary: $26.74 - 31.02 (Range: 42.0A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Planning & Development Specialist, Senior
Recommended Standing: Manager XII

In recommended standing, incumbent status is:
[ ] Regular [X]Probationary [ ] Temporary (Exam Required)

Authority: Personnel Rule -
[ ] 2.2.200(A) [X] 2.2.200(B) [ ] 2.2.200 (C)

Remarks:

Recommended by: Gail Thompson Classification/Compensation Analyst
Approved by: Steve Aspiras Classification/Compensation Supervisor
Lidia Santiesteban Classification/Compensation Director
Sarah Welch Personnel Director

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SOURCE OF REQUEST

The subject position was reviewed as a result of a departmental request filed on June 2, 1995.

BACKGROUND

According to departmental management the duties and responsibilities assigned to the subject position have evolved from those of a Planning and Development Specialist, Senior into those of Manager. Management maintains that this evolution occurred as a result of complexities within the water industry, stronger federal regulations, more vocal stakeholders, court mandated tribal rights, and the importance of water conservation and water reuse.

POSITION HISTORY

See individual position record card for detailed historical data concerning this position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaires (PDQ) completed for this position in 1992 and 94;
- An independent review of the latest PDQ by four classification analysts;
- Comparative reviews of class specification #2203005/Planning & Development Specialist, Senior and #1000/Manager;
- Position data from Personnel Records;
- Charts showing the affected organizational structure.

STATEMENT OF DUTIES

The subject position reports to the Strategic Services Director and is responsible for managing complex, sensitive and technically difficult program issues, which are highly visible, and are of interest to elected officials at the local, State, Tribal and/or Federal levels.

A summary of the positions' responsibilities is contained in the analysis below. See original PDQ dated December 10, 1994 for the complete duties list.

COMPARISON

Departmental management maintains that the duties and responsibilities assigned to the subject position have evolved from those of Planning and Development Specialist to Manager, as a result of expanded programs within the Water Department. It is also their contention that these expansions are a direct result of the external environment from which the department works.

Positions within the Planning and Development class series are limited, at the highest level, to overseeing the day-to-day operations of the work unit, including the planning, organizing, coordinating, scheduling, assigning and reviewing subordinates work; preparing or reviewing and approving the unit's budget; hiring, disciplining, and evaluating performance. Whereas, positions within the managers series are responsible for a program area including the

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planning, directing, controlling of personnel, financial, and physical resources; organizing the work and directing its completion through subordinate supervisors; interpreting policies and their application; developing long-range plans; and overseeing budget preparation and capital expenditures.

ANALYSIS

The present classifications of Planning and Development Specialists and the requested Manager title, are characterized in the following manner:

Planning and Development Specialists - positions within this class series research, gather and analyze data and prepare reports in support of planning activities related to a project, program, service, policy, or issue; monitor and evaluate performance of consultants and progress of programs or projects. This class consists of four levels, distinguished from one another by the complexity of assignments and/or lead or supervisory duties.

Manager - positions in this class are responsible for a program area, including the planning, directing and controlling of personnel, financial and physical resources; organizing the work and directing its completion through subordinate supervisors; interpreting policies and their application; developing long range plans; overseeing budget preparation and capital expenditures.

The subject position manages staff responsible for identifying key water policy issues, formulates new strategies and program recommendations, insures that the department is responsive to elected officials and key stakeholders' concerns in developing its programs and strategic policy initiatives. The work involves complex, sensitive and technically difficult program issues which cross divisional lines or have high visibility or interests on the part of elected officials at the local, State, Tribal or Federal level.

The preceding paragraph confirms that the subject position is involved in work elements characteristic of managerial positions: organization of activities and direction of subordinates; administration of resources and assigned program categories; development of, or assistance in development of program plans and objectives; representation of the department to other City departments and outside agencies; reporting of operational activities; problems and goal attainments to administrative superiors within the scope of accountability delegated.

CONCLUSION

Based on this analysis, the above-mentioned factors within the Manager's series are strongly reflected in the duties and responsibilities assigned to the subject position. The scope and range of duties currently assigned to the subject position clearly indicate that it no longer performs Planning and Development Specialist work, but rather highly complex, sensitive and technically difficult program work, that is highly visible, and is of interest to the Mayor, elective officials, business, community, tribal, environmental and labor leaders, thereby, confirming its relevance to the Manager title.

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RECOMMENDATION

The customary method for determining the proper pay level for a Manager is to begin by establishing a 10% differential, top-step to top-step, between the position and it's highest paid subordinate, which in this case is a Supervising Planning & Development Specialist - range 39.5A. Corroborative review did not support the 2% increases of five other factors in determining the level. The subject position did not receive the increases for: the number of subordinate supervisors reporting directly to it; varied duties performed by the subordinate units; unusual reporting relationship; supervising shifts covering 24 hours; and sensitivity which must be beyond what can normally be expected of a position in regard to its place in the organization (often it is connected to Factor 3 in that the reporting relationship is unusual and the position has more authority than would be expected).

Applying these criteria result in the 10% differential (39.5A) and the Manager XII level (42.0A). Based on the above evaluation, I recommend that the subject position be allocated to the class series of Manager, with an Ordinance title of Manager XII.

The effective date of this action should become effective, December 10, 1994, which is the date of the PDQ was signed.

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CITY OF SEATTLE PERSONNEL DEPARTMENT

Classification Determination

Date: September 21, 1995 Report No. 95-0089

Position Identification

Department:	Water
Classification Title:	Planning & Development Specialist, Supervisor
Ordinance Title:	Planning & Development Specialist, Supervisor
Position Number:	018927
Bargaining Unit:	030 Current Salary: $24.34 - 28.29 (Range: 39.5A)

RECOMMENDED ACTION

Classification Title:	Manager
Ordinance Title:	Manager XII
Legislation Required:	Yes
Bargaining Unit:	030 Recommended Salary: $26.74 - 31.02 (Range: 42.0A)
Remarks:	See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:	
Current Standing:	Planning & Development Specialist, Supervisor
Recommended Standing:	Manager XII

In recommended standing, incumbent status is:

[ ] Regular [X] Probationary [ ] Temporary (Exam Required)

Authority: Personnel Rule -

[ ] 2.2.200(A) [X] 2.2.200(B) [ ] 2.2.200 (C)

Remarks:

Recommended by:	Gail Thompson	Classification/Compensation Analyst
Approved by:	Steve Aspiras	Classification/Compensation Supervisor
	Lidia Santiesteban for LS	Classification/Compensation Director
	Sarah Welch	Personnel Director

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SOURCE OF REQUEST

The subject position was reviewed as a result of a departmental request filed on June 2, 1995. The subject position is located in the Conservation Division of the Water Department. This division is responsible for educating and motivating customers throughout the service area to use water efficiently so that long-term supply and customer costs can be reduced as much as achievable through cost-effective means; for assisting customers to understand the economic and environmental benefits of conservation and incorporate them into their lives; and in the event of water supply emergencies, for encouraging customers to respond by significantly reducing water usage.

BACKGROUND

According to divisional management, the Conservation Office has taken an increasingly important role in setting the direction of the Water Department. The Department is relying on conservation savings to meet the growing demand for water, federal and state environmental regulations. It is the belief of management that the role of the subject position has expanded, as a result of this new direction in water conservation.

POSITION HISTORY

See individual position record card for detailed historical data concerning this position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaires (PDQ) completed for this position in 1987, 91 and 94;
- An independent review of the latest PDQ by three classification analysts;
- Comparative reviews of class specification #2203007/Planning & Development Supervisor and #1000/Manager;
- Position data from Personnel Records;
- Charts showing the affected organizational structure.

STATEMENT OF DUTIES

The purpose of this position is to manage and direct the work of the Conservation section, establish the overall direction and priorities of the Department, including policies, procedures, plans and programs; ensure that Seattle's conservation interest and priorities are recognized by wholesale customers, neighboring water utilities and state regulatory agencies.

Primary duties include:

- **Oversee and manage the Conservation office** including the investigation, testing and analysis of new conservation technologies; direct program planning, implementation and evaluation; set priorities, goals, objectives and performance standards; direct long term and contingency demand management planning; develop, defend and monitor the operating and capital budget for Conservation.

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- **Direct inter-governmental and external activities** relating to conservation; coordinate with federal, state and local government agency representatives, elected officials, business leaders and purveyor managers to review, discuss and promote conservation policies, strategies, and programs; propose and advocate new City, County and State legislative initiatives that further conservation.

- **Supervise professional and technical staff**; coordinate and collaborate with other Department managers and directors to establish conservation policy and program direction; advise Divisional Director and Superintendent on conservation matters; direct the development and production of conservation reports, memos that document and/or analyze program.

COMPARISON

Departmental management has requested that the subject position be reclassified to the title of Manager with an ordinance title of Manager XII. Therefore, class specification within the series of Manager and Planning & Development Specialist were chosen for review.

The work of these series is characterized in this manner:

Planning and Development Specialists - positions within this class series research, gather and analyze data and prepare reports in support of planning activities related to a project, program, service, policy, or issue; monitor and evaluate performance of consultants and progress of programs or projects. This class consists of four levels an they are distinguished from one another by the complexity of assignments and/or lead or supervisory duties. However, the work at the **Supervising Planning and Development Specialists** level, which is the highest in the series, is described as, overseeing the work of subordinate staff in a section or unit performing planning and development work on long range or comprehensive plans, physical development projects, program, services, or research studies.

Manager - positions in this class are responsible for a program area, including the planning, directing and controlling of personnel, financial and physical resources: organizing the work and directing its completion through subordinate supervisors; interpreting policies and their application; developing long range plans; overseeing budget preparation and capital expenditures.

This position, according to departmental management, manages and directs the work of the section; establish the overall direction and priorities of the Department's conservation policies, procedures, plans and programs; ensure that Seattle's interest and priorities concerning conservation are recognized by wholesale customers, neighboring water utilities and state regulatory agencies.

The preceding paragraph confirms that the subject position is involved in work elements characteristic of managerial positions; organization of activities and direction of subordinates;

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administration of resources and assigned program categories; development of, or assistance in development of program plans and objectives; representation of the department to other City departments and outside agencies; reporting of operational activities; problems and goal attainments to administrative superiors within the scope of accountability delegated.

CONCLUSION

I found through my analysis that the scope and range of duties and responsibilities currently assigned to the subject position most closely resemble those assigned to positions classified within the Manager class series. The subject position clearly does not perform the work of a Supervising Planning and Development Specialist, but rather sets the overall policy and direction of the Conservation section, thereby, confirming its relevance to the Manager title.

The department is relying on conservation savings to meet the growing demand for water and to meet federal and state environmental regulations. Consequently, the role of this position and the requisite stature, leadership and technical capability are a critical and unprecedented part of the Department's management structure. Additionally, the leadership role in Conservation has the unique responsibility of developing and putting into place whole new programs, policies and procedures that affect not only Seattle customers but the entire region served by Seattle water.

RECOMMENDATION

The customary method for determining the proper pay level for a Manager is to begin by establishing a 10% differential, top-step to top step, between the position and it's highest paid subordinate, which in this case is an Engineering Economist - range 38.5A. Corroborative review of the other factors did not give the position credit for the number of subordinate supervisors reporting directly to it; the varied duties performed by the subordinate units, or unusual reporting relationship. However, the position was given credit for the sensitivity of the program as reflected by the more stringent conservation planning and program requirements imposed by the State Department's of Health and Ecology and lastly the position was given credit for managing curtailment plans during water emergencies or drougnts. Applying these criteria resulted in the 14% differential (38.5A) and the Manager XII level (42.0A).

Based on the above analysis, the appropriate allocation is Manager, with an Ordinance title of Manager XII. The effective date of this action is November 28, 1994, which is the date the PDQ was signed.

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CITY OF SEATTLE · **PERSONNEL DEPARTMENT**

Classification Determination

Date: October 25, 1995 Report No. 95-0094

Position Identification

Department:	Water
Classification Title:	Senior Programmer
Ordinance Title:	Senior Programmer
Position Number:	003094
Bargaining Unit:	004 Current Salary: 17.40-18.10-18.80-19.51-20.29

RECOMMENDED ACTION

Classification Title:	Systems Analyst
Ordinance Title:	Systems Analyst
Legislation Required:	Yes
Bargaining Unit:	034 Recommended Salary: 19.13 - 19.94-20.71-21.51-22.34
Remarks:	See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:	
Current Standing:	Senior Programmer Analyst
Recommended Standing:	Systems Analyst

In recommended standing, incumbent status is:
[X] Regular [ ] Probationary [ ] Temporary (Exam Required)

Authority: Personnel Rule -
[ ] 2.2.200(A) [ ] 2.2.200(B) [ ] 2.2.200 (C)

Remarks: Per Article 9, Section 6b of Local 17 Bargaining Agreement

Recommended by:	Gail Thompson	Classification/Compensation Analyst
Approved by:	Steve Aspiras	Classification/Compensation Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

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SOURCE OF REQUEST

This position is being reviewed as a result of an employee request. The subject position is located within the Information Services division of the Water Department.

BACKGROUND

The incumbent says this position is no longer performing Senior Programmer work. He thinks the work has evolved into that of a Systems Analyst. Divisional management supports the incumbent's belief.

Management also believes that the duties and responsibilities currently assigned to the subject position are similar to those assigned Positions 015957, 019229, 021600, 022192, and 022530. *These positions are located within the Water Department.*

POSITION HISTORY

See the individual position record card included in the file for detailed historical data concerning this position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire (PDQ) completed December 7, 1994
- Comparative reviews of class specification and position files within the class series of Programmer, Management Systems Analyst and Systems Analyst
- Charts showing the affected organizational structure
- Position data from Personnel Records.

ANALYSIS

The subject position (#023094) was created in 1990 as a *Programmer*, and was responsible for programming, testing and implementing data processing applications; and for assisting users in the implementation and operation of applications.

In 1993 the subject position was assigned a new body of work, which was reclassified to the title of *Senior Programmer*. Responsibilities included, modifying and maintaining PC applications developed for the Seattle Water Department.

At the filing of this request, the subject position was responsible for building and maintaining data processing applications, including analyzing business practices, designing appropriate data and process modules; developing applications; implementing and maintaining new applications; and troubleshooting technical problems and providing technical advice. The incumbent and

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management believe these duties are representative of those typically assigned to Systems Analyst throughout the City.

COMPARISON

In reviewing and comparing class specifications within the Programmer and Systems Analyst class series, I found the work of these series to be characterized in this manner:

Programmer - convert specifications into computer programs; devise methods of testing the work; correct program errors; and prepare written operational documentation. This series consists of two levels, ***journey and senior***, and they are distinguished from one another by the complexity of the work and/or lead duties.

Systems Analyst - design, develop, implement and maintain activities related to data processing systems. This series consists of three levels **journey, senior and principal,** and they are distinguished from one another by their respective degrees of work difficulty and responsibility.

Management asked that the duties and responsibilities assigned to the positions listed below be compared with those of the subject position.

015957/*Senior Systems Analyst* - This position is responsible for independently developing engineering applications for Seattle Water Department staff, including analyzing users requirements, recommending solutions, developing and designing applications, coding, testing, implementing and documenting applications, and training users.

019229/*Senior Management Systems Analyst* - This position is responsible for analyzing problems and making technical recommendations regarding the Combined Utility Billing System, and the interdepartmental mainframe billing system which bills more than $50 million in revenue annually, and for designing program, file or system changes.

021600/*Management Systems Analyst* - This position analyzes user requests for system implementation, performs definition and feasibility studies, recommends solutions, and assist in implementing the system.

022192/*Senior Systems Analysts* - This position coordinates the division's data processing needs and determines the best way to meet those needs; oversees production and maintenance of the combined utility billing system that bills 180, 000 customers for water, wastewater and solid water charges, including coordinating rate changes and new programs that effect the billing systems for all three utilities; and supervises two subordinate analyst.

022530/*Senior Management Systems Analyst ilo Engineering Economist* - Position file unavailable for review.

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COMPARISON

It is clear, based on the above analysis that while *tasks* assigned to the subject position seem similar to those assigned to the above-mentioned positions, the overall scope of responsibility and the complexity of the work is quite dissimilar.

Positions 021600 **(Management Systems Analyst)** and 019229 **(Senior Management Systems Analyst)** - While these positions are responsible for system development, design, and implementation it is *specifically* from an operational perspective. These positions provide advice and service to management on specific operational and administrative processing and reporting systems, by analyzing data, developing information and considering all available solutions and alternatives, and by preparing recommendations to implement new systems, procedures and/or organizational changes.

Whereas, Positions 015957 and 022192 **(Senior System Analysts)** are responsible for handling the more complex and or/technically difficult problems within a speciality area including, planning, developing, coordinating, and analyzing data processing systems to determine feasibility and practically of requested services; diagnose system failures to isolate the source of problem between equipment, system software and application programs.

I found through my analysis that the duties and responsibilities assigned to the subject position (analyzing, designing, developing, implementing, and maintaining applications on personnel computers and local area networks; reviewing various PC software and operating systems for the section; determining the most appropriate methods of completing assigned tasks), while not at the level, of those assigned to Positions 015957 and 022192 **(Senior Systems Analyst),** are within the same class series.

Having determined the appropriate class series, what remains to be determined is which level best represent the work.

Work at the ***journey level*** *(Systems Analyst)* is described as diagnosing and resolving system problems within a speciality area, such as systems software, geographical information systems, networking operating systems or database. Employees allocated to this level are expected, using the techniques and methods of the speciality, to independently diagnose and solve automated system problems. Projects and work assignments at this level are monitored and reviewed to ensure work progress and use of proper procedures.

Positions at the ***senior level*** *(Senior Systems Analyst)* handle the more complex and/or technically difficult problems within a speciality area; considering factors such as compatibility, conversion, implementation of cost, or the impact on existing systems and equipment; and document alternatives and recommendations, and may serve as lead over subordinate staff.

Positions at the ***principal level*** *(Principal Systems Analyst)* manage major departmental or City wide data processing projects or serve as a technical expert in an area of specialization.

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CONCLUSION

The duties and responsibilities of the subject position have been reviewed with the specific objective of identifying the position's appropriate classification. Review of the duties and responsibilities assigned to the subject position indicate that it is relied upon to build and maintain data processing applications, analyze business practices, design appropriate data and process modules, implement and maintain new applications; troubleshoot technical problems and provide technical advice. These are duties and responsibilities that are typically assigned to positions allocated to the Systems Analyst title throughout the City.

Recommendation

Therefore, base on the above analysis, it is my recommendation that the subject position be reclassified to the title of Systems Analyst. This action should become effective December 7, 1994, which is the date the PDQ was signed.

Note: Departmental management states that this incumbent is 'currently being paid out-of-class to compensate for the additional job requirements'. Please note that the out-of-class assignment has no bearing on the reclassification of this position.

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CITY OF SEATTLE **PERSONNEL DEPARTMENT**

Classification Determination

Date: October 3, 1995 Report No. 95-390

Position Identification

Department: Water
Classification Title: Water Pipe Worker
Ordinance Title: Water Pipe Worker
Position Number: 011985
Bargaining Unit: 008 Current Salary: $15.16 - 17.02

RECOMMENDED ACTION

Classification Title: Headworks Crew Chief
Ordinance Title: Headworks Crew Chief
Legislation Required: Yes
Bargaining Unit: 047 Recommended Salary: $18.61 - 21.67 (Range: 32.5A)
Remarks: See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:
Current Standing: Water Pipe Worker
Recommended Standing: Headworks Crew Chief

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: Gail Thompson Classification/Compensation Analyst
Approved by: Steve Aspiras Classification/Compensation Supervisor
Lidia Santiesteban cation/Compensation Director
Sarah Welch Personnel Director

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Source of Request

The subject position is being reviewed as a result of a departmental request.

Background

The purpose of this request is to restore the Headworks Crew Chief position in the Transmission Section, by reclassification of a vacant Water Pipe Worker position.

According to departmental management, the work of this position is necessary to plan and coordinate programs and projects for the operation, maintenance and repair of water facilities in the headworks area. Management states that the functions of this position have been previously covered on an out-of-class basis. It is their contention that if this position is not reclassified, the work will remain and the incumbent will have to be paid on an out-of-class basis.

Position History

See the individual position record card included in the file for detailed historical data concerning this position.

Scope of Review

Review of this position included analysis of the following:

- Position Description Questionnaires (PDQ) completed for this position in 1987 and 1995
- Comparative reviews of class specification #8202507/Headworks Crew Chief and #8200004\Water Pipe Worker
- Position data from Personnel Records
- Charts showing the affected organizational structure

Analysis

The purpose of the subject position is to organize, direct and inspect the work of crews engaged in the maintenance and repair of headworks structures and appurtenances.

The primary duties are to:

- Plan and design maintenance, and repair projects and programs, such as pipe installation, system cleaning, debris removal, repair and maintenance of buildings; participate in the development and review of weekly work plans and schedules:

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- Supervise and inspect the work of crews involved in the maintenance and repair of dams, intake structures, screen houses, generators, valves and related facilities;

- Coordinate work with other Seattle Water divisions, other utilities, agencies, and contractors in various types of constructions and maintenance;

- Provide daily and weekly assignments to crews; respond to emergencies, prepare time sheets; maintain accurate records; prepare reports and evaluate the performance of subordinate employees.

Comparison

In reviewing the Headworks Crew Chief class specifications, I find that positions allocated to the title of Headworks Crew Chief typically organize, direct and inspect the work of crews engaged in the maintenance and repair of headwork structures and appurtenances. Whereas positions allocated to the title of Water Pipe Worker typically install, maintain, and repair water mains and services, and make all necessary connections, chlorinates, flushes and pressure tests to new mains.

Conclusion

The duties and responsibilities assigned to the subject position are typical of those described within the Headworks Crew Chief class specification.

Recommendation

Therefore, I recommend, based on the above review, that the subject position be allocated to the title of Headworks Crew Chief. The effective date of this action should be July 31, 1995, to coincide with the date of the Department's request.

Note: The out-of-class assignment has no bearing on the reclassification of this position.

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CITY OF SEATTLE PERSONNEL DEPARTMENT

Classification Determination

Date: October 3, 1995 Report No. 95-0092

Position Identification

Department:	Water
Classification Title:	Workload Planner and Scheduler, Assistant
Ordinance Title:	Workload Planner and Scheduler, Assistant
Position Number:	011720
Bargaining Unit:	019 Current Salary: $17.38-18.80

RECOMMENDED ACTION

Classification Title:	Management Systems Analyst
Ordinance Title:	Management Systems Analyst
Legislation Required:	Yes
Bargaining Unit:	030 Recommended Salary: $18.98-22.12 (Range: 33.0A)
Remarks:	See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:	
Current Standing:	Workload Planner & Scheduler, Assistant
Recommended Standing:	Management Systems Analyst

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:	Gail Thompson	Classification/Compensation Analyst
Approved by:	Steve Aspiras	Classification/Compensation Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

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SOURCE OF REQUEST

This position was reviewed as a result of a departmental request filed on March 29, 1995. The subject position is located within the division of Water Service Administration of the Water Department.

BACKGROUND

According to management, this division is currently developing a new scheduling and maintenance management system and the subject position will be the *focal point* for its creation. Management also states that an inequity has occurred as a result of the subject position assuming duties that were formerly assigned to a Management Systems Analyst, therefore, the incumbent being paid out-of-class to compensate for the higher level of duties.

POSITION HISTORY

See the individual position record card included in the file for detailed historical data concerning this position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaire (PDQ) completed March 29, 1995
- Comparative reviews of class specification and position files within the class series of Workload Planner & Scheduler Assistant and Management Systems Analyst
- Charts showing the affected organizational structure
- Position data from Personnel Records.

ANALYSIS

According to the PDQ submitted with this request, the purpose of this position is to perform system analysis, design, development and testing of workload scheduling systems, and to modify and enhance existing systems.

Primary duties include:

- Evaluating current systems and procedures; consulting with users to define their needs; evaluating work methods and standards; documenting user requirements and recommending solutions.

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- Acting as lead in the implementation of automated system, including testing, training and writing procedures; applying management and systems analysis to the solution of problems, such as workload forecasting and scheduling; performing data analysis to support workforce planning; assisting users in resolving hardware/software problems.

- Providing technical expertise on special projects, by providing consultation analysis and assistance in planning, organizing and implementing projects.

- Preparing reports, correspondence and other documents to support workload planning activities; designing and creating new and/or revised forms.

COMPARISON

For purposes of this review class specifications within the Workload Planner & Scheduler and Management Systems Analyst class series were chosen for review.

The work of these series is characterized in this manner:

Workload Planning & Scheduling - Prepare, plan and schedule capital improvements, maintenance and project work orders, and work forecast for crews. This series consists of three levels, *assistant, journey and supervisor.* The various levels differ from one another by the type of assignments and/or supervisory duties.

Management Systems Analyst - Provide advice and service to management on specific operational and administrative processing and reporting systems; recommend solutions to meet management needs; develop or assist in the development, implementation and evaluation of automated and manual management informational systems. This series consists of four levels, *entry, journey, senior and supervisor,* and they are distinguished from one another by the complexity of assignments, lead and/or supervisor duties.

In reviewing and comparing the duties and responsibilities of the above-mentioned classes, to those of the subject PDQ, I find that the work currently assigned to this position is outside the scope and range of that assigned to Workload Planning & Scheduling Analyst. Positions allocated to the Workload Planning & Scheduling Analyst class, forecast, schedule and issue work orders to crews. Whereas, positions allocated to the Management Systems Analyst class analyze a variety of informational, operational and/or management problems to determine program and/or system needs; recommend solutions to meet those needs; and develop or assist in the development, implementation and evaluation of an automated or manual management information system.

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CONCLUSION

The duties and responsibilities of the subject position have been reviewed with the specific objective of identifying the position's appropriate classification. Review of the duties and responsibilities assigned to the subject position indicate that it is relied upon to evaluate systems and procedures; consult with users to define their needs; evaluate work methods and standards; document user requirements; recommend solutions; and provide technical expertise to the unit. These duties and responsibilities are typical of those assigned to other positions allocated to the title of Management Systems Analyst throughout the City.

Recommendation

Therefore, base on the above analysis, it is my recommendation that the subject position be reclassified to the title of Management Systems Analyst. This action should become effective March 21, 1995, which is the date the PDQ was signed.

Note: Management states that the current incumbent has received out-of-class pay for performing duties and responsibilities formerly assigned to a Management Systems Analyst. The out-of-class assignment has no bearing on the reclassification of this position.

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95-513
Approved by Mayor Rice
Dec 28

City of Seattle

Executive Department—Office of Management and Planning

Thomas M. Tierney, Director
Norman B. Rice, Mayor

December 28, 1995

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	Personnel
SUBJECT:	AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain employee positions in various City departments; correcting a title as shown on Ordinance #117748; amending S.M.C. 4.13.010 by a 2/3 vote of the Council to exempt additional positions from the classified service; 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 OMP. Any specific questions regarding the legislation can be directed to Sherry Johnson at 684-8084.

Sincerely,

Norman B. Rice
Mayor

by Sherry Johnson for
Tom Tierney, Director

legis:john51

Enclosure

DEC 28 AM 10:30

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varying scopes, complexities and duration.

3. Coordinate and review the Branch budget (1996: $180 million); prepare and monitor the Deputy Superintendent's unit budget (1996: $353,301); monitor adopted Branch budgets and provide financial analyses, as requested. 10%

4. Serve as liaison between the Deputy Superintendent and the directors, managers and supervisors of the Wholesale Branch, as well as between the Branch and other branches and the Superintendent's Office. Represent the Deputy at meetings, both within and outside the department. Serve on various committees and task forces. 20%

5. Coordinate with local (Seattle) Wholesale Branch division offices and division offices in two states: Boundary and Skagit hydroelectric projects in northeastern and northern Washington and Lucky Peak Project in Idaho. 5%

6. Prepare a variety of letters, memoranda and reports for the Deputy Superintendent's or own signature. Review and edit correspondence prepared by others for the Deputy Superintendent's and Superintendent's signature. Review all incoming correspondence for the Deputy, distribute to appropriate division for action, and track/follow up on division action assignments. 10%

7.

POSITION ALLOCATION CRITERIA

Duty No. 1 — a [X] Primary [ ] Secondary duty is described in the class specification as:

"Serves as primary professional staff support for a department head or to a deputy superintendent; conducts research, develops options or solutions and makes recommendations on a variety of management and administrative problems and concerns; and participates in management level decison making regarding policies, programs and actions."

"...Negotiates and resolves administrative policies and issues; and interprets and explains City or departmental policies, procedures and actions."

"May participate in or monitor personnel activities such as interviewing, selection, training programs and performance evaluation."

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Duty No. 2 — a [X] Primary [ ] Secondary duty is described in the class specification as:

"Serves as liaison between the executive 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."

"...Negotiates and resolves administrative policies issues; attends meetings and makes presentations as necessary;;...and interprets and explains City or departmental policies, procedures and actions."

Duty No. 3 — a [X] Primary [ ] Secondary duty is described in the class specification as:

"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."

Duty No. 4 — a [X] Primary [ ] Secondary duty is described in the class specification as:

"Serves as liaison between the executive 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."

"Acts as departmental representative to other departments, federal, state and local agencies, and with the public, the Mayor's Office and with the City Council's staff; negotiates and resolves administrative policies and issues; attends meetings and makes presentations as necessary; and interprets and explains City or departmental policies, procedures and actions."

Duty No. 5 — a [X] Primary [ ] Secondary duty is described in the class specification as:

"Serves as liaison to the operating divisions of the Department."

"Review and monitor budgets."

Duty No. 6 — a [ ] Primary [X] Secondary duty is described in the class specification as:

"Reviews all correspondence and requests for information directed to the executive; distributes correspondence to appropriate division for response; tracks and follows up on correspondence assignments; and personally prepares memos, correspondence and reports as necessary."

"...provides direction on and monitors assignments given to division directors."

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Duty No. 7 — a [ ] Primary [ ] Secondary duty is described in the class specification as:

REASON FOR THE REQUESTED CHANGE:

As part of Department reorganization the Corporate Communications Division was realigned and became a unit within the newly formed Customer Relations Division (Customer Services Branch). During this process some staff were redeployed and the executive assistant was made available for reassignment. Due to the creation of two new branches (Finance and Administration, and Customer Services, in Ordinance 117632) and the need to provide these offices with staff, executive assistant positions were reassigned within the Department, with no net increase. The position in the Corporate Communications Division was reassigned to the Wholesale Branch, effective September 5, 1995. The duties of the position have changed substantially due to reporting to a Deputy Superintendent and assuming branch-wide (multi-divisional) responsibilities, rather than for a single division. The Wholesale Branch includes four divisions (Power Generation, Power Management, Power Planning, and Power Stations), one of which (Power Generation) is primarily located at three remote locations: the Boundary and Skagit hydroelectric projects in the northeastern and northern Washington and the Lucky Peak Project in Idaho.

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Supervisor or Requester Signature — Date: 10/20/95

Department Head Signature — Date: 10/20/95

(For Personnel Use Only)

Position Number: 013635

Title: Exec Asst Requested: Sr Exec Asst

Approved as Requested: [X] Yes [ ] No

Other Recommended Action:

Personnel Analyst — Date: 12/4/95

Personnel Analyst Supervisor — Date: 12-4-95

Classification and Compensation Director — Date:

Personnel Director — Date: 12/5/95

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CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: December 1, 1995 Report No. 95-0675

POSITION IDENTIFICATION

Department: City Light

Classification Title: Graphic Arts Designer

Ordinance Title: Graphic Arts Designer

Position Number: 014133

Bargaining Unit: 004 **Current Salary:**$15.69, 16.31, 16.92, 17.57, 18.27 (Range N/A)

NOTE: The position card for this position is available in the Personnel Dept Records Unit for detailed information about the creation, classification and reclassification actions taken.

RECOMMENDED ACTION

Classification Title: Graphic Arts Supervisor

Ordinance Title: Graphic Arts Supervisor

Legislation Required: Yes **Recommended Salary:** 17.07, 17.72, 18.43, 19.13, 19.94 (Range N/A)

Rec. Bargaining Unit: 034

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

Regular;	Probationary;	Temporary.
[ ] 2.2.200 (A);	[ ] 2.2.200 (B);	[ ] 2.2.200 (C)

Remarks:

Recommended: Sharon Lee Nicholson _____ Classification Analyst

Approved: John Pearson _____ Classification Supervisor

Lidia Santiesteban _____ Classification/Compensation Director

Sarah Welch _____ Personnel Director

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ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE

(This form is to be used for vacant positions and/or requests resulting from reorganizations)

#675

DEPARTMENT/DIVISION: City Light/Facilities Division/O.U. 580

POSITION NUMBER: 014133

DATE REQUESTED: 11/21/95 EFFECTIVE DATE: Nov 21, 1995

CURRENT CLASSIFICATION: Graphic Arts Designer

CLASSIFICATION REQUESTED: Graphic Arts Supervisor

POSITION PURPOSE:

Under limited supervision, this position directs the production of the graphic art and layout work. This work required decisions regarding composition, style, format and illustrations which requires artistic judgment. A senior-level conceptual knowledge of art, photography and publication formatting and design is required. This position supervises the work of graphic arts designer(s), photographer(s), and typesetter(s). Contacts are inter-departmental for coordination of work and with external vendors/contractors to monitor work in progress.

POSITION SUMMARY: *Use the following space to summarize the essential duties and responsibilities assigned to the position. Briefly describe the work using action words.*

Duties and Responsibilities Statements		% of Time
A.	Supervises, coordinates and reviews the work of subordinates; assigns work to subordinates and sets priorities; trains subordinates as required	21%
B.	Supervises and performs the design, illustration and preparation of printing layouts for annual reports, information pamphlets, brochures, newsletters and other publications/printed materials	12%
C.	Supervises and performs the design, illustration and preparation of advertising layouts, billboards and other promotional materials.	12%
D.	Supervises preparation of photography for use in a variety of reports and presentations	12%
E.	Confer with persons requesting graphic art and layout work; assist departmental staff by developing ideas, suggestions or demonstrating graphic techniques and methods; advise departmental personnel as to the most appropriate techniques and media to use in order to achieve a desired effect.	21%
F.	Order and requisition art, photography and visual aid equipment and supplies	6%
G.	Assist in budget preparation and complete/administer performance appraisals for reporting employees.	12%

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POSITION ALLOCATION CRITERIA:

Duty No. 1: A Primary [✓]duty is described in the class specification, as:

Class Specification describes "This is the supervisory level in the Graphic Arts Designer series. Positions in this class, under limited supervision, directs the production of a variety of graphic art and layout work such as printing layouts for annual reports, designing illustration and preparing advertising layouts, billboards, sketches, cover illustrations and a wide variety of commercial art work."

General Description of Work for this position: "Under limited supervision, this position directs the production of graphic art and layout work.. This work requires decisions regarding composition, style, format and illustrations which requires artistic judgment..."

Duty No. 2: A Primary [✓] duty is described in the class specification, as:

Class Specification describes: Supervises, coordinates and reviews the work of subordinates, assigns work to subordinates and sets high priorities; and assists and training subordinates as necessary.

Specific Description of Work: "Employee in this position will supervise, coordinate and review the work of subordinates, assigns work to subordinates and sets priorities; and assists and training subordinates"

Duty No. 3: A Primary [✓] duty is described in the class specification, as:

Class Specification describes: Supervises and performs the design, illustration...of printing layouts...and printed materials.

Specific Description of Work: "Employee in this position supervises and performs the design, illustration and preparation of printing layouts for annual reports, information pamphlets, brochures, newsletters and other publications/printed materials." And "Employee in this position supervises preparation of photography for use in a variety of reports and presentations."

Duty No. 4: A Primary [✓] duty is described in the class specification, as:

Class Specification describes: "Supervises and designs illustrations of advertising layouts, ...and other promotional materials."

Specific Description of Work: "Employee supervises and performs the design, illustration and preparation of advertising layouts, billboards and other promotional materials."

Duty No. 5: A Primary [✓] duty is described in the class specification, as:

Class Specification describes: "Confers with persons requesting graphic art and layout work; assists departmental staff by developing ideas and suggesting or demonstrating graphic techniques and methods." And "Explains problems involved in a project and suggest alternatives; and advises departmental personnel as to the most appropriate techniques and media to us in order to achieve a desired effect."

Specific Description of Work: "Employee in this position confers with persons requesting graphic art and layout work; assists departmental staff by developing ideas, suggestions or

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demonstrating graphic techniques and methods; advises departmental personnel as to the most appropriate techniques and media to use in order to achieve a desired affect."

Duty No. 6: A Secondary [✓] duty is described in the class specification, as:

Class Specification Describes: Prepares and recommends operating budget for approval and monitors all expenditures."

Specific Description of Work: "Employee in this position assists in budget preparation and completes/administers performance appraisals for reporting employees."

Duty No. 7: A Secondary [✓] duty is described in the class specification, as:

Class Specification describes: Orders and requisitions art, photographic and visual aid equipment and supplies; and maintains routine stock and related work records."

Specific Description of Work: "Employee in this position is responsible for ordering and requisitioning art, photography and visual aid equipment and supplies."

REASON FOR THE REQUESTED CHANGE: As part of the reorganization of the Corporate Communications Division, the Visual Communications Unit was restructured and moved to the Facilities Division, reporting to the Manager of Office Services. The restructure involved abrogating the Visual Communications Manager position, and changing the reporting relationship of the video production group. The resulting organization consists of the graphics design group reporting to the proposed Graphics Arts Supervisor, who in turn reports to the Office Services Manager. Parallel to the graphics design group, the video group (2 positions) report directly to the Office Services Manager. The reclassification of this Graphic Arts Designer position to a Graphics Arts Supervisor will provide a necessary level of skilled supervision for the remaining graphics design group.

(Complete expanded PDQ has been signed by manager and director and is attached for reference.)

Supervisor/Requester Signature:_____ Date:_____

Department Head Signature:_____ Date:_____

[For Personnel Department Use Only]

Position Number: 014133

Title: Current: Graphic Arts Designer. Requested: Graphic Arts Supervisor

Approved as Requested: [X] Yes [ ] No

Other Recommended Action: _____

Personnel Analyst: L L Nicholson Date: 12/1/95

Classification and Compensation Director: _____ Date: _____

Personnel Director: per Sm Date: 12/6/95

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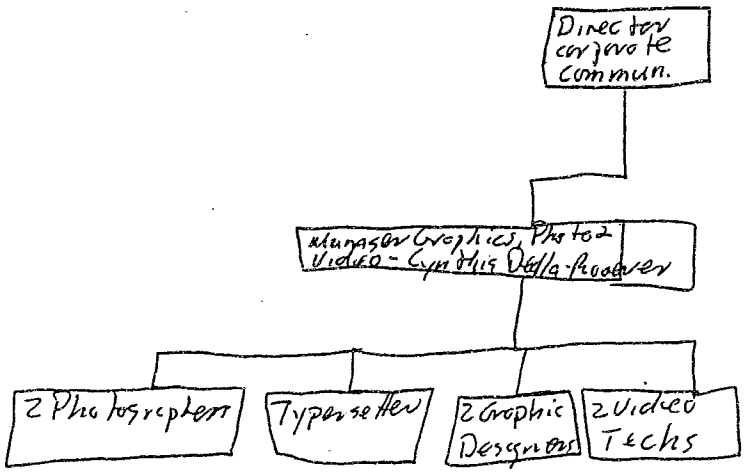
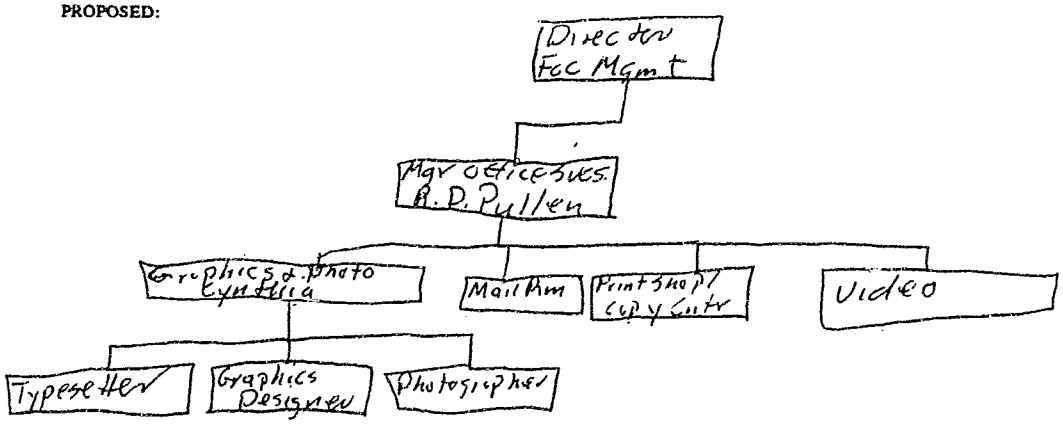
34. Organization Charts

In the spaces provided below, sketch two organization charts. The first chart should indicate the existing organization showing the current title of the position and the incumbent if filled. The second chart should indicate the proposed organization showing the requested title for the position being reviewed. Both charts should show the name/title of the person supervising the position and the name(s) or title(s) of persons reporting to this position. If there are other positions similar to this position that may affect this existing position and that may affect this existing position change request, they should be contacted as well.

CURRENT:



PROPOSED:



NAME, TITLE AND PHONE NUMBER OF THE INDIVIDUAL TO BE CONTACTED REGARDING THIS POSITION REQUEST.

R. Douglas Pullen — NAME
Manager — TITLE
4-3186 — PHONE

Atch to Rept 675

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CITY OF SEATTLE
PERSONNEL DEPARTM

CLASSIFICATION DETERMINATION REPORT

Date: October 25, 1995 Report No. 95-0097

POSITION IDENTIFICATION

Department: City Light

Classification Title: Equipment Mechanic

Ordinance Title: Grounds Equipment Mechanic, Sr.

Position Number: 013599

Bargaining Unit: 019 **Current Salary:** $16.92 -- $18.27 (Range 28.0C)

Remarks: See Position History Card in Personnel Records Unit for details of position history.

RECOMMENDED ACTION

Classification Title: Automotive Mechanic

Ordinance Title: Automotive Mechanic

Legislation Required: Yes **Recommended Salary:** $18.43

Rec. Bargaining Unit: 009

Remarks: See attached Abbreviated PDQ/Report for pertinent allocation information. The effective date of this action is June 9, 1995, the date of the Department's request.

INCUMBENT STATUS

Incumbent:

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

Regular;	**Probationary;**	**Temporary.**
[ ] 2.2.200 (A);	[ ] 2.2.200 (B);	[ ] 2.2.200 (C)

Remarks:

Recommended: Sharon Lee Nicholson — Classification Analyst

Approved: John Pearson — Classification Supervisor

Lidia Santiesteban — Classification/Compensation Director

Sarah Welch — Personnel Director

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City of Seattle
Personnel Department

ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE

(This form is to be used for vacant positions and/or requests resulting from reorganizations)

DEPARTMENT/DIVISION: City Light / Generation

POSITION NUMBER: 013599

DATE REQUESTED: 6/9/95 **EFFECTIVE DATE:** 6/9/95

CLASSIFICATION REQUESTED: Automotive Mechanic

POSITION PURPOSE:
This position reports to a Generation Supervisor and performs preventative maintenance and repairs on cars, light and heavy trucks, heavy construction equipment, boats and other mechanical equipment located at the Skagit Project.

POSITION SUMMARY:
Use the following space to summarize the essential duties and responsibilities assigned to the position. Briefly describe the work using action words.

Duties and Responsibilities Statements	% of Time
1. Maintain the safety of all vehicles and equipment by inspecting and repairing suspension, brakes, steering, lights, and gas and exhaust systems.	55%
2. Perform preventative maintenance-related tasks, including complete mechanical repairs which includes propane overhauls, valve grinding and refacing on heavy equipment, hydraulic system, charging and starting systems, diesel and gas engines, and marine vessels.	25%
3. Repair and maintain air compressors, diesel and gas emergency generators, a 100 ton railroad incline lift, and sewage treatment machinery.	10%
4. Minor maintenance and repair of refrigeration and air conditioning equipment.	5%
5. Perform safety checks and maintain records related to safety problems; and make necessary repairs to a variety of equipment	5%

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POSITION ALLOCATION CRITERIA:

Duty #1, a [X] primary [ ] secondary duty, is described in the class specification as:

"Inspects, diagnoses and repairs mechanical, electrical and hydraulic defects in gasoline, electric and diesel-powered equipment. . ."

Duty #2, a [X] primary [ ] secondary duty, is described in the class specification as:

"Performs scheduled preventative maintenance on vehicles and equipment."

Duty #3, a [ ] primary [X] secondary duty, is described in the class specification as:

"Inspects, diagnoses and repairs mechanical, electrical and hydraulic defects in gasoline, electric and diesel-powered equipment. . ."

Duty #4, a [ ] primary [X] secondary duty, is described in the class specification as:

"Performs other related duties of a comparable level/type as assigned."

Duty #5, a [X] primary [ ] secondary duty, is described in the class specification as:

"Maintains records of orders, completed repairs, time worked and materials used... Performs scheduled preventative maintenance on vehicles and equipment."

REASON FOR THE REQUESTED CHANGE:

The duties of the Grounds Equipment Mechanic, Sr. have changed, making the original GEM, Sr. job description obsolete. It has become more cost effective to replace, rather than repair, small power hand tools, due to the economic value of labor versus replacement cost.

Since an employee in the Grounds Equipment Mechanic, Sr. Classification is limited to working on equipment with no more than three cylinders and since our automotive, heavy construction equipment and marine fleet are all comprised of four or more cylinders, workload needs have changed to require an Automotive Mechanic classification.

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Note to File: This body of work was described in a full PDQ signed by Michael Bruno (Supervisor) and Don Hundhal (Acting Skagit Director)

Supervisor or Requester Signature — Date: 6/9/95

Department Head Signature — Date

(FOR PERSONNEL USE ONLY)

Position Number: 013599

Title: Automotive Mechanic

Approved as Requested: [X] Yes [ ] No

Other Recommended Action: None

Personnel Analyst — Date: 10/25/95

Personnel Analyst Supervisor — Date: 10/27/95

Classification and Compensation Director — Date: 10/27/95

Personnel Director — Date

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CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: October 9, 1995 Report No. 95-0107

POSITION IDENTIFICATION

Department: Seattle City Light

Classification Title: Management Systems Analyst

Ordinance Title: Management Systems Analyst

Position Number: 014160

Bargaining Unit: 030 **Current Salary:** $18.98 -- [illegible]12
(Salary Range 33.0A)

Remarks: See Position History Card in Personnel Records Unit for details of position history.

RECOMMENDED ACTION

Classification Title: Systems Analyst

Ordinance Title: Systems Analyst

Legislation Required: Yes **Recommended Salary:** $19.13, 19.94, 20.71, 21.51, 22.34
(Salary Range N/A)

Rec. Bargaining Unit: 034

Remarks: See following pages for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: N/A

Recommended Standing: N/A

In recommended standing, incumbent status is: N/A

Regular;	Probationary;	Temporary.
[ ] 2.2.200 (A);	[ ] 2.2.200 (B);	[ ] 2.2.200 (C)

Remarks:

Recommended: Sharon Lee Nicholson _____ Classification Analyst

Approved: John Pearson _____ Classification Supervisor

Lidia Santiesteban _____ Classification/Compensation Director

Sarah Welch _____ Personnel Director

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City of Seattle
Personnel Department

ABBREVIATED
POSITION DESCRIPTION QUESTIONNAIRE

(This form is to be used for vacant positions and/or requests resulting from reorganizations)

DEPARTMENT/DIVISION: City Light Department, Information Technology Division

POSITION NUMBER: 014160 (Vacant--Management Systems Analyst)

DATE REQUESTED: June 20, 1995 EFFECTIVE DATE: June 20, 1995

CLASSIFICATION REQUESTED: Systems Analyst

POSITION PURPOSE: First point of contact for people needing help with software applications, computer or network-related problems. Provide comprehensive analysis and/or problem determination for: desktop software tools, hardware, peripheral hardware, LAN and operating systems. Analyze incoming IT Help Desk calls, determine problem nature and priority; resolve trouble calls immediately or route to appropriate IT technicians for future analysis or service; track and analyze trouble call trends; make recommendations to prevent/correct recurring problems; conduct customer follow-up to ensure problem resolution; assist in marketing division services.

POSITION SUMMARY:

Use the following space to summarize the essential duties and responsibilities assigned to the position. Briefly describe the work using action words.

Duties and Responsibilities Statements	% of Time
1. Determine nature and severity of trouble calls. Interpret caller's description of the problem; ask questions to clarify information and to isolate cause or problem. Use software diagnostic tools to further isolate cause and determine full extent of problem.	35%
2. Analyze problem and determine appropriate resolution. Use software tools and working knowledge of various PC software packages (e.g. word processing, spreadhseet, database, e-mail, etc), operating software security, and hardware devices to resolve trouble calls.	35%

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Duties and Responsibilities Statements	% of Time
3. Route trouble calls requiring site service to appropriate service technician or group, based on working knowledge of the organization and functions of the Information Technology Division.	5%
4. Use the Help Desk software system to log and track trouble call definition, status and solutions. Determine and record appropriate problem category, caller information, and follow-up and solution procedures. Perform follow-up and coordination activities with the caller and servicing technician or group, to ensure satisfactory problem resolution and to address issues.	10%

POSITION ALLOCATION CRITERIA:

Duty #1, a [X] primary [ ] secondary duty, is described in the class specification as:

> "Positions in this class ... diagnose and solve system problems within a specialty area... The work requires knowledge of systems design and development practices, concepts and methods appropriate to the specialty or technical knowledge of system software..."
>
> "Contact is primarily with system users, departmental staff...to provide technical information or advice, to resolve problems and/or to coordinate work activities."

Duty #2, a [X] primary [ ] secondary duty, is described in the class specification as:

> Example of Work: "Diagnoses and resolves problems... in network systems, hardware and software, and/or applications systems." ..... "Provides technical advise to users in the area of specialty."

Duty #3, a [ ] primary [X] secondary duty, is described in the class specification as:

> "Performs other related duties of a comparable level/type, as assigned."

Duty #4, a [ ] primary [X] secondary duty, is described in the class specification as:

> "...Prepares reports and correspondence regarding project status, problems or issues."

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REASON FOR THE REQUESTED CHANGE:

Reclassification of this position is the result of implementing City Light's Information Technology Strategic Plan. The Utility's information system assets are being reorganized and centralized in the Information Technology Division. The Strategic Plan recommends centralization of IT service delivery, simplification of the current diverse technical environment, and the development of a standardized technical infrastructure. Consistent with this strategic vision, Information Technology Division of City Light will centralize the Utility's IT functions, personnel and applications.

The Help Desk has never had permanent staffing. Limited support was previously provided using contract staff. No other City Light Department positions have been performing or have been assigned these duties on a regular basis. Help desk duties cannot be assigned to other positions in the Department without having an impact on the classification of those positions. The recent centralization of all IT functions has consolidated all Help Desk functions and, therefore, there are no other department positions outside of ITD that have substantially similar duties and responsibilities.

Note to File: This body of work was described in a full PDQ signed by Walter Warren and John Anthony on May 19 and June 4, 1995.

Supervisor/Requester Signature, Date

Department Head Signature, Date

(FOR PERSONNEL USE ONLY)

Position Number: 014160 (Vacant) Note: see Personnel Records Unit for details on position history.

Title: Systems Analyst

Approved as Requested: [X] Yes [ ] No

Other Recommended Action: None

11/9/95
Personnel Analyst, Date

11/17/95
Personnel Analyst Supervisor, Date

10/18/95
Classification/Compensation Director, Date

10/19/95
Personnel Director, Date

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CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: November 22, 1995 — Report No. 95-0564

POSITION IDENTIFICATION

Department: City Light

Classification Title: Electric Meter Servicer

Ordinance Title: Meter Electrician

Position Number: 012735

Bargaining Unit: 077 — **Current Salary:** 22.90 (Range N/A)

RECOMMENDED ACTION

Classification Title: Associate Electrical Engineer

Ordinance Title: Electrical Engineer, Assoc.

Legislation Required: Yes — **Rec. Salary:** 21.09, 21.91, 22.78, 23.68, 24.60 (Range N/A)

Rec. Bargaining Unit: 034

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: N/A

Recommended Standing: N/A

In Recommended Standing, Incumbent Status Is: N/A

Regular;	Probationary;	Temporary.
[ ] 2.2.200 (A);	[ ] 2.2.200 (B);	[ ] 2.2.200 (C)

Remarks:

Recommended:	Sharon Lee Nicholson	Classification Analyst
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

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SUMMARY OF REQUEST

This request was received from the City Light Department on September 15, 1995 and was identified as a high priority for the Department due to the transfer of the position to an engineering group that has reported an engineering resource deficiency.

POSITION HISTORY

The record card for this position is available for review in the City Records Unit.

REVIEW PROCESS

The review consisted of the position description questionnaire prepared by the department on August 29, 1995 and relevant classification specifications. A job audit was not conducted.

FINDINGS

About 50% of the position's time will be spent performing customary journey-level electrical engineering duties; e.g. designing, planning and establishing requirements for maintenance, restoration or relocation of distribution/transmission and overhead/underground electrical services. Other engineering tasks include preparing estimates, materials requirements, specifications, work orders and related instructions and schedules. The position will be expected to provide engineering instructions to field crews and to answer questions about design issues as well as monitor progress of construction projects.

The *Associate Electrical Engineer* classification is appropriate for this body of work due to several duties assigned to the position: (a) serving as a project engineer/coordinator; (b) performing the more complex and difficult electrical engineering assignments; (c) coordinating and reviewing consultant work products and responsibility to approve contract change orders and payments. The employee in this position also may coordinate activities of complex engineering projects or serve as project engineer over such projects as substations or large system improvements. Finally, the employee in this position will work under general supervision and may lead a small group of Electrical Engineering Specialists and/or Assistant Electrical Engineers.

We compared the work of this position to the *Assistant Electrical Engineer* classification; however, the requirement to serve as project engineer and to lead the work of specialists or lower-level engineers place the work above the *Assistant*. We also compared the work to the *Senior Electrical Engineer* class. However, the project engineering and engineering team lead duties do not constitute the requisite level of lead work for a *Senior Electrical Engineer* allocation.

After conducting a paper audit, we determined that the request for *Associate Electrical Engineer* was appropriate and that additional review was not required for the purpose of a recommendation.

RECOMMENDATION

Based on a review of the Position Description Questionnaire, we recommend reallocation of this position to the classification, Associate Electrical Engineer with the Ordinance Title of Electrical Engineer, Assoc and salary of $21.09, $21.91, $22.78, $23.68, $24.60. The effective date of this action shall be 30 days after passage of the ordinance.

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CITY OF SEATTLE
PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: September 28, 1995 **Report No.** 95-0274

POSITION IDENTIFICATION

Department: City Light

Classification Title: See Exhibit A Attached

Ordinance Title: See Exhibit A Attached

Position Number: See Exhibit A Attached

Bargaining Unit: See Exhibit A Attached **Current Salary: (Range)**

RECOMMENDED ACTION

Classification Title: Research & Evaluation Assistant

Ordinance Title: Research & Evaluation Assistant

Legislation Required: Yes **Recommended Salary:** $15.41 - $17.92 **(Range** 27.5A)

Rec. Bargaining Unit: 030

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent: See Exhibit A Attached

Current Standing: See Exhibit A Attached

Recommended Standing: See Exhibit A Attached

In recommended standing, incumbent status is: See Exhibit A Attached

Regular;	**Probationary;**	**Temporary.**
[ ] 2.2.200 (A);	[ ] 2.2.200 (B);	[ ] 2.2.200 (C)

Remarks:

Recommended:	Sharon Lee Nicholson	Classification Analyst
Approved:	John Pearson	Classification Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

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Position Identification and Source of Request
Please see the Position History Cards (Exhibit B, attached) which identify these positions, their classification status and their creation date. Position No. 016253 (Data Assistant) occupied by Cynthia Kopperstad and No. 016545 (MIS Assistant) occupied by Aurora Ordonia are identical positions reporting to the same supervisor and located in the Budget Office of the Finance Division, Seattle City Light.

The purpose of this review is to respond to (1) the department's request for a post-Class Project review of the positions and (2) the Appeals Examiner recommendation for a routine review outside the Project, resulting from different allocations of identical positions in the Project. The body of work performed by the incumbents is identical and well-documented in the files. Details related to the positions' allocations are in the Appeals Examiner's Recommendation submitted to the Personnel Director in June 30, 1994.

Scope of Review
This review included documents in the position files, Class Project files [including recommendations of the Appeals Examiner], appeal documents and draft classification specifications for a requested (but nonexistent) title: "Finance Analyst, Assistant." Also included was the *MIS Assistant* Classification Specification (Schematic #4000304) and the recently adopted class specification for "*Research & Evaluation Assistant*" (Schematic #2003303). Finally, we reviewed the most recent Position Description Questionnaires (PDQs) prepared by the incumbents (December 6, 1994) for work they perform in the Budget Office at City Light.

Summary of Work
The positions are among a staff of eight including Sr. Finance Analysts, an Engineering Economist and a Supervising Finance Analyst. These positions are responsible for performing research, analysis and report presentation for the Budget Office where they work with and provide analytic and research support to the Budget Office Manager as well as Sr. Finance Analysts. More than 50% of their time consists of research, analysis and evaluation of budget related requests (e.g. budget transfer requests). Examples of work they produce include narrative reports, statistical tables and oral reports. The incumbents also perform problem resolution and data file maintenance which represent a very small portion of the positions' time.

Analysis
The incumbents and their supervisor argue that the nonexistent "Finance Analyst, Assistant" is the only appropriate classification for the work performed in these two positions. Their strongest argument is that work at the level of these positions represents research and analysis related specifically to the Finance Analyst series. Secondarily, they state that the title "Finance Analyst, Assistant" provides a "bridge" position to the professional "Finance Analyst" series or, as stated by the positions' supervisor, "...a natural career path for the Department...". While their argument is persuasive, the requested classification does not currently exist. And, it is the policy of the Personnel Department to move toward fewer, broader classifications rather than to more, increasingly narrow classes.

The dilemma of classifying positions such as these is well stated by the positions' supervisor in the 1994 PDQ, Block 26:

> ...The primary function of this position is analytical and, as with many jobs, includes clerical activity. The clerical aspects are not the major focus but merely support for the analytical activities provided for co-workers and clients which this position serves."

In that context, we have reviewed this work and compared it to two relevant classifications: MIS Assistant (the current classification of Position No. 016545) and the recently adopted *Research & Evaluation Assistant*. The two classes differ in the type and complexity of work they cover as demonstrated in the significantly different minimum qualifications. The MIS Assistant class requires a

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year of accounting or statistical experience while the Research & Evaluation Assistant class requires two years of data gathering and analysis, statistical analysis and technical research in an applicable field.

The key differences between the two relate to the differences between "accounting or statistical experience" [*MIS Assistant*] as compared to "data gathering and analysis, statistical analysis and technical research..." [*Research & Evaluation Assistant*]. Accounting and statistical activities at the MIS Assistant level include *replicating* data in a different format. On the other hand, in the Research and Evaluation Assistant class, research and analysis represent *data collection, synthesis and presentation* (e.g. narrative or statistical reports). Although the work of both the MIS Assistant and the Research & Evaluation Assistant require the application of clerical skills, the latter activities require additional higher level skills such as research, reasoning, and presentation.

The supervisor (in the most current Position Description Questionnaire) argues that the work of these positions can be properly classified only with a new "Finance Analyst, Assistant" class. However, the broader class of Research & Evaluation Assistant is appropriate for this work as demonstrated by the following examples.

According to the PDQ, these positions "Research and analyze data... Determine appropriate method of communicating findings and conclusions to staff requesting the information and analysis. . ." To compare, the work of the Research & Evaluation Assistant is summarized as: "Performs moderately difficult research and statistical analysis work, analyzing and evaluating data, and preparing analytical and narrative reports or reports in a spreadsheet format that provide information on program status."

The specification clearly differentiates this work from lower-level support work by stating: "This class is distinguished from administrative support positions by its responsibility for performing research and data collection activities and evaluating the information for specific program areas and/or advisory units; . . " We should also note that the Research and Evaluation Assistant classification is (a) at the para-professional level; (b) appropriate for positions working closely with professional-level positions; and © not limited to a particular program area. Therefore, the classification is sufficiently broadly defined that it covers statistical and technical research and analytic work across disciplines (e.g. engineering, accounting).

Recommendation

Based on a review of the department request, the Position Description Questionnaires and other appropriate documentation, we recommend that the request for creation of a new classification, "Finance Analyst, Assistant" be denied. We further recommend the allocation of these positions to the classification, *Research and Evaluation Assistant* (Schematic #2003303) and that they be compensated at the ordinance title, *Research & Evaluation Assistant* . To resolve two Project-related administrative errors [(1) different allocation of identical positions and (2) the oversight of the group appeal in the Project], we further recommend that the effective date of this action be January 2, 1991, the effective date of the Classification Project.

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CITY OF SEATTLE
PERSONNEL DEPARTMENT

EXHIBIT A
CLASSIFICATION DETERMINATION REPORT NO. 95-0274

RECOMMENDED CLASSIFICATION TITLE:
Research & Evaluation Assistant

RECOMMENDED SALARY: $15.41 -- $17.92
(Salary Range 27.5A)

Incumbent:	**Department:** City Light
Position No: 016253	**Current Salary:** 23.0C ($13.99--$15.10)
Current Classification Title:	Data Assistant
Current Ordinance Title:	Data Assistant
Current Status: Regular	**Recommended Status:** Regular
Current BU: 030	**Recommended BU:** 030
Remarks:	

Incumbent:	**Department:** City Light
Position No: 016545	**Current Salary:** 23.0C ($13.99--$15.10)
Current Classification Title:	MIS Assistant
Current Ordinance Title:	MIS Assistant
Current Status: Regular	**Recommended Status:** Regular
Current BU: 030	**Recommended BU:** 030
Remarks:	

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CITY OF SEATTLE

PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: October 20, 1995

Report No. 95598

POSITION IDENTIFICATION

Department: Construction and Land Use

Classification Title: Manager

Ordinance Title: Manager III

Position Number: 016308

1995 Budget Log No.: N/A

Bargaining Unit: 030 Current Salary: $22.53-26.27 (Range 37.5A)

RECOMMENDED ACTION

Classification Title: Manager

Ordinance Title: Manager XII

Legislation Required: Yes

Bargaining Unit: 030 Recommended Salary: $26.74-$31.02 (Range 42.0A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

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 ©

Remarks:

Recommended By: James Woo Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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This position was reviewed as a result of a request from the Department of Construction and Land Use.

Please refer to the position history card for a history of the position and PDQ on file for a detailed listing of duties and responsibilities.

This position is responsible for managing the personnel responsible for the acceptance, processing and issuance of building permits; professional and technical ordinance review of the Seattle Building Code, Energy Code and Mechanical Code; providing assistance on all development regulations via primary screening, routing and decision making; and providing information on all department acitivities and functions.

As a result of a departmental reorganization, the exisiting Intake Center is being assigned technical decison making authority and the former Production and Process Section is being transferred entirely to this expanded section now called the Construction Permit Center.

This position is recommended to be allocated to Manager XII effective October 4, 1995.

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CITY OF SEATTLE

PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: October 20, 1995

Report No. 95599

POSITION IDENTIFICATION

Department:	Construction and Land Use	
Classification Title:	Manager	
Ordinance Title:	Manager III	
Position Number:	019039	
1995 Budget Log No.:	N/A	
Bargaining Unit:	030	Current Salary: $22.53-26.27 (Range 37.5A)

RECOMMENDED ACTION

Classification Title:	Manager	
Ordinance Title:	Manager XI	
Legislation Required:	Yes	
Bargaining Unit:	030	Recommended Salary: $26.27-$30.47 (Range 41.5A)
Remarks:	See next page for pertinent allocation information.	

INCUMBENT STATUS

Incumbent:

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 ©

Remarks:

Recommended By: James Woo Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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This position was reviewed as a result of a request from the Department of Construction and Land Use.

Please refer to the position history card for a history of the position and PDQ on file for a detailed listing of duties and responsibilities.

This position is responsible for managing the personnel and programs designed to enforce the Seattle Housing Code, Land Use Code, Condominium Conversion Ordinance, Litter Ordinance, Weeds and Vegetation Ordinance, Just Cause Eviction Ordinance, Housing Relocation Ordinance and Minimum Maintenance Ordinance.

As a result of a departmental reorganization, two former divisions are being combined into one division in an effort to streamline operations and reduce costs. Although several activities within this section will be scaled down, the major activities previously performed by three managers will now be combined into this one management position.

This position is recommended to be allocated to Manager XI effective October 4, 1995.

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CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: November 30, 1995 Report No. 94-191/197

POSITION IDENTIFICATION

Department:	Engineering		
Classification Title:	Unclassified	Classification Title:	Senior Accountant
Ordinance Title:	Administrative Analyst I	Ordinance Title:	Senior Accountant
Position Number:	021679	Position Number:	019675
Bargaining Unit:	030	Bargaining Unit:	030
Current Salary:	$16.31 - $18.98 (Range 29.0A)	Current Salary:	$18.27 - $20.52 (Range 31.0B)

RECOMMENDED ACTION

Classification Title: Finance Analyst (#021679 & #019675)

Ordinance Title: Finance Analyst (#021679 & #019675)

Legislation Required: Yes Recommended Salary: $18.98 - $22.12 (Range 33.0A)

Recommended Bargaining Unit: 030

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent:

Current Standing: Administrative Analyst I (#021679); Senior Accountant (#019675)

Recommended Standing: Finance Analyst (#021679 & #019675)

In recommended standing, incumbent status is:

(X) Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule -

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

Remarks:

Approved:

Barbara Martin Classification Analyst

John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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Position Identification and Source of Request:

These positions were reviewed as a result of a department request. The positions are located in the Engineering Department, Transportation Division, Resource Management Section, Budget/Accounting Unit, which provides policy, financial and management expertise to the Department's directors and management.

Position No. 021679 was created as a Real Property Agent by Ordinance No. 113200 in the 1987 Budget, and was retitled to Administrative Analyst I by Ordinance No. 116440 in the 1993 Budget. It has not been reviewed for classification purposes since that time. Position No. 019675 was created by RFC-E176 as an Accountant, effective August 10, 1981. It was retitled to Senior Accountant in the 1982 Budget and was last reviewed during the Classification Project where the Senior Accountant title was maintained.

The Department contends that, as a result of the Engineering Department's reorganization which occurred between 1992-1993, these positions' duties continued to change and have evolved to such an extent that their current allocations are no longer accurate.

Scope of Review:

This review included analysis of the Position Description Questionnaires (PDQs) submitted with the requests; comparisons to positions that perform similar work; the Department's responses to Council Resolution #26813; discussions with Engineering Department management and other Classification Analysts; the class specification for Finance Analyst, as well as, class specifications for similar kinds and levels of work; position data from Personnel Records; and the affected organizational structure.

Summary of Work Performed & Description of Duties:

These positions are primarily responsible for coordinating and participating in the development, administration and monitoring of the annual Operating Budget for the Transportation Division of the Seattle Engineering Department, which includes 23 org and funding sources; and over 135 projects. The positions perform financial research and analysis on various financial issues, problems, and special projects; prepare various financial reports and correspondence; and are expected to interface with accounting personnel regarding payroll, accounts receivable and payable issues relating to the Transportation Division; work with managers to establish rates and fees; work with OMP on budget issues, neighborhood budget requests for the Division, revenue projections, and other budget issues; and interpret data and financial reports for Division management.

Duties and responsibilities specific to Position No. 019675 include:

- Prepare special analytical studies of financial performance and net income; analyze rates and surcharges for equipment, inventory, utility cut rates, permit fees and other cost centers; establish new rates and fees based on analysis.

- Prepare cash flow analyses of all funds and forecasts of future cash needs; participate in the the development of policy and procedures controlling fiscal transactions; develop, recommend and implement measures to assure a positive cash flow and fund balances.

- Analyze the impact of funding on service and resource requirement levels; review historical efforts and production; prepare options for development and work program recommendations for management.

Duties and responsibilities specific to Position No. 021679 include:

- Research and identify operating costs used in budget development i.e., lease rates, personnel costs, overhead rates and other charges; review budget proposal for financial accuracy; compile statistical and narrative information; prepare budget development and justification forms for OMP and participate in meetings to resolve budget issues; follow-up and adjust budget proposals resulting from budget hearings and decisions.

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- Prepare and monitor annual programs relating to budget development, i.e., Neighborhood Budget Requests, personnel reconciliation, Division's response to the Executive's budget objectives, goals and mission statements; identify and solve budget problems and respond to management requests for research and analysis, report preparation, and formulate recommendations based on policy analysis; perform a variety of independent research and provide recommendations.

- Download cost data and compile monthly financial reports to monitor expenditures against budget plans for various fund sources; identify budget overruns, revenue shortfalls, and other financial problems for use in project management and financial accountability; confirm appropriateness of charges to various funds; reconcile financial reports.

Analysis:

Class Specification #2003504 for Finance Analyst describes a body of work which is similar in scope and level of responsibility to that assigned to the subject positions. Finance Analysts evaluate and review expenditure fund sources in order to prepare and defend a divisional or departmental budget, prepare expenditure and revenue reports to provide budget control and planning, prepare budget revisions, approve expenditures and monitor budgets.

Position No. 019675 and Position No. 021679 share responsibility for planning, managing and performing detailed in-depth financial analysis for a variety of financial issues, problems, and special projects; analyzing rates and fee structures. They perform cost effectiveness studies, monitor and report on departmental cost centers, and serve as liaison with outside auditors; and participate in the development of policy and procedures controlling fiscal transactions. In addition, both positions have responsibility for providing informal on-the-job training and guidance regarding budget issues, operational activities, interpreting financial reports and monitoring budgets.

As a result of Department-wide reorganization, two former divisions, Traffic and Transportation Services were combined to create the new Transportation Division. This change increased the number of employees to approximately 500, representing over half the department. These organizational changes which occurred from 1992-1993 have precipitated significant changes in these positions' duties whereby emphasis has been placed on their responsibility to provide a high level of policy, financial, and management expertise to Department management.

Recommendation:

Based on this current review and evaluation, we find that the duties and responsibilities of Position No. 019675 and Position No. 021679 are best reflected in the class specification for Finance Analyst and, therefore, recommend that the positions be allocated accordingly:

1. That Position No. 019675 be allocated to the Finance Analyst class, effective November 5, 1992, which is the date the Engineering Department claims the full range of duties of the subject position were being performed.

2. That Position No.021679 be allocated to the Finance Analyst class, effective March 9, 1993, which is the date the Engineering Department claims the full range of duties of the subject position were being performed.

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CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: November 16, 1995 Report No. 94-198

POSITION IDENTIFICATION

Department: Engineering

Classification Title: Civil Engineer, Senior

Ordinance Title: Civil Engineer, Senior

Position Number: 022409

Bargaining Unit: 032 Current Salary: $23.68, $24.60, $25.54, $26.56, $27.56

RECOMMENDED ACTION

Classification Title: Civil Engineer Supervisor

Ordinance Title: Civil Engineer Supervisor

Legislation Required: Yes Recommended Salary: $24.82 - $28.79 (Range 40.0A)

Recommended Bargaining Unit: 032

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent:

Current Standing: Civil Engineer, Senior

Recommended Standing: Civil Engineer Supervisor

In recommended standing, incumbent status is:

(X) Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule -

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

Remarks:

Approved:

Barbara Martin Classification Analyst

John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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Position Identification and Source of Request:

This position was reviewed as a result of a request from a represented employee and Department management. The position is located in the Engineering Department, Drainage and Wastewater Utility Division, Planning and Program Management Section, Drainage Unit. The purpose of the Drainage Unit is to prepare, update and oversee implementation of a City-wide comprehensive drainage plan; to acquire various permits for Seattle's drainage systems and to develop programs to ensure compliance with permit conditions; to develop and oversee implementation of the City's Drainage Capital Improvement Program; and to respond to citizen's drainage complaints and complete other special drainage projects.

Position No. 022409 was created as a Senior Civil Engineer by Ordinance No. 114062, effective 8/24/88. The last time this position was reviewed for classification purposes was during the City-wide Classification Project where the Senior Civil Engineer classification was maintained.

Scope of Review:

Review of the position included analysis of the Position Description Questionnaire (PDQ) submitted with this request; the Classification Project PDQ, dated 7/21/87; comparison to class specifications within the Civil Engineer class series; comparison to other similar positions; review of the organizational structure affecting the subject position; discussions with Engineering Department management and other Classification Analysts; and internal documents available in the Personnel Department.

Description of Duties:

This position supervises the Drainage Planning and Program Management Unit, with overall responsibility for a wide range of programs and activities related to storm water management. Specifically, the duties of this position, as outlined in the PDQ are:

1) Supervises the Drainage Unit staff which includes Associate Civil Engineer and Assistant Civil Engineer positions engaged in the design and construction of drainage projects by the Engineering Department; hires and disciplines staff, and conducts formal performance reviews; approves time sheets and requests for time off (i.e., sick leave, vacation, etc.) ; prepares annual Unit budget; distributes work assignments, develops annual work plan and schedules work of subordinates, as well as, other Staff assigned to team projects.

2) Reviews the work of subordinates and assists them in making decisions and solving problems on a variety of technically complex projects which include: development and revision of a Citywide Comprehensive Drainage Plan; long-term construction programs with Capital Projects and Storm water Management Programs; computer simulations and hydrologic and hydraulic analysis of storm drainage systems and creeks; identifying flooding, erosion and water quality problems; developing solution alternatives and cost estimates, selecting preferred alternatives, identifying priorities and determining a schedule and funding sources for implementation.

3) Develops an annual Drainage Capital Improvement Plan to address flooding, erosion and water quality problems, in cooperation with the Division's Finance Section, and establishes drainage rates.

4) Manages the design and construction of drainage projects which include: supervising the planning process, preparation of project scopes and estimates; reviews preliminary engineering reports, designs reports, specifications and value engineering reports; visits construction sites, responds to project questions and approves revisions or change orders; directs staff in conducting hydraulic analysis for projects· obtains grant funding for projects and assists project managers prepare progress reports and requests for payment; negotiates contracts with and directs the work of consultants for planning projects, water quality studies, contaminant cleanup projects and staff training.

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5) Obtains federal storm water permits and negotiates the permit conditions with the Washington State Department of Ecology; provides technical assistance to various City departments regarding drainage and/or storm water management issues, and acts as an expert witness for law cases; assists the Plan Review Section by interpreting ordinances, providing opinions on requirements for private developments, and conducting sewer and storm drain capacity checks; provides capacity checks and other information for City projects and private development.

6) Directs the grant application process to obtain government funding for construction projects, Water quality and habitat protection programs and research projects.

7) Writes and revises City Codes, rules and regulations; works with others to develop goals and policies to guide the operation of the Drainage and Wastewater Utility.

8) Represents the City on various state and professional associations and technical committees; makes presentations to professional groups about Department projects and programs; attends conferences and seminars to keep abreast of new developments in storm water management and treatment technologies; researches trade publications and journals for new design concepts and construction materials; and meets with vendors and suppliers to learn of new materials and construction techniques.

9) Supervises and gives direction to staff responsible for managing the Seattle Conservation Corp Crews; developing SEPA checklists and Fisheries HPA permit applications, responding to drainage complaints, responding to neighborhood budget requests, and designing small drainage improvements.

10) Performs other related duties of a comparable level/type as assigned.

Analysis:

This position was last reviewed during Phase III-C of the Classification Project where, based on the duties and responsibilities of the position, as reflected in the PDQ, the determination was to maintain the Senior Civil Engineer classification, effective 1/2/91. In summary, the work of the position included: developing drainage and water quality programs to prevent health and safety hazards and property damage caused by flooding, erosion, landslides and water pollution. Major job responsibilities included: developing and implementing a Comprehensive Drainage Plan; implementing a Storm Drain Monitoring and Testing Program; developing and implementing water quality studies and long-term drainage plans; managing consultant contracts; compiling review comments from other departments on drainage reports and papers; and leading the development of a drainage utility for the City. The position was recognized for directly supervising the work of an Assistant Civil Engineer position and for providing work direction to Conservation Corps crews.

This current review has taken into consideration the PDQ, submitted with this request, which states how the duties of the position have increased in magnitude, complexity and level of responsibility, as a result of the Drainage portion of the Drainage and Wastewater Utility Division expanding from its creation in 1987 to a full functioning unit today, with more numerous and more complex projects. In summary, the work of the position includes: supervising the Drainage Planning and Program management Unit with overall responsibility for a wide range of programs and activities related to storm water management including addressing drainage complaints and requests for information from citizens; development and implementation of a comprehensive storm water management plan; development of capital projects; budgeting and scheduling; supervising other professional engineers; managing special projects, e.g. Harbor Island Superfund Site from 1989-1990 and leading the development of Seattle's National Pollutant Discharge Elimination System (NPDES) storm water permit application in 1991 and 1992; providing testimony as an expert witness in lawsuits; and serving on committees to assist the Washington Department of Ecology in writing water quality regulations In addition, this position's supervisory responsibilities have increased significantly since the last time it was reviewed; it now supervises two (2) Associate Civil Engineers and four (4) Assistant Civil Engineers.

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Recommendation:

Based on the Position Description Questionnaires (PDQ's), additional information and documentation which has been reviewed and evaluated in support of Position No. 022409, it has been determined that the Civil Engineer, Senior classification no longer reflects the level of work performed by the position. We do, however, find that this position should remain, within the Civil Engineer class series and recommend allocation to ***Civil Engineer, Supervisor***, effective January 1, 1992, which is the date that both management and incumbent claim that the subject position assumed the full range of responsibilities for supervising the Drainage Planning and Program Management Unit.

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CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: November 14, 1995 Report No. 94-184

POSITION IDENTIFICATION

Department: Engineering

Classification Title: Civil Engineering Specialist, Senior

Ordinance Title: Civil Engineering Specialist, Senior

Position Number: 008826

Bargaining Unit: 032 Current Salary: $23.23, $24.16, $25.06, $26.03

RECOMMENDED ACTION

Classification Title: Civil Engineering Specialist, Supervisor

Ordinance Title: Civil Engineering Specialist, Supervisor

Legislation Required: Yes Recommended Salary: $24.19, $25.12, $26.06, $27.07

Recommended Bargaining Unit: 032

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent:

Current Standing: Civil Engineering Specialist, Senior

Recommended Standing: Civil Engineering Specialist, Supervisor

In recommended standing, incumbent status is:

(X) Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule -

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

Remarks:

Approved:

Barbara Martin BM Classification Analyst

John Pearson JP Classification Supervisor

Lidia Santiesteban LS Classification/Compensation Director

Sarah Welch SW Personnel Director

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Position Identification and Source of Request:

This position was reviewed as a result of a request from Department management. The position is located in the Engineering Department, Transportation Division, Street Use Section, which is responsible for providing information and assisting the public in obtaining permits for special uses of street areas. This request is a result of the Engineering Department's reorganization which occurred during November, 1992. Reorganization within the Street Use Section consolidated all permit issuance functions under this position subsequently consolidating all the public permitting and information counters into one location where the number of people required to serve the public at the counters was reduced (from 8 FTE's to 6 FTE's). This position is now responsible for supervising three other positions which are allocated to the same classification title as the subject position which is why the department has requested a classification review of this position. The Department claims that if this position is not reclassified, a less efficient reorganization would be required to eliminate the current inequity.

Position No. 008826 was created during 1954 as a Sr. Engineering Aide; Ordinance No. 83600 (1955 salary ordinance) retitled the position to Sr. Engineering Aide-Civil; Ordinance No. 84600 (1956 salary ordinance) retitled the position to Street Use Investigator II; Ordinance 100426, effective 9/8/71 retitled the position to Associate Field Engineering Associate; and Ordinance 105625, effective 7/24/76 retitled the position to Senior Field Engineering Specialist. The last time this position was reviewed for classification purposes was during the City-wide Classification Project where the Senior Civil Engineering Specialist title was maintained (see Report #7201505, effective 1/2/91).

Scope of Review:

Review of the position included analysis of the Position Description Questionnaire (PDQ) submitted with this request; the Classification Project PDQ, dated 7/21/87; comparison to class specifications within the Civil Engineering Specialist class series; comparison to other similar positions; review of the organizational structure affecting the subject position; and internal documents available in the Personnel Department.

Description of Duties:

This position is primarily responsible for supervising five major permitting functions in the Street Use Section of the Division. Specific duties and responsibilities of the position, as outlined in the PDQ include:

1) Supervises Engineering permit activities including Side sewer, Street Use, and Utility Permits, Traffic and Shoring, and related personnel, budget, collection of fees and billing activities.

2) Interprets City codes, rules and regulations to resolve permit issuing disputes; and resolves disputes regarding permit charges, costs of inspection and other costs related to construction projects under permit.

3) Acts as project manager on private contract Street Use permits.

4) Monitors budgets for Street Use, Sewer and Drainage.

5) Performs other related duties of a comparable level/type as assigned.

Analysis:

The PDQ that was prepared for the Classification Project described the work of this position as having responsibility for supervising permit issuance personnel, and assisting them with serving the public and policing ordinances. The position's subordinate structure included three (3) Engineering Specialist positions who were responsible for issuing Side Sewer and Street Use Permits. During the Classification Project, however, this position was allocated to the Senior Civil Engineering Specialist classification.

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The purpose of this position, as it is currently structured, is to mange and direct subordinate supervisors who are responsible for supervising five major permitting functions including: Franchise & Utilities, Annual Permits, Shoring, Side Sewer and Street Use Permits. Over 20,000 permits are issued each year, plus, an additional 10,000 annual permits are reviewed and reissued each year by this group. This position is responsible for establishing performance criteria and determining the effectiveness of the permitting, customer service functions. As a direct result of the Section's reorganization, this position has been given additional supervisory responsibilities over functions that formerly reported directly to the Manager (Franchise & Utilities, Shoring and Annual Permits). This position supervises three (3) Senior Civil Engineering Specialists, two (2) Associate Civil Engineering Specialists, 7 Assistant Civil Engineering Specialists, two (2) Commercial Vehicle Enforcement Officers, and two (2) Administrative Specialists.

This position was compared to a similar Civil Engineering Specialist Supervisor position within the Street Use Section. Position No. 008840 supervises the inspection of all projects regarding Street Use activities. This position supervises two (2) Senior Civil Engineering Specialists, three (3) Associate Civil Engineering Specialists; and 17 Assistant Civil Engineering Specialists.

Recommendation:

Based on the Position Description Questionnaires (PDQs) and additional information and documentation which have been reviewed and evaluated in support of Position No. 008826, it is determined that this position should be reclassified from Civil Engineering Specialist, Senior to **Civil Engineering Specialist, Supervisor**, effective 11/23/92, which is the date that Engineering Department management claims that the reorganization which affected the subject position took place; and the date the Department indicates the incumbent began performing the full range of duties of the classification.

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CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: December 1, 1995 Report No. 94-054

POSITION IDENTIFICATION

Department: Engineering

Classification Title: Unclassified

Ordinance Title: Manager VIII

Position Number: 008734

Bargaining Unit: 030 Current Salary:$24.82 - $28.79 (Range 40.0A)

RECOMMENDED ACTION

Classification Title: Manager

Ordinance Title: Manager X

Legislation Required: Yes

Recommended Bargaining Unit: 030 Recommended Salary: $25.76 - $29.87 (Range 41.0A)

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent: -

Current Standing: Manager

Recommended Standing:

In recommended standing, incumbent status is:

(X) Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule -

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

Remarks:

Approved: Barbara Martin Classification Analyst

John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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Position Identification and Source of Request:

This position is located in the Engineering Services division of the Engineering Department and was reviewed as a result of a management request. The request is based on changes resulting from a Department-wide reorganization during 1993-1994, which has caused a salary inequity between the subject position and the remaining 4 Manager positions within the Division. The position was created by Ordinance No. 102152 as an Assistant Civil Engineering Specialist, effective 6/17/73; it was retitled to Associate Civil Engineering Specialist by Ordinance 107000, effective, and retitled to Civil Engineer Specialist Sr., by Ordinance 107478, effective. It was last reviewed during the 1989 budget and reallocated to the ordinance title of Manager VIII.

Scope of Review:

The review included analysis of a Position Description Questionnaire (PDQ) signed and dated on 9/30/94; the class specification for Manager; Classification Determination Report #B89-300-039; organizational charts; similarly comparable positions; and related records available internally.

The purpose of the position is to manage and supervise the Technical Resources Group which consists of five units: Surveying, Drafting, CIP, Records Administration and Special Projects and a total of 29 subordinates, five of which are supervisors. This group provides support to the Engineering Department in the form of contract drafting and surveying, records management for construction projects in Street Use, as-builts, computer-aided drafting (CAD) expertise and records research. They also provide a public service in records retrieval and assistance in interpreting the plans.

Analysis:

The appropriate class specification for purposes of this review is Manager. This is a generic specification, broadly defining work elements characteristic of managerial positions. The salient features of such positions, as delineated by this specification, include: management of a program, administrative function, major operations activity or major support service of an operating department or executive office; organization of activities and direction of subordinates; administration of resources and program categories assigned; development or assistance in development of program plans and objectives; representation of the department to other City departments and outside agencies; and reporting of operational activities, problems and goal attainment to administrative superiors within the scope of accountability delegated.

The customary method for determining the proper assignment level is a technical formula, based upon the salary of the highest paid subordinate position (to prevent distortion of optimal salary relationships in the affected organizational structure.) The usual practice when classifying Managers is to begin by establishing a 10% differential, top-step to top-step, between the position and its highest paid subordinate. Due to the reorganization discussed earlier, the Survey Unit was assigned to the Technical Resources Group. This Unit reorganization accomplished efficiencies obtained through closer coordination of services, a cooperative use of computers, better workload balancing, more effective training and better communication.

Prior to this Unit's reorganization, the highest paid subordinate was an Associate Civil Engineering Specialist (top step $23.23). With inclusion of the Survey Unit, total employees managed has grown by 33%; and the highest paid subordinate in now the Chief Surveyor (top step $27.56). Since the subject position is a Manager VIII (top step $28.79) a 4.3% salary differential between the current highest level subordinate is now inappropriate. Allocation to the requested Manager X level (top step $29.87), however, would eliminate an existing salary compression between the salaries of the subject position and it's highest level subordinate. Although the top-step-to-top-step differential would be approximately 8.38%, consideration of Engineering Department management's request for the Manager X level outweighed the application of the customary 10% differential, based on the greater consideration that it would bring the subject position to parity with the remaining four (4) Manager X positions in the Engineering Services Division. We, therefore, find sufficient justification to support assignment of the position at the Manager X level.

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Additional work-related factors were considered, such as: unusual numbers of subordinate supervisors; diversity of programs managed; atypical reporting relationships; and involvement in issues of special sensitivity and uniquely demanding working conditions. In reviewing Position # 008734 using this method, no other factors were deemed sufficient enough to warrant a higher percentage differential.

Recommendation:

Therefore, based upon evaluation of the duties and responsibilities of this position, and review of the affected organizational structure, the appropriate allocation is Manager, with an ordinance title of Manager X. This action should be effective as of September 30, 1994 which is consistent with the date the incumbent and Engineering Department management signed the PDQ.

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CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: October 10, 1995 Report No. 95-391

POSITION IDENTIFICATION

Department: Engineering

Classification Title: Planning and Development Specialist, Senior

Ordinance Title: Planning and Development Specialist, Senior

Position Number: 020330

Bargaining Unit: 030 Current Salary: $22.53 - $26.27 (Range 37.5A)

RECOMMENDED ACTION

Classification Title: Planning and Development Specialist, Supervising

Ordinance Title: Planning and Development Specialist, Supervising

Legislation Required: Yes Recommended Salary: $24.34 - $28.29 (Range 39.5A)

Recommended Bargaining Unit: 030

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent:

Current Standing: Planning and Development Specialist, Senior

Recommended Standing: Planning and Development Specialist, Supervising

In recommended standing, incumbent status is:

(X) Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule -

(X) 2.2.200 (A); 2.2.200 (B); 2.2.200 ©

Remarks:

Approved: Barbara Martin Classification Analyst

John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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Position Identification and Source of Request:

This position was reviewed as a result of a request from Engineering Department management. The position is located in the Solid Waste Utility Division, specifically the Planning Unit. The Planning Unit is responsible for researching, evaluating and recommending strategies for managing the City's waste which includes conception and design of the City's overall solid waste management plan; and planning and initiating new programs or pilot projects related to waste reduction, recycling or special waste management.

Scope of Review:

The position was created in the 1984 Budget as a Senior Planning and Development Specialist. Ordinance No. 113258 retitled the position to Supervising Planning and Development Specialist, effective January 29, 1987, however the position was reviewed during the Classification Project and retitled again to Senior Planning and Development Specialist, effective January 2, 1991 which is the last time the position was reviewed for classification purposes.

This current review of the position included analysis of the following: the Position Description Questionnaire (PDQ) signed and dated by the incumbent and management on July 6, 1995, the PDQ that was reviewed during the Classification Project; supplemental information provided by the Engineering Department which reflects how the position has been used: class specifications for Planning and Development Specialist at the Senior and Supervising levels; review of the affected organizational structure; position information from Personnel Records; the Department's response to Resolution 26813 questions; and comparison to other comparable positions.

Summary of Work and Description of Duties:

This position is responsible for supervising the Solid Waste Utility's (SWU) Strategic Planning Team; coordinating SWU's comprehensive solid waste planning processes; leading the preparation, management, and monitoring of the Utility's Strategic Planning budget; and developing and managing selected programs, projects and contracts which vary annually. Specifically, the primary duties of Position No. 020330 include:

- o Supervises the Strategic Planning Team which includes Unit workload planning; hiring, training and evaluating planning staff.
- o Prepares and administers Unit and project budgets.
- o Plans and manages various Solid Waste Utility programs including: Waste Reduction and Backyard Composting, and Household Hazardous Waste Management.
- o Researches and plans new or revised recycling programs and strategies.
- o Plans and implements strategies and programs for managing special wastes and construction wastes; and market development programs.
- o Manages the State-coordinated Prevention Grants and other State and Federal waste management grants.
- o Oversees the development of the City's revised Comprehensive Solid Waste Management Plan which involves coordinating discussions (Utility-wide) and analysis of future strategic options and policies such as: potential changes for new curbside collection contracts, management of SEPA needs, public involvement processes and producing documents.
- o Reviews and analyzes state and local solid waste legislative strategies.

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- Provides on-going support and guidance to the Utility's Solid Waste Advisory Committee (SWAC), and represents the Utility by chairing or participating on a number of inter-departmental and inter-jurisdictional committees such as: State Recycling Coordination, Local Solid Waste Utility Policy Forum, and the King County Marketing Commission.

Analysis:

Based on the PDQ that was submitted during the Classification Project, this position was allocated to Senior Planning & Development Specialist since the primary duties included responsibility for planning and implementing activities related to environmental impacts caused by the Midway Landfill; and for providing budgetary and policy recommendations to management. The duties performed by the position at that time compared to the work of other Senior Planning & Development Specialist positions. Positions allocated to the Senior Planning & Development Specialist level serve as a lead or perform the more complex and technically difficult development and planning work for major projects, programs, services and/or policies. Whereas, the predominant activity of positions allocated to the Supervising Planning and Development Specialist class is supervision of staff.

A department-wide reorganization occurred between the latter part of 1992 and 1993, and as a result, changed the focus of this position's work. A Pilot Job Share Agreement was entered into by the Department and two Engineering Department employees whereby each incumbent would be assigned to perform the work of this position 50% of the time; whereby the total time allocated to performing the work of this position would be equal to 100%. From July 14, 1993 to January 16, 1995, the position was filled by two incumbents who equally shared the duties and responsibilities of the position as reflected in the Pilot Job Share Agreement. The duties as outlined in the *Description of Work (see Section 14* of the most recent PDQ) reflect work performed by other Planning & Development Supervising positions whereby positions at this level supervise staff of a section or unit performing planning and development work on long-range or comprehensive plans, physical development projects, programs/services, research studies or in policy development. From January 16, 1995 to the present the nature and the scope of the work has not changed; however, the work is no longer being performed on a job share basis; it is being performed, full-time (100%) by a single incumbent.

Recommendation:

Based on this current review, it has been determined that the duties and responsibilities of Position #020330 are reflected in the class specification for Planning and Development Supervising. This review also concluded that the work performed by this position compares to the work performed by other Planning and Development Supervising positions located at the Engineering Department and throughout the City. Therefore, Position #020330 should be reclassified from Senior Planning and Development Specialist to Planning and Development Supervising, effective July 14, 1993, which is date the department claims the incumbents, by virtue of the Pilot Job Share Agreement, assumed the full range of duties of the class.

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CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: November 14, 1995 Report No. 94-180

POSITION IDENTIFICATION

Department: Engineering

Classification Title: Traffic Sign and Marking Crew Chief I

Ordinance Title: Traffic Sign and Marking Crew Chief I

Position Number: 008160

Bargaining Unit: 019 Current Salary: $18.81, $19.51, $20.33

RECOMMENDED ACTION

Classification Title: Traffic Sign and Marking Crew Chief II

Ordinance Title: Traffic Sign and Marking Crew Chief II

Legislation Required: Yes Recommended Salary: $20.73, $21.52, $22.35

Recommended Bargaining Unit: 019

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent:

Current Standing: Traffic Sign and Marking Crew Chief I

Recommended Standing: Traffic Sign and Marking Crew Chief II

In recommended standing, incumbent status is:

(X) Regular; Probationary; Temporary (Exam Required)

Authority: Personnel Rule -

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

Remarks:

Approved:

Barbara Martin Classification Analyst

John Pearson Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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Position Identification and Source of Request:

This position was reviewed as a result of a request from a represented employee and Department management. The position is located in the Engineering Department, Transportation Division, Traffic Operations Section, Channelization Design Unit, which is responsible for installing, maintaining and revising non-electric traffic control devices to assure safe and efficient traffic flow within the City of Seattle.

Position No. 008160 was created in the 1957 Budget as a TrafficSign Foreman I; and Ordinance 110194 retitled the position to Traffic Sign Crew Chief I, effective 11/29/81. The last time the position was reviewed for classification purposes was during the City-wide Classification Project where it was allocated to Traffic Sign and Marking Crew Chief I (see Report No.9301506, effective 1/21/91).

Scope of Review:

Review of the position included analysis of the Position Description Questionnaire (PDQ) submitted with this request; comparison to the class specifications within the Traffic Sign and Marking Crew Chief series; review of the organizational structure affecting the subject position; discussions with Engineering Department management and with other Classification Analysts; and internal documents available in the Personnel Department.

Description of Duties:

This position is primarily responsible for supervising the Channelization Design Unit (Traffic Signs & Markings). Specific duties and responsibilities of the position, as outlined in the PDQ include:

1) Coordinates and reviews crew assignments, and supervises personnel in the installation, maintenance and revision of non-electric traffic control devices.

2) Reviews daily reports and maintenance management system activities for the purpose of making crew assignments, adjusting work plans and maintaining daily operations.

3) Provides subordinate staff with the training necessary to assure an appropriate, safe and efficient work environment; monitors staff to assure that proper procedures are used and work zone safety is maintained.

4) Reviews incoming work instructions to assure that adequate equipment, staffing and materials are available to complete the work order schedule; inspects projects to assure that the work has been completed efficiently and on time; and meets with Crew Chiefs and Crew Leaders to critique efforts and discuss possible ways to improve safety and productivity.

5) Coordinates shop activities with office staff and other SED field crews to meet commitments and priorities; provides liaison with other crews, divisions and departments on many public works activities regarding traffic controls.

6) Responds to citizen inquiries regarding ongoing projects, crew schedules and maintaining various traffic control devices; and performs other related duties of a comparable level/type as assigned.

Analysis:

The work of this position was compared to class specifications within the Traffic Sign and Marking Crew Chief series. That review concludes that the duties and responsibilities of the subject position reflect the class specification for Traffic Sign and Marking Crew Chief II since positions in this class are responsible for

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planning projects, developing deadlines and coordinating the work of the Traffic Signs and Markings Section of the Transportation Division *whereas* Traffic Sign and Marking Crew Chief I positions have responsibility *only* for the supervision of traffic crews and the coordination of specific work projects.

The subject position supervises Traffic Sign and Marking Crew Chief I positions and field crews with primary responsibility for installing, maintaining and revising all non-electric traffic control devices within the City of Seattle, manages the day-to-day activities of the Unit, and provides the Division with a necessary focal point of authority to improve accountability and productivity by adjusting workload and staffing assignments across sections and districts, as needed.

Recommendation:

Based on the Position Description Questionnaire and additional information and documentation which has been reviewed and evaluated in support of Position No. 008160, it is determined that this position should be reclassified from Traffic Sign and Marking Crew Chief I to **Traffic Sign and Marking Crew Chief II**, effective October 1, 1993, which coincides with the date the incumbent and Department management claims the incumbent actually assumed the full range of duties of the position.

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CITY OF SEATTLE — ERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: November 13, 1995 — **Report No.** 163-94

POSITION IDENTIFICATION

Department: Engineering

Classification Title: Assistant Transportation Planner

Ordinance Title: Assistant Transportation Planner in lieu of Grants & Contracts Specialist

Position Number: 024197

Bargaining Unit: 030 — **Current Salary:** $17.25-18.61 (Salary Range 28.5C)

RECOMMENDED ACTION

Classification Title: Associate Transportation Planner

Ordinance Title: Associate Transportation Planner

Legislation Required: Yes

Bargaining Unit: 030 — **Recommended Salary:** $20.91-24.34 (Range 35.5A)

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbent:

Current Standing: Assistant Transportation Planner

Recommended Standing: Associate Transportation Planner

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

Remarks:

Recommended By: Glenda Parrish GP — Classification/Compensation Analyst

Approved: John Pearson — Classification/Compensation Supervisor

Lidia Santiesteban LS — Classification/Compensation Director

Sarah Welch — Personnel Director

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Source of Request/Position Identification

Position #024197 is being reviewed at the request of the incumbent, Kathleen Anderson. This position is located in the Transportation Division/Engineering Department. The incumbent requested the position be reclassified to the Associate Transportation Planner class.

Position History

This position was created as a Grants & Contracts Specialist effective January 1, 1993 by Ordinance 116440. See the attached copies of position record cards.

Scope of Review

Review of the position included analysis of the Position Description Questionnaire (PDQ) submitted with this request; comparison to class specifications #2200003/Assistant Transportation Planner, #2200004/Associate Transportation Planner, 2203004/Planning & Development Specialist II; position data from Personnel Records; review by a team of Personnel Analysts; and internal documents available in the Personnel Department.

Analysis

The primary duties of this position as reported on the PDQ are: develops and negotiates scopes of work, service agreements and amendments, including quarterly and annual goals and objectives, performance standards, and reporting requirements with Metro for implementing the Commute Trip Reduction Plan for Seattle employers; reviews and approves products prepared by Metro sales and promotion staff to be distributed to Seattle employers; oversees operation of the City's Discount Parking (Carpool) Program; develops and negotiates scopes of work and contracts with King County for securing funding to implement the Commute Trip Reduction Plan; and participates in subcontractor selection processes for production of support materials promoting employer trip reduction programs.

The subject position supervises one Administrative Specialist II position and one Administrative Specialist I position. These positions serve as carpool parking coordinators.

In the PDQ, department management states, "The scope of work and activities associated with implementing these programs in order to comply with the new law have expanded beyond levels originally anticipated." They also noted that implementing the Commute Trip Reduction Law has required them to integrate the requirements of this law with the administration of both the City's Car Pool Parking Program and the City's Transportation Management Plans. Both the subject position and supervisor of the subject position have been assigned a broader scope of responsibilities as a result, according to information on the PDQ. The supervisory position was recently reclassified from Associate Transportation Planner to Senior Transportation Planner effective February 24, 1993.

The Associate Transportation Planner class is a journey-level class which performs the full range of transportation planning and research activities. The Assistant Transportation Planner class is an entry-level class which performs defined traffic, accident or transportation research, analysis and planning activities providing technical assistance to other professional staff.

The duties and responsibilities of the subject position have increased to the point that they are no longer adequately described by the Assistant Transportation Planner class. Managing the Commute Trip

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Reduction Plan for Seattle employers and the Seattle Discount Parking (Carpool) Program, including supervising two Administrative Specialist positions, are equivalent to the full range of transportation planning and research activities described in the Associate Transportation Planner class.

Recommendation

Based on this review, the appropriate allocation of this position is to the Associate Transportation Planner class, with the same ordinance title, effective August 2, 1994, which is the date the PDQ was signed.

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CITY OF SEATTLE PERSONNEL DEPARTMENT

Classification Determination

Date: October 24, 1995 Report No. 950558

Position Identification

Department:	Executive - Office of Economic Development
Classification Title:	Planning & Development Specialist II
Ordinance Title:	Planning & Development Specialist II
Position Number:	017072
Bargaining Unit:	030 Current Salary: $19.75 - 22.98 (Range: 34.0A)

RECOMMENDED ACTION

Classification Title:	Administrative Specialist I
Ordinance Title:	Administrative Specialist I
Legislation Required:	Yes
Bargaining Unit:	030 Recommended Salary: $12.32 - 13.74 (Range: 20.5B)
Remarks:	See next page for pertinent allocation information

INCUMBENT STATUS

Incumbent:	
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:	_____	Classification/Compensation Analyst
Approved by:	Steve Aspiras SA	Classification/Compensation Supervisor
	Lidia Santiesteban SA for LS	Classification/Compensation Director
	Sarah Welch	Personnel Director

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SOURCE OF REQUEST

This position was reviewed as a result of a request from Executive Department - Office of Economic Development (OED). The request is based on OED and Executive Department - Office of Intergovernmental Relations (OIR) agreeing to move a joint office space to accommodate the Office of Management and Planning (OMP) expansion. It was agreed by OMP that the new space occupied by OED and OIR would require a receptionist. To accommodate this need, the subject position which is being reclassified will be transferred from OMP to OED by the 1996 budget.

POSITION HISTORY

See individual position record cards for detailed historical data concerning the subject position.

SCOPE OF REVIEW

This review included analysis of: a Position Description Questionnaire submitted by OED and dated 9-11-95; class specifications for the Administrative Specialist and Planning and Development Specialist series; review of charts of the affected organizational structure; position information from Personnel Records; and review of other pertinent materials.

STATEMENT OF DUTIES

The essential purpose of this position is to be the first point of contact for two Executive Offices. The position will act as receptionist and provide customer service for OED and OIR; provide back up reception for NPO and Planning Commission; and assists the OED and OIR Administrative Assistants during peak workloads. See original PDQ dated 9-11-95 for the complete duties list.

ANALYSIS

In comparison to the requested title of Administrative Specialist I, the class specification for the current title of Planning and Development Specialist II, verified that positions allocated to that title primarily perform the full range of planning and development duties related to land use, environmental, conservation, parks and recreation, human services, or other program/issues. Position develops goals, objectives and criteria for projects and programs and evaluate/monitor programs and process.

As reflected on the PDQ and earlier on this report, OED and OIR agreed to transfer a Planning and Development Specialist II position to OED for reclassification to Administrative Specialist I to accommodate their need for a receptionist. A Memorandum of Agreement on sharing the position has been drafted by OMP.

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Perusal of the duty statements on the PDQ verified that the position will have responsibilities typical of an Administrative Specialist I which is expected to understand the work processes, procedures and regulations of the assigned program area.

Representative duties at this level include establishing and maintaining logs, files, indexes and similar records systems; compiling and editing special reports; composing routine correspondence; checking the work of others for errors or omissions; verifying information to be included in documents of public records; gathering statistical information to be used for reports; and reviewing, evaluating and entering data into personal computer or terminal, and creating or updating files. The Administrative Specialist II level differs from the AS I in that they perform the more complex administrative support activities requiring increased judgement to solve special problems. The subject position is distinguished from the lower level Administrative Support Assistant in that assignments reflect increasing variety (two departments), complexity, need for research, initiative and judgement to resolve non-routine issues and questions.

The duties of this position were also compared to position files and reports under Administrative Specialist I. The review verified that the subject position is performing comparable work.

CONCLUSION

Based on evaluation of the duties and responsibilities of this position, the appropriate allocation is Administrative Specialist I, effective September 11, 1995, to coincide with the date the Office of Economic Development submitted the reclass request.

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CITY OF SEATTLE
Personnel Department

CLASSIFICATION DETERMINATION REPORT

Date: December 14, 1995 Report No.:**95654**

POSITION IDENTIFICATION

Department: Executive: Office of Management and Planning

Classification Title: Data Processing Systems Analyst
Ordinance Title: Data Processing Systems Analyst

Position Number: 024254

Bargaining Unit: 034 Current Salary: $19.13 - $22.34

RECOMMENDED ACTION

Classification Title: Systems Analyst, Senior

Ordinance Title: Systems Analyst, Senior

Legislation Required: Yes Recommended Salary: $22.53 - $26.27 (Range 37.5A)

Recommended Bargaining Unit: 030

Remarks: *(See next page for pertinent allocation information.)*

INCUMBENT STATUS

Incumbent: Vacant

Current Standing: Data Processing Systems Analyst

Recommended Standing: Systems Analyst, Senior

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:

APPROVED:

Carla H. Coward Sr. Classification Analyst

Steve Aspiras Classification Supervisor

Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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PERTINENT ALLOCATION FACTORS - Report No.:**95654**

SOURCE OF REQUEST/POSITION IDENTIFICATION

Position #024254 was reviewed as a result of a request filed by the Office of Management & Planning department on October 31, 1995. Due to the creation of the Office of Management and Planning expanded computing support is needed. This position will also provide similar support to other offices in the Executive department. It is expected that this position will expand computer systems will allow a heterogeneous computing environment across the departments involved, allow increased efficiency of communications and data sharing.

The purpose of the work unit is to provide computing systems support functions to the Offices of the Executive, and additionally to the Ethics and Elections Office and Planning Commission Office. This encompasses hardware and software support, purchasing, network management, data communications, application development and data management and processing.

POSITION HISTORY

See individual position record cards included in the file for detailed historical data concerning each position.

SCOPE OF REVIEW

Review of this position included analysis of the following:

- Position Description Questionnaires (PDQs) submitted for the purposes of this review;
- Class Specification # 2100504, 2100505 & 2100508;
- Position Record Cards;
- Organizational Chart;
- and other records available internally.

STATEMENT OF DUTIES

The essential purpose of this position is to coordinate the operations of the Information Systems unit and staff. To provide technical expertise in problem solving and in-depth analysis and planning.

NOTE: *For a more complete listing of each subject position's responsibilities, see the Position Description Questionnaires (PDQs), dated October 31, 1995 submitted for the purposes of this review.*

ANALYSIS

The duties of Position #024254 were compared to Systems Analyst, Systems Analyst, Senior and Principal Systems Analyst class specifications.

Positions in the Systems Analyst class perform the full range of system design, development, implementation and maintenance activities related to data processing systems; and provide technical advice and support to users in the proper use of hardware and/or software.

Positions in the Principal Systems Analyst class are primarily project managers who oversee the operation of major departmental or City-wide data processing projects or serve as a technical expert in an area of specialization.

The closest match is the Systems Analyst, Senior classification. Positions in the Systems Analyst, Senior class plan develop, coordinate and analyze data processing systems to determine feasibility and practicality of requested services; diagnose system failures to isolate source of problem between equipment, system software and application programs. The Senior performs the more complex or technical projects and/or serve as lead to subordinate staff.

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RECOMMENDATION

The subject position is adequately described by the Systems Analyst, Senior classification and we recommend that position #024254 be classified as Systems Analyst, Senior, effective the date the ordinance is approved.

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CITY OF SEATTLE

PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: October 23, 1995 Report No.950567

POSITION IDENTIFICATION

Department: Finance

Classification Title: Accountant

Ordinance Title: Accountant

Position Numbers: 010727

1991 Budget Log No.: N/A

Bargaining Unit: 030 Current Salary: Range 28.0A

RECOMMENDED ACTION

Classification Title: Accountant, Senior

Ordinance Title: Accountant, Senior

Legislation Required: yes Recommended Salary: Range 31.0B

Bargaining Unit: 030

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbents:

Current Standing: Regular

Recommended Standing: Regular

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:	Laurie D. Depew	Classification/Compensation Analyst
Approved:	Steve Aspiras	Classification/Compensation Supervisor
	Lidia Santiesteban	Classification/Compensation Director
	Sarah Welch	Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

Source of Request / Position Identification

Position #010567 was reviewed as a result of a request by Finance's management submitted on September 14, 1995. This position is located in the Payroll Section of the Accounting Service Division of the Finance Department. The purpose of the Accounting Services Division is to support City department's accounting and payroll operations and to safeguard the City's financial assets. They perform the City's central accounting and payroll functions and by managing the City's financial systems, including establishing policies and procedures and providing training in their effective use.

Position History

See individual position record card included in the file for detailed historical data concerning each position.

Scope of Review

Review of this position included analysis of the following:

- Position Description Questionnaire (PDQ) submitted for the purposes of this review;
- management response to Council Resolution 26813 and related memoranda;
- Class Specification #2000504, Accountant;
- Class Specification #2000505, Senior Accountant;
- Position Record Cards;
- organizational chart;
- and other records available internally.

Statement of Duties

The essential purpose of this position is to lead other professional accounting and accounting support positions in the oversight and coordination of the production of the City's employee and retiree payrolls.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated April 27, 1995, submitted for the purposes of this review.*

Analysis

Position #010567 has been assigned the lead responsibility over other professional Accountants as well as accounting support positions. As a group, these positions oversee and coordinate the production of the City's employee and retiree payrolls. They balance the payroll and research discrepancies; report and deposit payroll taxes, including W-2 documentation; maintain the City's payroll related database to ensure compliance with laws and ordinances; and provide information regarding payroll related issues to government agencies, City management, employees and all other interested parties.

It is not unusual for positions in the Accountant class to perform a broad range of professional accounting tasks within established guidelines and according to generally accepted accounting practices. It is also within the range of work typically performed by Accountants to lead and/or supervise the work of accounting support staff. However, the Senior Accountant class is distinguished by its responsibility for providing direct supervision to lower level Accountants and accounting support personnel. Senior Accountants may also serve as the lead position responsible for a special program, project or accounting function.

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Therefore, although the large body of accounting work performed by the subject position is not actually outside the scope of work described by the Accountant classification, we find that the subject position's coordination of accounting work being performed City-wide, including the work of other professional accountants and accounting support personnel in the Payroll Unit, warrants allocation at the Senior level.

Recommendation

In consideration of the above, we recommend that Position #010727 be reclassified to Senior Accountant, effective September 11, 1995, the date the position's review request was submitted by Finance Department management.

H:\WPDATA\FINANCE\950567.WPD

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CITY OF SEATTLE

PERSONNEL DEPARTMENT

CLASSIFICATION DETERMINATION

Date: October 23, 1995 Report No.950570

POSITION IDENTIFICATION

Department: Finance

Classification Title: Accountant

Ordinance Title: Accountant

Position Numbers: 010672, 010674, and 015338

1991 Budget Log No.: N/A

Bargaining Unit: 030 Current Salary: Range 28.0A

RECOMMENDED ACTION

Classification Title: Accountant, Senior

Ordinance Title: Accountant, Senior

Legislation Required: yes Recommended Salary: Range 31.0B

Bargaining Unit: 030

Remarks: See next page for pertinent allocation information.

INCUMBENT STATUS

Incumbents:

Current Standing: Regular

Recommended Standing: Regular

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:	Laurie D. Depew	Classification/Compensation Analyst
Approved:	Steve Aspiras	Classification/Compensation Supervisor
	Lidia Santiesteban for LS	Classification/Compensation Director
	Sarah Welch	Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

Source of Request / Position Identification

Positions #015338, #010672, and #010674 were reviewed as a result of a request by Finance's management submitted on September 14, 1995. Position #015338 is located in the Special Accounting Section of the Accounting Service Division of the Finance Department. Positions #010672 and #010674 are located in the Central Accounting Section of Finance's Accounting Services Division. The purpose of the Accounting Services Division is to support City department's accounting and payroll operations and to safeguard the City's financial assets. They perform the City's central accounting and payroll functions and by managing the City's financial systems, including establishing policies and procedures and providing training in their effective use.

Position History

See individual position record cards included in the file for detailed historical data concerning each position.

Scope of Review

Review of this position included analysis of the following:

- Position Description Questionnaires (PDQs) submitted for the purposes of this review;
- management response to Council Resolution 26813 and related memoranda;
- Class Specification #2000504, Accountant;
- Class Specification #2000505, Senior Accountant;
- Position Record Cards;
- organizational chart;
- and other records available internally.

Statement of Duties

The essential purpose of each of these positions is to carry the primary lead responsibility for a specified portion of the City's accounting practices and functions.

NOTE: *For a more complete listing of the each subject position's responsibilities, see the Position Description Questionnaires (PDQs), dated August 11, 1995, submitted for the purposes of this review.*

Analysis

Positions #015338, #010672, and #010674 are each assigned lead roles for their designated sections of the City's accounting and financial reporting systems, roles which require them to coordinate work performed by non-Finance Department staff City-wide. Two of the subject positions have oversight over facets of the City's General Fund accounting practices and functions. Another of the subject positions oversees the accounting practices and functions for several of the City's operating and capital project funds.

It is not unusual for positions in the Accountant class to perform a broad range of professional accounting tasks within established guidelines and according to generally accepted accounting practices. However, while the Senior Accountant class is distinguished by its responsibility for providing direct supervision to lower level Accountants and accounting support personnel, they may also serve as the lead position responsible for a special program, project or accounting function.

Therefore, although the large body of accounting work performed by each of the subject positions is not actually

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CLA[illegible]FICATION PROJECT DETE[illegible]MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST

Ordinance Title: SYSTEMS ANALYST (1/2/91-12/31/92)

Legislation Required: Yes **Bargaining Unit:** 034

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 Report No.: 2100504 Supplement

Position Number: 022959 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: SYSTEMS ANALYST

Legislation Required: Yes **Recommended BU Code:** 034

Recommended Ordinance Title: SYSTEMS ANALYST (1/2/91-12/31/92)

Recommended Salary for This Position: $19.13 22.34

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 034

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

RECLASSED SYSTEMS ANALYST S 38-94 1/1/93

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: SYSTEMS ANALYST, SR

Ordinance Title: SYSTEMS ANALYST, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

2/14/90 5/17/94

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DETI MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 2100505 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on Jan. ary 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: SYSTEMS ANALYST, SR

Ordinance Title: SYSTEMS ANALYST, SR

Legislation Required: Yes **Bargaining Unit:** 030

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 2100505 **Supplement**

Position Number: 022804 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: SYSTEMS ANALYST, SR

Legislation Required: Yes **Recommended BU Code:** 030

Recommended Ordinance Title: SYSTEMS ANALYST, SR

Recommended Salary for This Position: $22.53 26.27

Recommended Salary Range: 37.5A

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: DATA PROCESSING SYSTEMS ANALYST, SR

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 030

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

RECLASSED SYSTEMS ANALYST, S	100-94	12/1/94

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: SYSTEMS ANALYST, SR

Ordinance Title: SYSTEMS ANALYST, SR

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 030

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(PROGRAMMER, SR ilo) JOB S	2/9/94	2/22/94
DATA PROC SYSTEMS AN	3/7/90	4/23/91

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CLA ''ICATION PROJECT DETI MINATION

Per Council Ordinance No. 115339, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 7201503 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CIVIL ENGINEERING SPECIALIST, ASSISTANT

Ordinance Title: CIVIL ENGINEERING SPECIALIST, ASSISTANT

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

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EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 7201503 **Supplement**

Position Number: 008738 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: CIVIL ENGINEERING SPECIALIST, ASSISTANT

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: CIVIL ENGINEERING SPECIALIST, ASSISTANT

Recommended Salary for This Position: $15.41 21.51

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: FIELD ENGINEERING SPECIALIST, ASSOC

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: FIELD ENGINEERING SPECIALIST, ASSOC

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DETI MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 7201503 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CIVIL ENGINEERING SPECIALIST, ASST

Ordinance Title: CIVIL ENGINEERING SPECIALIST, ASST

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

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EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 7201503 **Supplement**

Position Number: 008824 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: CIVIL ENGINEERING SPECIALIST, ASST

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: CIVIL ENGINEERING SPECIALIST, ASST

Recommended Salary for This Position: $15.41 21.51

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: FIELD ENGINEERING SPECIALIST, ASST I

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: FIELD ENGINEERING SPECIALIST, ASST I

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

4/11/90 3/3/93

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DETI MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 7201503 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CIVIL ENGINEERING SPECIALIST, ASST

Ordinance Title: CIVIL ENGINEERING SPECIALIST, ASST

Legislation Required: Yes **Bargaining Unit:** 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 7201503 **Supplement**

Position Number: 022762 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: CIVIL ENGINEERING SPECIALIST, ASST

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: CIVIL ENGINEERING SPECIALIST, ASST

Recommended Salary for This Position: $15.41 21.51

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: FIELD ENGINEERING SPECIALIST, ASST I

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: FIELD ENGINEERING SPECIALIST, ASST I

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(SOLID WASTE FIELD REP II ilo)	1/1/92	10/1/93
(MAINTENANCE LABOR	3/28/90	4/14/92

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DETI MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 7201503 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: CIVIL ENGINEERING SPECIALIST, ASST

Ordinance Title: CIVIL ENGINEERING SPECIALIST, ASST

Legislation Required: Yes Bargaining Unit: 004

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 7201503 **Supplement**

Position Number: 023366 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: CIVIL ENGINEERING SPECIALIST, ASST

Legislation Required: Yes **Recommended BU Code:** 004

Recommended Ordinance Title: CIVIL ENGINEERING SPECIALIST, ASST

Recommended Salary for This Position: $15.41 21.51

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: FIELD ENGINEERING SPECIALIST, ASST I

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 004

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Nam

Classification Title: UNCLASSIFIED

Ordinance Title: FIELD ENGINEERING SPECIALIST, ASST I

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 004

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

(TRUCK DRIVER ilo) 7/3/91 6/29/93

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA[illegible]FICATION PROJECT DETE[illegible]MINATION

Per Council Ordinance No. 115359 the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9100003 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDNER, ASSISTANT

Ordinance Title: GARDNER, ASSISTANT

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100003 **Supplement**

Position Number: 018352 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: GARDNER, ASSISTANT

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDNER, ASSISTANT

Recommended Salary for This Position: $12.32 13.27

Recommended Salary Range: 19.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: GARDENER I

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

ABROGATED 1/1/92

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name: ABROGATED

Classification Title: UNCLASSIFIED

Ordinance Title: GARDNER I

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 0019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DET MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9100003 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER, ASSISTANT

Ordinance Title: GARDENER, ASSISTANT

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95

Report No.: 9100003 **Supplement**

Position Number: 018752 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: GARDENER, ASSISTANT

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER, ASSISTANT

Recommended Salary for This Position: $12.32 13.27

Recommended Salary Range: 19.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: GARDENER I

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: GARDENER I

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DET MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95

REPORT NO: 9100003 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER, ASSISTANT

Ordinance Title: GARDENER, ASSISTANT

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100003 **Supplement**

Position Number: 018754 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: GARDENER, ASSISTANT

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER, ASSISTANT

Recommended Salary for This Position: $12.32 13.27

Recommended Salary Range: 19.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: GARDENER I

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: GARDENER I

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

12/5/90	8/10/92
9/29/90	3/26/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA[illegible]IFICATION PROJECT DET[illegible]MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9100003 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER, ASSISTANT

Ordinance Title: GARDENER, ASSISTANT

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100003 **Supplement**

Position Number: 018755 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: GARDENER, ASSISTANT

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER, ASSISTANT

Recommended Salary for This Position: $12.32 13.27

Recommended Salary Range: 19.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: GARDENER I

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: GARDENER I

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

3/27/91 1/5/93

10/12/88 3/12/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DET MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

12/18/95 **REPORT NO:** 9100004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER

Ordinance Title: GARDENER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Acting Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

12/18/95 **Report No.:** 9100004 **Supplement**

Position Number: 008165 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: GARDENER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $13.74 . 14.83

Recommended Salary Range: 22.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

12/21/88 8/18/94

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA[illegible]FICATION PROJECT DETF[illegible]MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 REPORT NO: 9100004 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER

Ordinance Title: GARDENER

Legislation Required: Yes Bargaining Unit: 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban 11/5 Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100004 **Supplement**

Position Number: 008166 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: GARDENER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $13.74 14.83

Recommended Salary Range: 22.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

9/28/88 6/5/94

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DETT MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 REPORT NO: 910000-1 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER

Ordinance Title: GARDENER

Legislation Required: Yes Bargaining Unit: 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100004 **Supplement**

Position Number: 008167 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: GARDENER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $13.74 14.83

Recommended Salary Range: 22.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DETI MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9100004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER

Ordinance Title: GARDENER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santicsteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100004 **Supplement**

Position Number: 015814 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: GARDENER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $13.74 14.83

Recommended Salary Range: 22.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: GARDENER

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DETI MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9100004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER

Ordinance Title: GARDENER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** >100004 **Supplement**

Position Number: 017487 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: GARDENER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $12.74 14.83

Recommended Salary Range: 22 5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DET MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9100004 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: GARDENER

Ordinance Title: GARDENER

Legislation Required: Yes Bargaining Unit: 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9100004 **Supplement**

Position Number: 022626 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: GARDENER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: GARDENER

Recommended Salary for This Position: $13.74 14.83

Recommended Salary Range: 22.5C

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: GARDENER II

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: UNCLASSIFIED

Ordinance Title: GARDENER II

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA[illegible]IFICATION PROJECT DET[illegible]MINATION

Per Council Ordinance No. 115359, the effective date of this Classification Project is January 2, 1991. Information on this report reflects position data as of that date.

11/28/95 REPORT NO: 9301504 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: PUMP STATION MAINTENANCE WORKER

Ordinance Title: PUMP STATION MAINTENANCE WORKER

Legislation Required: Yes Bargaining Unit: [illegible]

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular	[ ] Probationary	[ ] Temporary

Authority: Personnel Rule

Pers Rule 2.2.200(A)	Pers Rule 2.2.200(B)	Pers Rule 2.2.200(C)

Remarks:

Approved: Lidia Santiesteban, Classification/Compensation Director

Sarah Welch, Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January [illegible]
Information on this report reflects position data as of that date

11/28/95 Report No.: 9301504 Supplement

Position Number: 008308 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: PUMP STATION MAINTENANCE WORKER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: PUMP STATION MAINTENANCE WORKER

Recommended Salary for This Position: $14.11 15.27

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd UTILITY LABORER

Ordinance Title: LABORER-PUMP STATION MAINT HELPER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** [illegible]

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd UTILITY LABORER

Ordinance Title: LABORER-PUMP STATION MAINTENANCE HELPER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

7/17/91	8/24/95
9/12/90	[illegible]

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE
IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DET MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9301504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: PUMP STATION MAINTENANCE WORKER

Ordinance Title: PUMP STATION MAINTENANCE WORKER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9301504 **Supplement**

Position Number: 008330 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: PUMP STATION MAINTENANCE WORKER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: PUMP STATION MAINTENANCE WORKER

Recommended Salary for This Position: $14.11 15.27

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd UTILITY LABORER

Ordinance Title: LABORER-PUMP STATION MAINT HELPER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd UTILITY LABORER

Ordinance Title: LABORER-PUMP STATION MAINTENANCE HELPER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

10/10/90 1/10/95

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA[illegible]FICATION PROJECT DETE[illegible]INATION

Per Council Ordinance No 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9301504 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: PUMP STATION MAINTENANCE WORKER

Ordinance Title: PUMP STATION MAINTENANCE WORKER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9301504 **Supplement**

Position Number: 008331 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: PUMP STATION MAINTENANCE WORKER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: PUMP STATION MAINTENANCE WORKER

Recommended Salary for This Position: $14.11 15.27

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd UTILITY LABORER

Ordinance Title: LABORER-PUMP STATION MAINT HELPER

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd UTILITY LABORER

Ordinance Title: LABORER-PUMP STATION MAINTENANCE HELPER

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

8/17/88 1/15/91

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DET MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 REPORT NO: 9301505 Supplement

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: PUMP STATION MAINTENANCE LEADWORKER

Ordinance Title: PUMP STATION MAINTENANCE LEADWORKER

Legislation Required: Yes Bargaining Unit: 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991

Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9301505 **Supplement**

Position Number: 008240 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: PUMP STATION MAINTENANCE LEADWORKER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: PUMP STATION MAINTENANCE LEADWORKER

Recommended Salary for This Position: $16.21 17.47

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd MAINTENANCE LABORER

Ordinance Title: LABORER-PUMP STATION MAINTENANCE-CII

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd MAINTENANCE LABORER

Ordinance Title: LABORER-PUMP STATION MAINTENANCE-CII

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CL/ IFICATION PROJECT DET :MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9301505 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: PUMP STATION MAINTENANCE LEADWORKER

Ordinance Title: PUMP STATION MAINTENANCE LEADWORKER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9301505 **Supplement**

Position Number: 008290 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: PUMP STATION MAINTENANCE LEADWORKER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: PUMP STATION MAINTENANCE LEADWORKER

Recommended Salary for This Position: $16.21 17.47

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd MAINTENANCE LABORER

Ordinance Title: LABORER-PUMP STATION MAINTENANCE-CII

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd MAINTENANCE LABORER

Ordinance Title: LABORER-PUMP STATION MAINTENANCE-CII

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

12/31/75 12/1/93

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DET MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9201505 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: PUMP STATION MAINTENANCE LEADWORKER

Ordinance Title: PUMP STATION MAINTENANCE LEADWORKER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9301505 **Supplement**

Position Number: 008299 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: PUMP STATION MAINTENANCE LEADWORKER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: PUMP STATION MAINTENANCE LEADWORKER

Recommended Salary for This Position: $16.21 17.47

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd MAINTENANCE LABORER

Ordinance Title: LABORER-PUMP STATION MAINTENANCE-CII

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd MAINTENANCE LABORER

Ordinance Title: LABORER-PUMP STATION MAINTENANCE-CII

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

CLA IFICATION PROJECT DETI MINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9301505 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: PUMP STATION MAINTENANCE LEADWORKER

Ordinance Title: PUMP STATION MAINTENANCE LEADWORKER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:

The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban Classification/Compensation Director

Sarah Welch Personnel Director

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEA' THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9301505 **Supplement**

Position Number: 016258 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: PUMP STATION MAINTENANCE LEADWORKER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: PUMP STATION MAINTENANCE LEADWORKER

Recommended Salary for This Position: $16.21 17.47

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd MAINTENANCE LABORER

Ordinance Title: LABORER-PUMP STATION MAINTENANCE-CII

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER asgd MAINTENANCE LABORER

Ordinance Title: LABORER-PUMP STATION MAINTENANCE-CII

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

9/28/77 5/7/91

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CLASSIFICATION PROJECT DETERMINATION

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991. Information on this report reflects position data as of that date.

11/30/95 **REPORT NO:** 9302504 **Supplement**

POSITION IDENTIFICATION FOR POSITION NO. See Attached

Position Number: See Attached Exhibit A

Department: See Attached Exhibit A

January 2, 1991 Classification Title: See Attached Exhibit A

Recommended Ordinance Title: See Attached Exhibit A

Salary on January 2, 1991: See Attached Exhibit A

RECOMMENDED ACTION EFFECTIVE JANUARY 2, 1991

Classification Title: WASTE WATER COLLECTION WORKER

Ordinance Title: WASTE WATER COLLECTION WORKER

Legislation Required: Yes **Bargaining Unit:** 019

Recommended Salary Effective January 2, 1991: See Attached Exhibit A

REMARKS:
The implementation of this classification determination resolves outstanding Classification Project allocation determinations. The positions identified on the Exhibit A's attached hereto either were not allocated during the initial phases of the Classification Project and/or they required resolution of an appeal. See Exhibit B attached for the pertinent allocation information on each position. This action does not supersede any classification actions that may have occurred since January 2, 1991.

INCUMBENT --STATUS JANUARY 2, 1991 AND JANUARY 1, 1995

Incumbent: See Attached Exhibit A

Standing: See Attached Exhibit A

Recommended Standing: See Attached Exhibit A

In the recommended standing, incumbent status is: See Attached Exhibit A

[ ] Regular **[ ] Probationary** **[ ] Temporary**

Authority: Personnel Rule

Pers Rule 2.2.200(A) **Pers Rule 2.2.200(B)** **Pers Rule 2.2.200(C)**

Remarks:

Approved: Lidia Santiesteban **Classification/Compensation Director**

Sarah Welch **Personnel Director**

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EXHIBIT A

Classification Project Determination

Per Council Ordinance No. 115359, the effective date of this Classification action is January 2, 1991
Information on this report reflects position data as of that date

11/30/95 **Report No.:** 9302504 **Supplement**

Position Number: 008206 **Department:** ENGINEERING DEPARTMENT

Recommended Classification Title: WASTE WATER COLLECTION WORKER

Legislation Required: Yes **Recommended BU Code:** 019

Recommended Ordinance Title: WASTE WATER COLLECTION WORKER

Recommended Salary for This Position: $14.98 15.58

Recommended Salary Range: NA

REMARKS: This salary is effective January 1, 1995. Please apply the appropriate calculation for retroactivity.

JANUARY 2, 1991 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER-WASTE WATER COLLECTION

Ordinance Title: LABORER-WASTE WATER COLLECTION CI

In the Recommended Classification, Incumbent Status was: No Change

Salary: *Per Applicable 1/2/91 Salary Schedule* **Bargaining Unit:** 019

CLASSIFICATION ACTION SUBSEQUENT TO JANUARY 2, 1991

JANUARY 1, 1995 INCUMBENT AND STATUS

Incumbent Name:

Classification Title: LABORER-WASTE WATER COLLECTION

Ordinance Title: LABORER-WASTE WATER COLLECTION CI

1995 Salary: *Per Applicable Current Salary Schedule* **Bargaining Unit:** 019

ADDITIONAL INCUMBENTS AND SERVICE DATES IN THIS POSITION

Name and Services Dates (From - To)

9/1/76 7/9/92

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STATE OF WASHINGTON - KING COUNTY

64919
City of Seattle,City Clerk

—ss.

No. ORDINANCE TI

Affidavit of Publication

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following ordinances, passed by the City Council on February 12, 1996, and published here by title only, will be mailed, at no cost, upon request for two months after this publication. For further information, contact the Seattle City Clerk at 684-8344.

ORDINANCE NO. 118014

AN ORDINANCE establishing titles, retitling, reclassifying, and setting compensation for certain employee positions in various City departments; correcting a title as shown on Ordinance #117748; amending S. M. C. 4.13.010 by a 2/3 vote of the Council to exempt additional positions from the classified service; and providing payment therefor.

ORDINANCE NO. 118016

AN ORDINANCE relating to the Department of Neighborhoods; accepting funds from the Port of Seattle pursuant to a previously approved agreement; increasing an expenditure allowance in the 1996 Budget of the Department of Neighborhoods; and authorizing use of said funds for planning and public improvements for Pier 1 and Pier 2 pursuant to that agreement; all by a three-fourths vote of the City Council.

ORDINANCE NO. 118017

AN ORDINANCE appropriating money to pay certain audited claims and ordering the payment thereof.

Publication ordered by JUDITH PIPPIN, City Clerk.

Date of official publication in the Daily Journal of Commerce, February 27, 1996. 2/27(64919)

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

CT:OT 118014,016,017

was published on

02/27/96

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

Subscribed and sworn to before me on

02/27/96

Notary Public for the State of Washington, residing in Seattle

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TIME AND DATE STAMP

SPONSORSHIP

Tom Thub

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO:

PRESIDENT'S SIGNATURE

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